

P.A.W.I. CHURCH MINISTRIES MANUAL

CONTENTS

PAWI Vision and Mission	2
Overview	3
Introduction to Ch. Ministries	5
Ch. Ministries Vision/Mission	7
Ch. Ministries Structure	8
Organigram- General	10
Organigram- District	11
Executive Director	14
Executive Council	18
District Council	18
District Director	22
District Coordinators	23
Secretary/ Treasurer	25
Church Min. Leaders	26
Code of Conduct	28
Terms of Office	29

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

***V*ision Statement**

To become vibrant and proficient in the use of ministry gifts and talents; to serve adults, youths and children.

***M*ission Statement**

PAWI Church Ministries exist to inspire and equip the church through holistic Christian ministry to adults, youths and children.

P. A. W. I - CHURCH MINISTRIES MANUAL



PAWI is pleased to introduce all Church Ministries Workers to its Policy Document. As the fellowship works towards building a strong dynamic organization, the adoption of acceptable professional conduct and strong policy measures remain key ingredients.

This document is a comprehensive compilation of all functions covering the Church Ministries' operations. It is intended to be a reference tool and a source of further information for all leaders and workers. This document will help PAWI's Church Ministries to operate more effectively and efficiently and will be particularly useful in; helping with new leaders and workers' orientation, resolving issues that may arise regarding policies, assisting in mitigating against conflict and misunderstanding providing continuity and consistency in PAWI's Church

P. A. W. I - CHURCH MINISTRIES MANUAL

Ministries operations and decision making and ensuring that Church Ministries stays on track when there are changes amongst workers and leaders

Overall, the policies will provide guidance to PAWI's leadership in taking a more proactive approach towards planning and will provide leaders and workers with a vital tool to manage and support the day-to-day operations of the Church Ministries.

P. A. W. I - CHURCH MINISTRIES MANUAL

9 Introduction Church Ministries

PAWI views Church Ministries as all the activities and responsibilities of the church of Jesus Christ in pursuit of the accomplishment of its biblically defined mandate in the world. The Ministry of the church may be viewed from various perspectives. According to Matt. 28: 19-20, the church is instructed to go into all the world and make disciples of all nations, baptizing them and teaching them to observe the commands of Christ. This is the “Great Commission” to which PAWI subscribes.

Moreover, the goal of Christian Ministry is the equipping of the church for the work of Christian Ministry. To adequately do this, will

P. A. W. I - CHURCH MINISTRIES MANUAL

require teaching the doctrine of Christ, engaging believers in prayer, fellowship with each other and Christ, evangelizing, extending care and compassion to those to whom we minister. At the heart of our pursuit will be our love for, and our service to God.

It is against this backdrop that PAWI's Church Ministry (YM; MM; etc) is established.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

CHURCH MINISTRIES *M*ISSION

PAWI Church Ministries exist to inspire and equip the church to win souls and transform communities, through holistic Christian ministry to adults, youths and children.

CHURCH MINSITRIES *V*ISION

To become a vibrant church unit, proficient in the use of ministry gifts and talents; to serve adults, youths and children in strategic outreach ministries locally, regionally and internationally.

P. A. W. I - CHURCH MINISTRIES MANUAL

Church Ministries Structure

The Church Ministries Department shall be organized into:

1. Executive Director of Church Ministry
2. *Church Ministries Executive Council*
3. Church Ministries District Council
4. District Directors for Church Ministries
5. Departmental Co-coordinators
6. Church Departmental Leaders

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**PAWI CHURCH MINISTRIES
ORGANOGRAM - GENERAL**

General Executive

Executive Director for Church Ministries

General Church Ministries Council

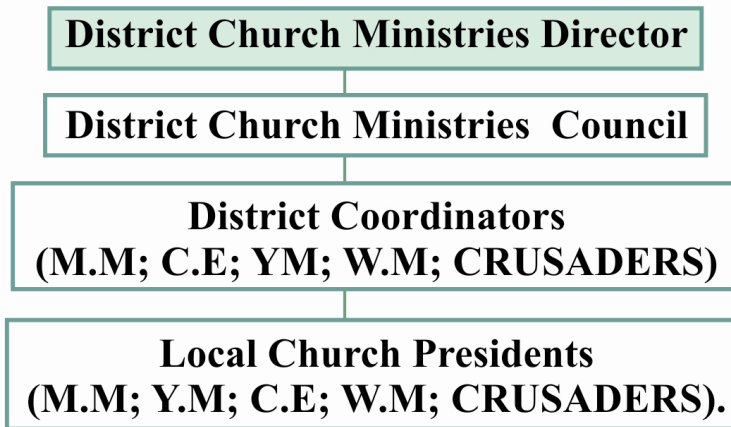
District Church Ministries Director

District Church Ministries Council

District Coordinators

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**PAWI CHURCH MINISTRIES ORANOGRAM
– District**



**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**EXECUTIVE DIRECTOR - CHURCH
MINISTRIES**

Election/Appointment

Shall be elected by secret ballot (2.5.2)

Qualifications

Shall be a member of the fellowship, and shall be a person of mature experience and ability, ordained for a period of not less than five years. Whose life and ministry are above question, and who possesses qualities suitable for such an office. (3.5.1)

Vacancy

The General Executive shall call a special meeting within 60 days for the purpose of filling the vacancy until the next General Conference (2.5.1)

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**EXECUTIVE DIRECTOR - CHURCH
MINISTRIES (Cont'd)**

Duties and Powers

*The Executive Director of Church Ministries
Shall:*

1. Have the overall responsibility of the functioning of the department as outlined in the Bylaws. These Ministries shall include Youth Ministries; Men's Ministries, Women's Ministries, Christian Education and Pentecostal Crusaders International
2. Chair of the Church Ministries Council
3. Be responsible, along with the Council for identifying sources of funding for general projects for the ministries approved by the General Executive.

P. A. W. I - CHURCH MINISTRIES MANUAL

4. Be ex-officio member of all standing committees of the ministries

5. Perform such other duties as may be assigned from time to time by the General Conference or the General Executive.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES EXECUTIVE
COUNCIL**

Election/Appointment

1. Shall be nominated by the General Executive and ratified by the General Conference

2. In the event a member of the council demits office an appointment a replacement until the next General Conference

Composition

The Church Ministries Executive Council shall comprise:

1. The Executive Director of Church Ministries.
2. A Secretary/Treasurer
3. Legal Consultant
4. Business/Marketing Consultant

P. A. W. I - CHURCH MINISTRIES MANUAL

5. A minimum of five (5) persons representing the respective departments within the Church Ministries

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES EXECUTIVE
COUNCIL (Cont'd)**

Qualifications

General Council Members shall:

1. Be persons of mature experience, whose life and ministry are above question, and who possess such qualities and skills which shall determine their eligibility for office.

2. Have been involved in a Church Ministry Department at a District Level for a minimum of 5 years or in the case of consultants have been practicing in their respective field for a minimum of 5 years.

3. Shall be actively involved in ministry in the local church and recommended by their Bishop.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES EXECUTIVE
COUNCIL (Cont'd)**

Duties and Powers

The Church Ministries Executive Council shall:

1. Be chaired by the Executive Director for church ministries.
2. Be directed by the decisions of the General Conference and the General Executive.
3. Meet at least bi- annually to plan and review strategies and plans for the advancement of all aspects of Church Ministries.
4. Review reports, documents and other information related to Church Ministries and disseminate relevant information in a timely manner throughout the Fellowship.

P. A. W. I - CHURCH MINISTRIES MANUAL

5. Oversee the implementation of strategies for the development of Church Ministries
6. In collaboration with the World Mission Agency, decide on Missions project for the ministries

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES DISTRICT
COUNCIL**

Election and Appointment

1. The District Executive shall recommend candidates to fill the positions on the Council which shall be ratified by the District Conference.
2. In the event a member of the Council demits office, the District Executive will appoint a replacement.

Composition

The Church Ministries District Council shall consist of at least seven (7) members including:

1. The Director for Church Ministries who shall be its Chair.
2. The Assistant Director for Church Ministries
3. Directors of the respective District Departments (5)

P. A. W. I - CHURCH MINISTRIES MANUAL

4. A Secretary/ Treasurer who may be selected from amongst the Council

Qualifications

The Director of Church Ministry shall:

1. Be a person of mature experience, whose life and ministry are above question, and possess such qualities and skills which will determine their eligibility for office.
2. Have served in a leadership capacity in the Church Ministries in which he is to be appointed for at least three (3) years.
3. Be actively involved in church ministry and recommend by the District Bishop
4. Be eligible to apply for ministerial credentials upon assumption of duties (5.2)

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES DISTRICT
COUNCIL (Cont'd)**

Duties and Powers

The District Council shall:

1. Be subject to all decisions of the District Conference and the District Executive.
2. Meet at least quarterly to review strategies and plans for the advancement of all aspects of Church Ministries in accordance with directives of the Church Ministries.
3. Be responsible for the implementation strategic decisions made at the Church Ministries Council.
4. Feedback to Departmental Director to the through written reports, documents and other information related to Church Ministries operations.

P. A. W. I - CHURCH MINISTRIES MANUAL

5. Be responsible for disseminating relevant information and plans in a timely manner to Departmental leaders in each local assembly and for ensuring that a two-way flow of communication exists between and among departments.
6. Be amenable to decisions of the General Conference, General Executive and the Church Ministries Council.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES DISTRICT
DIRECTOR**

Duties and Powers

The District Director Shall:

1. Be the Chair of the Church Ministries District Council
2. Coordinate the activities of the various Church Ministries Departments within the District
3. Reports to the General Council and respective District Executive/District Conference
4. Represent the Departments on the District Executive
5. Assume such duties that may be delegate by the district from time to time

CHURCH MINISTRIES DISTRICT COORDINATOR

Qualifications

1. Be persons of mature experience, whose life and ministry are above question, and possess such qualities and skills which will determine his eligibility for office.
2. Have served in a leadership capacity in the department which they are to be appointed or elected.
3. Upon assumption of office, be eligible to apply for ministerial credentials according to Bylaw 5:2
4. Should have a working knowledge of the operations of the department.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES DISTRICT
COORDINATOR (Cont'd)**

Duties and Powers

District Coordinators shall:

1. Plan and execute district events
2. Coordinate with local church ministry representative
3. Report to the District Director of Church Ministries on plans and activities
4. Any other duties that may be assigned from time to time by the District Bishop

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

**CHURCH MINISTRIES SECRETARY/
TREASURER**

Duties and Powers

Secretary/Treasurer shall:

1. Keep accurate records of various ministries meetings
2. Prepare reports as directed by the District Church Ministry Coordinator
3. Preserve all records of the Ministry
4. Keep an accurate record of all accounts and present such records annually to the district for the purpose of auditing
5. To disburse funds as authorized by the coordinator

DUTIES OF CHURCH MINISTRIES LEADERS

Church Ministries leaders shall be responsible for:

1. Guiding and giving direction and support to team members to ensure effective performance.
2. Becoming an agent of change to members of the team. Leaders are responsible for keeping themselves updated on tools and strategies that can make their ministry more effective
3. Communicating the vision and mission of PAWI Church Ministries to ministry workers, as it relates to specific assignments
4. Preparing and submitting plans for programmes and activities for their respective ministries on an annual basis to their immediate Ministry Director

P. A. W. I - CHURCH MINISTRIES MANUAL

5. Leaders must have the capacity and willingness to evaluate their subordinates functioning in their particular ministry to determine continued fitness for ministry.
6. Having the overall responsibility for the conduct of workers functioning in their ministry
7. Ensuring that adequate provision is made for training and development of key workers in their ministry

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

CODE OF CONDUCT FOR OFFICERS

All Church Ministries Leaders and workers shall be guided by and adhere to PAWT's code of conduct as laid out in its by-laws

P. A. W. I - CHURCH MINISTRIES MANUAL

TERM OF OFFICE

The term of office for all Departmental Directors shall be two (2) years and shall be concurrent with the General Conference term of the PAWI Fellowship.

1. The Executive Director for Church Ministries shall serve a maximum of three (3) terms at a time.
2. The Executive Council members shall serve a maximum of two terms
3. The District Director's term of office shall be guided by the provisions made in PAWI's Bylaws as it relates to District Officers.

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

NOTES

**P. A. W. I - CHURCH
MINISTRIES MANUAL**

NOTES