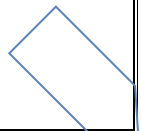


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*V*ision Statement

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.





Overview

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 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.



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 require teaching the doctrine of Christ, engaging believers



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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 (Youth Ministry; Men's Ministry; Crusaders; Women's Ministry; Christian Education) is established.



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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 MINISTRIES *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.



Church Ministries Structure

The Church Ministries Department shall be organized into:

1. Executive Director of Church Ministry
2. *Church Ministries Executive Council*
3. National Director- PAWI T & T
4. National Executive Council (T & T)
5. District Directors for Church Ministries
6. Church Ministries District Council
7. Departmental Co-coordinators
8. Local Church Coordinators
9. Church Departmental Leaders



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**GENERAL CHURCH MINISTRIES
ORGANOGRAM**



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**DISTRICT CHURCH MINISTRIES
ORGANOGRAM**



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)



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 Church Ministries Departments as outlined in the Bylaws. These Departments shall include Youth Ministries, Men's Ministries, Women's Ministries, Christian Education, and Pentecostal Crusaders International.
2. Chair the Church Ministries Council
3. Be responsible, along with the Church Ministries Council for identifying sources of funding for general projects for the Departments. All projects shall be approved by the General Executive.



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.



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. Secretary/Treasurer
3. Legal Consultant
4. Business/Marketing Consultant
5. The five (5) General Directors of the respective departments within the Church Ministries



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.



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.
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



CHURCH MINISTRIES NATIONAL DIRECTOR- TRINIDAD and TOBAGO

Election /Appointment

1. The National Council shall elect a suitable person to serve as Church Ministries National Director in accordance with Bylaw 10.
2. Nominations and Elections for the above positions shall be conducted by secret ballot and in accordance with Bylaw 2.5.2.

Qualifications

National Departmental Director shall

1. Be an ordained person of mature experience, sound judgement, recognized ability and Christian character who has ministered for at least three (3) consecutive years and lived in Trinidad and Tobago for at two years prior to taking up the position.



2. Have served in a leadership capacity in a church Ministry Department within a District in Trinidad and Tobago for at least three (3) years.

Duties and Powers

1. The Duties of the National Director shall be determined by the Church Ministries General Council; the National Council of T & T and shall be reviewed from time to time.
2. Be responsive to the leadership of the Executive Director for Church Ministries and work in harmony with the National/District Executives in accordance with the Constitution and Bylaws.
3. 3. Provide leadership in programme development of the ministries in the National/District
4. Be responsible for the procurement and distribution of funds for the ministries/ departments.



5. Be responsible for the preparation and publication of all information pertinent to the ministries in Trinidad and Tobago
6. Present written reports to the Executive Director for Church Ministries and the National Conference on all activities of the departments in Trinidad and Tobago.

CHURCH MINISTRIES NATIONAL COUNCIL

Duties and Power

1. Shall be subject to all decisions of the National Conference and National Executive
2. Meet at least half yearly and shall review strategies and plans for the advancement of the Church ministries in accordance with directives of the Church Ministries Executive Council



3. Be responsible for the implementation of strategic decisions made at the General Council.
4. Provide feedback to the Executive Director for Church Ministries through written reports, documents and other related information on the operations of Church Ministries in Trinidad and Tobago
5. Be responsible for disseminating relevant information in a timely manner to Departmental Directors in Trinidad and Tobago.
6. Be amenable to decisions of the General Conference, General Executive and the Church Ministries Executive Council.

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 Executive Director for Church Ministries and respective District Executive/District Conference
4. Represent the Departments on the District Executive
5. Assume such duties that may be delegated by the district from time to time

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. Be ordained for at least three (3) years. Have served in a leadership capacity within the District and have a working knowledge of the operations of the Departments.

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 suitable 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. Coordinators of the five (5) respective
3. A Secretary/ Treasurer who may be appointed (or selected from among the five coordinators). In that case, there can be an appointment of a person at large.

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. 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.

5. Be amenable to decisions of the General Conference, General Executive and the Executive Director for Church Ministries.

CHURCH MINISTRIES DISTRICT



CO-ORDINATOR

Elections/Appointment

- 1 The District Council shall nominate candidates for the respective positions for District Departmental Coordinators
- 2 On the advice of the council, the District Director shall recommend to the District Executive persons who qualify as District Coordinators of the respective ministries consistent with the Bylaws
- 3 The District Executive shall appoint District Coordinators and the appointment be ratified by the District Conference by secret ballots.

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.

Duties and Powers

District Coordinators shall:

1. Plan and execute and promote 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



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 LOCAL CHURCH LEADERS

The Church Ministry leader 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. Be responsible for keeping themselves updated on tools and strategies that can make the 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 the respective ministry on an annual basis to the Ministry Director
5. Having 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



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CODE OF CONDUCT FOR OFFICERS

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



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 Council advisors shall serve for two consecutive terms.
2. The District Director's term of office shall be guided by the provisions made in PAWI's Bylaws as it relates to District Officers.



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