

CHURCH WORKERS' HANDBOOK

1 CORINTHIANS 14:40

*"Let all things be
done decently and in order."*

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INTRODUCTION :

The Need for Workers in the Church

The emergence of a people called the Church suggests the need for workers therein. God has always chosen people who from generation to generation for His work in order to serve in His kingdom. These workers spread themselves into departments and units of the church for effective functioning. There are designation and duties meant to describe their duties and set goals for the growth of the church, and for one to be effective in the service of God, certain requirements and expectations must be seen as primary concerns on the part of the workers. Those who submit themselves for the operation and proper working of the church shall benefit positively from God.

This handbook therefore is to address the basic administrative workers of the Church, spelling out their duties and setting out the goals that can be digested in a glance.

Terms and Concepts

- **Church** - an organization known to be God's kingdom, where people serve, in their discharge of God's work. It is the spiritual assembly of the saint who stay together for the common interest of serving God, and worshipping Him in spirit and in truth.
- **Workers** - in this context, they are Christians who may be selected, appointed or volunteers to carry out the work of the kingdom. They look into the affairs of God in the assembly, attend to things and ensure positive growth and development in the house of God.
- **Handbook** - handbook here refers to a guide that gives information such as facts concerning the workings, operations, principles, duties and

requirements of those selected to work in the Church. It sets the goals for basic expectations of the workers depending on the departments or units they find themselves.

BIBLE HELPS

1Cor. 4.1,2

This is how one should regard us, as servants of Christ and nstewards of the mysteries of God. Moreover, it is required of stewards that they be found faithful.

Ephesians 4:11-12

And He Himself gave some *to be* apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ,

1 Peter 4:10-11

As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies—in order that in everything God may be glorified through Jesus Christ. To

him belong glory and dominion forever and ever. Amen.

Colossians 3:23-24

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

Acts 20:28

Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood.

Psalms 100:2

Serve the LORD with gladness! Come into his presence with singing!

2 Timothy 2:15

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.

CHURCH WORKERS

Organgram, Departments, Units and Committees

This section shall explore into the organgram, departments, units and committees in the Church. The Organogram is a chart or graph that shows the structure of the Church as an organization and the relationship between the different people, departments and duties at different levels within the Church. Therefore a Church organogram is a diagram (as seen below) that shows how the Church is structured, and how the position in the Church are related to each other.

DEPARTMENTS

For simpler understanding and effective functioning, the Church has been divided into four basic departs, these are:

A. Ministry

Ministry is divided into two sub groups, Mission and Ministration. Mission takes care of the three works of the Church; Evangelism, Edification and Benevolence while Ministration addresses all the sects that are being ministered as well as areas of ministration in worship including, Leadership, Youths, Men, Women, Children, Music and prayer ministration.

B. Finance

Finance as a department comprises of Cash Control that receives all monies that come into the Church, Treasury that custodies all funds as well as Budget Appropriation that looks into how all financial proposals are implemented.

C. Secretariat

The Church Secretariat controls all **Correspondences** which has to do with mails both incoming and outgoing, **Minutes**, for documentation and record

in meetings, **Editorial and Display** which takes care of newsletters, publications and display of lessons, **Media and Publicity** that publishes announcements and manages all social media platforms of the church, as well as **Internet and Registry** that controls membership and attendance of members in worship.

D. Protocol

Protocol as a department controls all special and general services of the Church including Ushering and Stewardship, Welfare and Security, Ceremonies and Hospitality, Utility and Maintenance, Power and Sound, etc.

There are also Adhoc and Standing committees, meant to act as catalyst and expedite the working of the Church based on recommendations.

DESIGNATIONS AND DUTIES

Below are the designations of Church workers and their duties based on departments, units and committees:

SECRETARIAT:

1. Secretary

The Secretary is in-charge of the Secretariat, preserving the good image of the Church in writing and documentation of all correspondences and taking minutes in Church meetings.

2. Registrar

Takes charge of Church membership and attendance in all Church programs

3. Publicity Secretary

Writes and publishes all approved information as announcement for the Church

4. Courier

Receives and discharges mails for the Church

5. Inventory Officer

Documents all properties of the Church for record keeping

FINANCE:

1. Cash Control Officer

Receives, counts and documents all monies of the Church and channels it to the Treasurer for safe keeping

2. Treasurer

Receives all monies from cash control and safe keep such monies as directed by the church

3. Financial Secretary

Prepares voucher for release of funds, prepares account and presents such accounts to the Church whenever he is called upon

PROTOCOL:

1. Chief Protocol

The Chief Protocol is the head of protocol Unit in the Church. He has the responsibility to coordinate the entire protocol work of the Church, making sure that all units function properly. He is responsible for training, scheduling and supervising all members in the units.

2. Ushers

Help to ensure a smooth running of Church service, ministering to people in a variety of ways, including, greeting people as they arrive for service, receiving and assisting them to their seats, assisting people with special needs, and ensuring a calm and peaceful atmosphere for worship. Ushers give visitors the first impression about the church. This is why they have to be lively, well dressed and receptive. They have to check and ensure that everything is working and the things are also at their respective places before commencement of service.

3. Stewards

Stewards are basically responsible for serving the people in several areas like taking offering, communion, etc. They hold the internal image of the Church by the way they conduct themselves and their appearances.

4. Security/Car Park Personnel

They maintain absolute security within and outside the worship environment, including car parks and offices. They also ensure that cars are properly parked with convenience, respecting the right of others.

5. Sound and Display

This unit is in-charge of generating and managing all sound equipments of the Church, ensuring safety and optimum functioning. Microphones, console, and other music equipments are always set on time in order to give the service a smooth take off and landing.

6. Cleaning Supervisors

Responsible for cleaning and maintenance of the Church. Schedule people and ensure daily, weekly or periodic sanitary maintenance of the worship place.

7. Utility and Maintenance

This unit is responsible for repairs, replacement and maintenance of facilities in the place of worship. It takes charge of utility bills, generator, etc. for the Church.

MINISTRY:

1. Music Director

See about music ministration including training, selection and the entire song service that keeps the Church lively in a good spiritual mood.

2. Men Coordinator

Leads, directs and coordinates of the men of the Church for effective men ministration including indoor and outdoor lectures, men lectureship and other programmes that may be carried out by christian men without a violation of the scripture.

3. Women Coordinator

Leads, directs and coordinates of the women of the Church for effective men ministration including indoor and outdoor lectures, women lectureship and other programmes that may be carried out by Christian women without a violation of the scripture.

4. Youth Coordinator

Leads, directs and coordinates youths of the Church for effective youth ministration including indoor and outdoor lectures, youth lectureships and other programmes that may be carried out by Christian youths without a violation of the scripture, but for the growth and development of the Church.

5. Children Coordinator

Leads, directs and coordinates children of the Church for effective Children classes including indoor and outdoor activities, varieties and other programmes that may be designed for the growth children in the Church.

6. Communion Service Attendants

Strictly for communion service including, washing communion dishes, making provision for bread and wine, dispensing for services and safe keeping under good hygienic condition.

COMMITTEES

1. Evangelism

Plan and recommend evangelism programmes to the Church and ensure that such programmes are executed accordingly

2. Benevolence and Visitation

Look into and recommend to the church all activities of benevolence and visitation in the church, making sure that members are cared for and visited on time.

3. Visitors and Hospitality

Ensure that visitors are well attended to and that visiting ministers or members are being cared for according to the arrangement of the Church.

4. Marriage Counseling

Receives marriage recommendations, ensure screening of couples (where

necessary) and recommends same for marriage proper. Also advice and may look into issues bothering on marriages of members in the Church.

5. Building

6. Medical Unit

7. Fund Raising

REQUIREMENTS AND EXPECTATIONS.

Given the delicate nature of Church work, Church workers will be expected to possess some basic requirements that will help them discharge their duties with utmost pleasure and reverence to God. These qualities include,

- 1. *Commitment***
- 2. *Steadfastness***
- 3. *Calm Disposition***
- 4. *Respect and Regard***
- 5. *Availability***
- 6. *Passion***
- 7. *Prayerful***

WORKING EXPECTATIONS

In order to achieve optimum functioning of programmes in the Church, all departments, units and committees are expected to always have meetings to see about their work in line with the vision and mission of the church. They are expected to know what is expected of them in order to progress there of.

- **Meetings**

Meetings of the committees, departments and unit in the Church should be conducted in such a way that shows honour and glory to God. The right and opinions of each member must be respected with love. One man's opinion or factional manipulations must not be allowed in Church meetings as such can mar the growth and progress of the Church, I Tim. 3:15. In the same manner, all members are expected to exhibit high sense of decorum in meetings and respect to other members. Use of words that seem to slander one another or which are seen to be derogatory are morally condemned in scripture, Titus 2:1; Eph. 4:29

- **Reports and Recommendations**

All reports and recommendations of committees and units in the Church are to be forwarded to the Church for ratification and decisions. General meeting of the Church is the final place of decision making for the body of Christ.

BENEFITS OF SERVING GOD IN THE CHURCH

We were made to build the church ([Ephesians 4:11-13](#)). God made each one of us with unique talents, personalities and skills. And when we ask Jesus into our lives, we are given at least one spiritual gift. We get the most joy and make the biggest difference when we use our God-given talents, gifts and abilities to build the church ([Ephesians 4:14-16](#)).

1. Serving allows us to discover and develop our spiritual gifts.

[1 Corinthians 12](#) compares the church to a human body. Just like our bodies are made of many parts serving specific functions, the church is made up of people with different skills and abilities. Alone these pieces are not very useful, but together we create something beautiful.

2. Serving allows us to experience miracles.

In [John 2](#), Jesus was at a wedding and the couple was running out of wine for its guests. He tells the servants to fill several big jars to the brim. When they served the water to the guests, it was wine! The guests never knew what happened; the servants were the ones who witnessed the miracle. The same is true for us when we serve.

3. Serving allows us to experience the joy and peace that comes from obedience.

[1 Peter 4:10-11](#) says, “Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms... so that in all things God may be praised through Jesus Christ.” Serving is a form of worship, a way to express gratitude for what Jesus has

done for us, and to share the love and grace we have been given.

4. Serving helps us to be more like Jesus.

We shift our focus off of ourselves onto others through serving. We begin to see others as Jesus sees them. And we see Jesus IN others ([Matthew 25:40](#)).

5. Serving surrounds us with other Christians who can help us follow Jesus.

When we are working side by side with other people, a bond inevitably forms. This was part of God's plan for how the church is supposed to work. That is why [Hebrews 10:24-25](#) instructs us to “spur one another on toward love and good deeds, not giving up meeting together... but encouraging one another.”

6. Serving increases our faith.

As we move out of our comfort zones, God increases our faith by revealing new potentials in ourselves and in His Church. When we see what He can do when His power is at work within us, we begin looking for the doors He is opening rather than pushing our way through the one's He has closed ([Ephesians 3:20](#)).

7. Serving allows us to experience God's presence in new ways.

Encouragement and healing go hand in hand. As we encourage others and they find healing, we are encouraged. It is the reason so many people who go on mission trips say they came home feeling like they got more than they gave.

8. Serving is good for your soul.

Studies have shown that volunteering is so good for the mind and body that it can ease

symptoms of stress and depression. Tapping into our gifts and passions builds self-confidence, energy, and strength. Serving others can also be the best distraction from our own worries.

CONCLUSION

Commitment to the Almighty God is the highest priority for the Christian and it cannot be taken lightly because of its eternal implications. There should be assurance of salvation that is Bible based, which lasts forever.

There is a need for an extra spiritual effort on the souls saved to get them established, localized in a church fellowship and mobilized until they too become soul winners. It is not enough for the believer in Christ to go forth and bear fruits in obedience to the Lord's command but must also ensure that the fruits abide.

This is why this workers handbook is packaged to equip believers for service unto God and the edification of the body of Christ. Our prayer is that at the end of these teachings, you would have become a true steward in the kingdom, ready for the master's use.

God bless you as you get empowered for the work of ministry.



CHURCH OF CHRIST

IKOT MBONDE ITAM @ **GOSPEL CENTER**

#5 Obio Ekong Street, off Itu Road

Uyo, Akwa Ibom State

0803 574 1927; 0701 403 7402

MIN. KUFRE EKPO

0803 574 1927; 0701 403 7402

Email: acapellastudioa@gmail.com