

THE WORD BIBLE CHURCH

(PALACE OF HEALING)

[INTERNATIONAL HEADQUART]

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OPERATIONAL GUIDELINES

ASSEMBLY PASTOR

JOB DESCRIPTIONAL OF AN ASSEMBLY PASTOR

- Assembly Pastor is the head of the Church
- Assembly Pastor must report to the State Pastor
- Proper conduct of the Church programs either (Daily, Weekly, Monthly, and in Yearly basis) is the responsibility of Assembly Pastor.
- It is the duty of Assembly Pastor to conduct naming ceremonies of any member of the Church, Assembly Pastor can appoint Deacon or Deaconess to conduct naming ceremonies in his/her absent.
- Conducting Baptismal activities and run convert classes, but can be assign to any church Official who is versatile in the word of God.
- Conducting marriage ceremony is the duty of Assembly Pastor but must consult the State Pastor for the final approval.
- As the duty of Assembly Pastor, he/she must set up Marriage committee for the smooth running of marriages
- Burial services are a duty of Assembly Pastor
- To ensure massive and aggressive evangelism is the responsibility of Assembly Pastor.
- Proper conduct of the Bible school and assign of another Pastor to perform the duty in the church or designation area is the responsibility of Assembly Pastor.
- Assembly Pastor is the Chairman of Church Committee.
- Assembly Pastor's wife is the Chair Person of Good Woman Executive Committee of the Church.

- There shall be a Good Woman Coordinator, she must report any activities and the report of any programs to the Chair Person of the Good Woman Committee.
- Assembly Pastor responsibility is to attend to Church Visitors or any Church New Members whom need Pastoral Guide and Counselling.
- Assembly Pastor must generate operation and financial report as well as report on numerical position of the Church (men, women and Children) which must be sent to the office of the State Pastor on monthly basis, State Pastor will forward the report to The Word Bible Church International Headquarter in Lagos Nigeria.
- Assembly Pastor must attend all the zone and national meeting as it due.
- Assembly Pastor must hold meeting with Church Committee fortnightly where the progress of the assemblies shall be discussed.
- Assembly Pastor should establish a house of fellowship in the distant place. Any Deacon/Leader whom is versatile in the word of God could be assign to oversee the fellowship program, such fellowship can metamorphose in to Church in the future.
- Assembly Pastor is responsible for the proper train and retrain of all Deacon and the Deaconesses for them to perform their duty either teaching or preaching the word of God.
- Assembly Pastor must monitor the financial affairs of the Church but cannot withdraw nor spend/handling any of the church money without the approval of the Church Committee.
- The Secretary, Treasurer and Assembly Pastor shall be the signatories to the Church Account. No single signatory shall be able to withdraw money from the Church Account.
- Church must operate Current Account.

- Assembly Pastor must always keep the Church Check book all the time, whenever the church need money or where in the financial situation Assembly Pastor should never release Church Check Book without at list the two-third of Church Committee members have approved a withdrawal of any amount of money from Church account.
- Assembly Pastor salary shall be paid by the Church Executive Committee.
- Assembly Pastor must obtain approval from the State Pastor before going on annual leave.
- Assembly Pastor must take permission from the State Pastor before he/she leave is jurisdiction area.
- Assembly Pastor must have organized and train any new workers for two months before they become full workers in the Church.
- Assembly Pastor must set up disciplinary Committee Member consist of Five Members (three men and two women). Such people must be educated and have wisdom and knowledge to settle any dispute among the Church Members also can recommend disciplinary measure to Assembly Pastor.
- Assembly Pastor must set aside a counselling day once in a week for both Member and Non-member for the smooth running of the Church.
- Non-outside revivalist should be allowed to minister in The Word Bible Church without the approval of the Church Council at Headquarters.
- Assembly Pastor must carry out all the duties as assigned by the State Pastor and Church authority from time to time.

CHURCH PROGRAMMES

- All Pastors should have their rest days on Monday.
- Bible study Tuesdays. 6.00pm-8.00pm
(No other activities should take place on Bible study day)
- Sunday Service always should be held within the scheduled time frame
- Sunday school time: - 8.am to 9.am
- Worship service time: - 9.am to 12 noon

Youth Pastor/President of the Youth Ministry of the Church

To be a President of our youth ministry of The Word Bible Church, He or She must undergo Pastoral Train in a way He or She to perform their duty.

Duties

- He or She is responsible for all the Youth Ministry.
- It's duty to teach the Youth Ministry in their Local Church.
- Any matter arises in the Youth Ministry or dispute; it is responsibility of the Youth president to solve the matter amicably, however if there is on resolve issues that go beyond is capacity of

that can't handle, the matter should transfer to the office of Assembly Pastor.

CHURCH COMMITTEE

- It is administrative arm of the church oversee all activities of the church in terms of finance, discipline, expenditure etc.
- Assembly Pastor is the Chairman of the Church Committee.
- Church Committee is to appoint members of sub-committees, one of the church committee member can be Chairman of the sub-committee.
- The Church committee oversees the sub-committees e.g. anniversary committee, children anniversary committee etc.
- When a Pastor going on leave, you are to pay his annual leave allowance immediately. The leave allowance is 10% of his basic salary.
- Two member of Church Committee and Usher must count the church offerings and sign for them. The Assembly Pastor will sign thereafter for attestation.
- Each church committee should pay is Pastor weekly allowance either in cash or pay with check. An approved minimum weekly Allowance is N1000.00. However, any Assembly whom that have capacity to pay more than this could do so.
- Payment of the Electricity bill of the Assembly Pastor should be borne by the Church Committee.
- No Pastor should have direct access to the church funds.

CHURCH FINANCE

CHURCH OFFERING

- At least two (2) or three (3) of the church committee members should count the offerings and other income after service.
- The amount counted must be recorded in to the offering register record.
- Those who responsible for counting of the money must sign, start with their names and the date.
- The Treasurer must deposit the money into the Church bank account the next day.
- The bank teller number must be indicated on the register against the amount counted.
- Bank teller must be file immediately while a monthly bank statement must be collected from the bank and file in the same file with the bank teller.
- A monthly income and expenditure account must be prepared.

FINANCIAL RESPONSIBILITIES OF GOOD WOMEN IN THE ASSEMBLY/STATE

Good women of each branch should pay a minimum monthly due of N500.00 (Five hundred naira) to the state purse. Whenever the State Pastor's wife is on an official assignment/journey, sufficient money that cover her journey from the Good women's account.

Central Working Committee in all states should have their own account. Whereby the branches are not many, they should have an account even if it's one branch.

Whenever the Assembly Pastor's Wife is on Official assignment or journey, sufficient money that cover her journey should be given from the Good Women Assembly account.

FOR SEED OF FAITH AND CHURCH BIULDING DONATIONS

All check and cash donation must be deposited in to the church bank account before any expenditure can be incurred on them.

EXPENDITURE

The church committee is the administrative organ of the church, though the Assembly Pastor is the chairman of the Church Committee.

PROJECT

- Two or Three quotation must be obtained from different contractors.
- The Church Committee must scrutinize/vet the quotations and make selection.
- The Committee approves the quotation and keeps minutes of the meeting for the approval of the project which must be duly signed.

RUNNING EXPENSES.

- All church running expenses must be enter in to the expenditure register immediately it is incurred and duly signed.
- All expenses and invoices must be filed.

- No expenditure must be expended at source or directly from Church offering.
- There must be an approved monthly impress for the church running expenses. This must be approved by the Church Committee members.

BANK MANDATE

The Assembly Pastor and two members of Church Committee must be the authorized signatories to the church accounts.

NB: appendices 1 to 4 attached herewith are formats your assembly must adopt for its financial record keeping.

STATE PASTOR

DUTY AND RESPONSIBILITY OF STATE PASTOR

- State Pastor is the Chairman of the State Council Committee.
- It's the duty of the State Pastor to make visit to all the Church within his/her jurisdiction and attend Bible study also Sunday service with them. State Pastor must have pay attention to all the need of the Assembly he/she visited for their needs, also advise and encourage the Assembly Pastor to avoided heresies.
- State Pastor must not visit one Assembly twice at the same time or worship, He/she responsible for all the Assembly anther he/she jurisdiction and must be visited at a time.
- Where ever there is any laps or misconduct in any Assembly visited, it is the duty of State Pastor to organized/conduct

revival programs or teaching per the lapses or matter arise in any Assembly of your jurisdiction, always for the development of the Pastor and the Assembly.

- Any State Pastor should not demand any money or any compensation from any of their Assembly under them or from their Pastors, Council of their Committee or any Members of their jurisdiction. If any of the Assembly decide on their own without any force to appreciate the State Pastor financially.
- It's the responsibility of the State Pastor to solve any misunderstanding or differences arise between the Assembly Pastor and the Church Committee.
- State Pastor must coordinate the nomination/election of the Secretary General and Treasurer of the State Council Committee members.
- State Pastor should make sure that State Council operates Current Account.
- State Pastor must monitor the State Council Committee's Account and sign the Check as it approved by the State Council Committee with order two signatories (Secretary General and Treasurer).
- State Pastor have no authority to sign or withdraw form State account on his/her own without the order two signatories named in the account (Secretary General and Treasurer)
- It is the duty of the State Pastor to schedule revival program for the branches anther his/her jurisdiction for yearly rand.
- State Pastor should organize classes and give lecture to Deacon and Deaconess, Church Committee and Youth Ministry at list twice in a year at State Headquarters.

- State Pastor need to evaluate the financial strength of any Assembly visited and organize revival to raise funds.
- State Pastor must ensure your state establish one or two branches in a year.
- It's the duty of State Pastor that annual appraisal form was filed before end of September every year.
- State Pastor must attend monthly meeting at the National Headquarters and bring report of the activities in the state showing the Financial position and Membership of each branch.
- All the state pastor should encourage and oversee their states donation or gifts our Daddy and Mummy G.O. It's duty of State Committee to coordinate all the Branches donations or gifts and send all the gifts and donations to the Headquarter for our Daddy and Mummy G.O.
- State Pastor cannot transfer any Pastors without the knowledge and approval from the Council Committee at the Headquarters.
- None of the State Pastor should leave their jurisdiction or travel without the approval from the Church Council Committee at the Headquarter.
- No outsiders revivalist show allowed to minister at The Word Bible Church without approval from the Church Council committee at the Headquarters.
- The State Council Committee should approve and give sum of N1,500.00 for State Pastor's weekly recharge card calls all for the purpose and the benefit of the office.

STATE PASTOR ANNUAL LEAVE PERIOD

Any time when State Pastor were on leave in the state, the most Senior Pastor in the State Council shall be the reliver for the State Pastor during his/her annual leave.

STATE PASTOR'S REVIVAL PROGRAMMES

No State Pastor should demand money or gifts for being invited for the revival programmed or any other program.

CONVERMATION OF PASTOR'S APPOINTMENTS

Notification of confirmation appointment of an State Pastor's under the State Pastor should be forward to the Administrative office for proper documentation and awareness.

STATE PASTOR'S OFFICE

Office of the State Pastor should be well furnished with gargets like fan, computer, air conditioners, good furniture etc. All these, however, depend on the financial capability of the State. Whereby fund is not readily available, the gargets could be procured one after the other.

DUTIES OF THE STATE COUNCIL SERCETARY GENERAL

- His/her must send notice of meeting to all members of state council.
- His/her must take minute of all the meetings.
- The Secretary General and Treasurer must work together for the successful of the state operation and smooth payment of the State Pastor's salary.

- Payment of Electricity bill of the State Pastor should be borne by the State Committee and should be paid as it's due.

STATE COUNCIL MEETING

- The State Pastor shall be the Chairman of the State Council.
- Each branch must have a representative in the State Council Meeting including WOBICOTS Chairman and Chairman of Maternity.
- Secretary and the Treasurer should be elected by the State Council Members and they must be educated to discuss their Assemblies' challenges properly.
- Secretary and Treasurer should arrange for the payment of State Pastor's salary at the State Headquarters.
- Confirmation, upward review of Pastor's salaries and promotion should be from Lagos International Headquarters through the recommendation of the State Pastor.
- The State Council shall be responsible for the payment of Annual Leave Allowance of the State Pastor.
- State Council should resolve any issue referred to the State Council from the branches.
- All the issue that cannot be solve at the State level should be referred to International Headquarter, Lagos.

STATE FINANCE

Any amount that not approved by the General Overseer through the recommendation of the Church Council Committee should not be paid to any Pastors/State Pastors.

If there is any complaint from the State Pastor about finance, State Council should put it forward to Church Council, Headquarters for approval.

Any State Pastor that travels out of his/her jurisdiction should be given a transport allowance for his/her journey.

All the branches under the State Pastor should have current account with three months of establishing that church. However, before the branch open its current account. It should be keeping its money in the state account.

REMITTING CHURCH AND MINISTERS' TITHE OF TITHES

- Church Committee should collate tithes of tithe and hand it over to Assembly Pastor for onward remittance at pastor's forum.
- Tithe of tithes from the Assembly handing over to Assembly Pastor must be recorded in the register book and must be signed for.
- At the Pastor's Forum, All Pastor's shall collate tithe of tithes of Assemblies and tithe of tithes of Minister's, it should be handing over to the Secretary of the Pastor's Forum who will deposit it to the General Overseer's account.
- If need arises, a copy of Analysis of remittance tithes of tithe should be forward to the General Overseer's E-mail (babatundekumoluyi@yahoo.com) and forward the slips to GO's office'
- Secretary of the Pastor's Forum will retain the copy of the teller and give the one copy to the State Pastor while the original copy will be deliver to the office of the General Overseer in Lagos by the State Pastor

OFFICE OF THE GENERAL OVERSEER

Office of General Overseer must be well respected all the time.

Office of the GO's should be well furnished with gargets like fan, computer, air conditioners, good furniture etc. All these responsibilities lay on Church Committee, National Headquarter.

All the paper work of any activities, contract, or any spending at all must be submitted for approval with adequate paper work through the office of SG National Headquarter and must be submitted to GO's office for final approval.

However, all the receipt or any paper work related to all spending activities must be submit to the office of Financial Secretary, National Headquarter for proper documentation.

All documentation must be submitting to the office of Secretary General, National Headquarter for review, SG also must take it to the General Overseer office for approval

Any spending without the authorization from the office of General Overseer without General Overseer Signature must not be recognized

GENERAL OVERSEER'S BIRTHDAY

General Overseer Yearly Program must be recognized (**Honey My Life**) which always take place in Lagos first Saturday every year, All State Pastor's must encourage all the Assembly Pastor and Pastors under its authority to attend the Special occasion including members of their branch to receive the blessing from the General Overseer.

STATE PASTOR/ASSEMBLY PASTOR'S BENEFIT

- During Christmas period, both the Assembly Pastors and States Pastors should be giving Christmas gifts. This however, depends on what the State or Church Committee could afford.
- In case of Pastor's urgent need relevant Committee/Council could give loan to such a pastor if the fund is available. The repayment of such loan shall be deducted from he/she salary monthly per the agreement between the Pastor and the Church Committee.
- Any Local Pastor that is blessed with a new baby, his Assembly should give him/she half of his/her salary in addition to that month salary. However, this is dependent on the financial capability of the assembly. The church can support on its own based on its financial capability.

TENURE/TRANSFER OF ASSEMBLY PASTOR

No Assembly Pastor should spend more than three years in an assembly.

No State Pastor should transfer any Assembly Pastor without an approval of church committee concerned. Thereafter, the State Pastor shall forward the church committee's approval to church council, headquarters for the final approval.

Church council, headquarter has the prerogative to transfer any Assembly Pastor but it will contact committee before such a transfer is finally carried out.

Whereby an Assembly Pastor performing well, the church committee may request for extension of such Pastor's tenure but subject to approval of church council, headquarter.

WOBICOT'S SATELLITE CAMPUSES

- There shall be Board of Committee of the college to be chaired by a neutral person not the State Pastor.
- Chairman of the college could be a Deacon or Pastor but must be educated.
- The Chairman should report directly to the State Pastor if need arises.
- The Chairman of the college must be a member of the State Council Committee where he/she reports his/her activities.
- The Board should open current account on behalf of WOBICOTS.
- Account of the School: The Chairman, Secretary and Treasurer of the school are the authorize signatories of the school campus account.
- Meeting: They should hold meeting fortnightly for the grow/smooth running of the school.

NOTE:

ALL THE GUIDELINES HIGHLITED HERE ARE SUBJECT TO REVIEW FROM TIME TO TIME.