



ASSEMBLY FOR ALL NATIONS

(AfAN GLOBAL)

CHURCH LEADERSHIP MANUAL

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1. INTRODUCTION

Assembly for All Nations is a global family of churches that are purposed to fulfill the great commission of Jesus Christ, according to Matthew 28:19-20. The mission of the church is to evangelise the lost while we disciple the found. The church's Global President is Rev. Dr. Lusayo Mwanganya.

This manual is intended to outline duties and responsibilities of different positions existing in every local Church belonging to Assembly for All Nations (AfAN). The manual shall help to pull together efforts in the job of winning souls to Christ.

The **Board of Administration** of this congregation shall comprise of the Senior Pastor, Associate/Assistant Pastor, Administrator, the Secretary, the Vice Secretary, and the Treasurer. The **Board of Elders** shall comprise of the Senior Pastor, Associate/Assistant Pastor, Administrator, the Secretary and vice, the Treasurer and all directors of the church's ministries.

i. Leadership

Members of the church board and other committees shall strive to strengthen and never weaken the effectiveness of other board members. Appropriate members shall be assigned to assist committee chairpersons in preparing agenda, and conscientious effort shall be made to hold to the agenda. A time of debriefing shall be scheduled for any members who shall need to understand what the committee wants to accomplish.

ii. Congregation

Board members must remember that they serve the entire congregation, even though they have specific assignments. While it is desirable for personal friendship to develop between board members and individuals in the congregation, members should avoid seeking favored treatment among selected church friends.

2. BOARD MEETINGS

A. Scheduling Board Meetings

Communication is indispensable to teamwork, particularly two-way communication with an interchange of ideas. The most logical place for such communication to function is in regularly scheduled board meetings. Top priority shall be given to these meetings and every effort made to prevent interruptions.

B. Content of Board Meeting

While the senior Pastor shall chair the meeting, every board member shall be encouraged to participate as fully as possible. This is a place where potential problems shall be identified and candidly discussed.

C. Planning Together

Each Board member shall be concerned with the success of his/her particular area of responsibility. Sometimes the schedule of one department may conflict with that of

another. Since church families consist of persons in more than one department, thought shall be given so that church activities should not become disruptive to family life. Each member must be willing to adjust so as to be most beneficial to the families involved. An attitude of mutual concern for all the programs of the church shall be the fabric of team work.

D. Praying Together

While the church shall handle its affairs in businesslike manner, members always shall remember that the church is not a business. A church is a spirit entity whose head is Jesus Christ. Those who seek Jesus must go to Him with great humility to seek the guidance and the enablement that He alone can provide. It is of great value for members to spend time together in earnest prayer on a regular basis.

3. PURPOSE OF THE DENOMINATION

Assembly for All Nations was brought into being by as an instrument of divine purpose in these end times. The church therefore recognizes God's purpose concerning man which includes:

- A. To reveal Himself through Christ to seek and save that which was lost.
- B. To be worshiped in spirit and in truth.
- C. To build a body of believers in the image of his spirit.

The Assembly for All Nations recognizes that its threefold Mission is:

- A. To be an agency of God for evangelizing the world.
- B. To be a corporate body in which man may worship God.
- C. To be a channel of God's purpose to build a body of saints being perfected in the image of His Son.

4. MEMBERSHIP

Membership in this assembly shall be open to those who give evidence of their faith in the Lord Jesus Christ and who voluntarily subscribe to its Tenets of Faith and agree to be governed by its constitution and By-Laws.

5. FINANCES

All funds for supporting the pastor and maintenance of the assembly shall be provided by the tithes and offerings of the members and friends of the church. (Malachi 3:10; Lk 6:38; 1 Cor 16:1-2; 2 Cor 9:6-8)

6. DUTIES OF THE PASTOR AND BOARD OF ELDERS

The pastor shall be considered as the spiritual overseer of the assembly and shall direct all activities of the church. He shall be an ex-official member of all the committees and departments established in the church.

The Board of Elders is **appointed** to serve the church and therefore shall act in advisory capacity with the pastor in all matters pertaining to the assembly in its spiritual life in the ministry of ordinances.

RESPONSIBILITIES OF THE PASTORS AND ELDERS

1) SENIOR PASTOR

- a. The senior pastor shall be the spiritual overseer of the assembly
- b. He shall supervise all members
- c. He shall provide administration leadership for the total church program

Responsibilities

- a. He shall be the visionary leader of the Church i.e. provide his vision to the church; as well as define the purpose and priorities of the Church.
- b. He shall be the Chief Administrator of the Church.
- c. He shall be the Chair of the administrative Board of the Church.
- d. He shall be the Chair of the Church Board of Elders.
- e. He shall be the Ex-official member of all committees, boards and groups in the Church.
- f. He shall outline the responsibilities and functions of all Board Members.
- g. He shall **appoint** all church board members and he may **dissolve** the board when necessary
- h. He shall mentor and develop other leaders.
- i. He shall be responsible for the spiritual growth of members.
- j. He shall be preaching the Full Gospel of Jesus to the Church and beyond
- k. He shall be praying for church members
- l. He shall be paying personal tithes faithfully and timely to his level of accountability.

Relationship

- a. He shall exemplify the teaching and spirit of Jesus in all his dealings with the members of this assembly.
- b. He shall maintain the spirit of cooperation with Assembly for All Nations on national, divisional, district and sectional levels.
- c. He shall seek to promote harmony and good will between this local assembly and other local churches, especially those of like precious faith.
- d. He shall ensure that the good will of the community towards this assembly is maintained

Communication

- a. He shall communicate with leaders and members in fulfilling their responsibilities.
- b. He shall train board members in their areas of responsibility.
- c. He shall ensure that clear, proper and effective communication procedures are established in the church.

2) EXECUTIVE PASTOR

The Executive pastor shall be the associate pastor and will assist the Senior Pastor in performing his duties in pastoring and leading the church in its missions. This includes some visitation, office and business supervision, occasional preaching and teaching, and availability to the pastor for advice, consultation and assistance.

Duties

- a. He shall oversee all church departments as assigned by the senior pastor.
- b. Provide assistance in organization and training of the laity for visitation ministries. This will include hospital, evangelism and follow up of new converts.
- c. Teach/train people in conducting Christian growth classes with the aim of disciplining and provide ways to practice the ministry of being a disciple.
- d. Organize prayer ministry throughout the assembly.
- e. Organize and assist in overseeing senior adult ministries within the congregation.
- f. Be in charge of the spiritual life and leadership of the church in the absence of the pastor.

Responsibilities

- a. The Executive pastor shall be directly responsible to the senior pastor. He will meet on a weekly basis with the pastor and in other staff meetings as required.
- b. The Executive pastor shall maintain a spiritual and loyal relationship with the senior pastor. He will be a prayer partner with the pastor.
- c. The Executive pastor shall oversee all church ministries and supervise staff members.

Communication

- a. The Executive pastor shall pursue a spiritual relationship with the senior pastor and shall communicate with the senior pastor regarding every program of the church.
- b. He shall, under the direction of the senior pastor, assist staff members in fulfilling their responsibilities.
- c. He shall assist in training other church leaders in fulfilling their tasks.
- d. He shall pursue impartiality and honesty in his communication with the members and shall at all times exemplify Christ in his life.

3) ADMINISTRATOR

Purpose

Administer all church programs on behalf of the senior pastor and other pastors in their absence or when delegated.

Duties

- a. To preside over specified meetings dealing with particular issues as delegated by the senior pastor
- b. Making sure that all people on the Sunday's program are available (conveners, ushers and usherettes). Work hand in hand with Homecell pastors and homecell coordinators.
- c. Making sure that all decoration is properly done in the church.
- d. Making sure that all materials needed for the Sunday service are available (offering baskets, hymn books) etc.
- e. Making sure that all materials for Holy Communion service are available.
- f. Organize for the dedication of infants and children.
- g. Organize baptism for the new life class as recommended by Christian Education Director
- h. Doing administrative work of the whole Church under the direction of the senior pastor.
- i. Bringing a written quarterly report to the Church Board of Elders
- j. Paying his/her tithes faithfully and timely

Reporting Relationship

- a. He/she shall be directly responsible to the senior pastor and the church board.
- b. He/she shall practice his/her duties with humility and patience towards church members.

Communication

- a. Shall communicate frequently with the senior pastor and other church leaders.
- b. When duties overlap, consultation and cooperation is expected for the sake of efficiency, harmony and maximum ministry to the congregation.

4) THE SECRETARY

Purpose

- a. To keep all kinds of records of the church
- b. To ensure that the records of the church are safeguarded.

Duties

- a. Shall keep the minutes of the official meetings of the board of elders.
- b. Shall keep minutes of the annual and special business meetings of the assembly.
- c. He/she shall keep a record of the membership of the assembly and perform any other clerical work necessary to the proper discharge of his duties.
- d. He/she shall be the custodian of all legal documents and the corporate seal.
- e. Bringing a written quarterly report to the Church Board of Elders
- f. Paying his/her tithes faithfully and timely.

Reporting Relationship

- a. The secretary shall be directly responsible to the senior pastor and the church board.
- b. The secretary shall **confidentially** keep all the records of the church unless otherwise.

Communication

- a. He/she shall communicate frequently with the senior pastor for arrangements of board meetings.
- b. Under the direction of the senior pastor he shall remind all the board members (written form) when the board meeting is supposed to take place.
- c. He/she shall distribute minutes of the previous official board meeting to all members one week before the meeting takes place.

5) VICE SECRETARY

Duties

- a. Answering to the pastor and church Board of Elders
- b. Shall work hand in hand with the secretary
- c. Acting as the secretary when the secretary is not available
- d. Under the direction of the senior pastor he shall remind all the board members (written form) when the board meeting is supposed to take place.
- e. A member of church Administrative Board
- f. Paying his/her tithes faithfully and timely.

6) THE TREASURER

Purpose

To keep the financial records of the church and to see that the finances of the church are spent according to the direction of the pastor and the church board.

Duties

- a. Shall be entrusted with all the finances of the assembly.
- b. He/she shall deposit all funds in a responsible bank of the assembly, and shall disburse the same by cheque, as authorized by the senior pastor and the church board.
- c. The treasurer shall keep an itemized report to the assembly and provide a quarterly report at its regular business meetings. His accounts shall be audited under the direction of the pastor and board of deacons.
- d. He shall be the chair of finance committee
- e. A member of church Administrative Board
- f. A member of Welfare Committee
- g. Paying his/her tithes faithfully and timely.

Relationship

- a. He/she shall be directly responsible to the senior pastor and church board.
- b. He/she shall be accountable to the members of the church.

Communication

- a. He/she shall frequently communicate with the senior pastor on monetary issues.
- b. He/she shall advise the senior pastor and the church board on the expenditures of the church.
- c. He/she shall communicate to the members on the monetary issues.

7. ECONOMIC PLANNING AND SPECIAL EVENTS DIRECTOR**Purpose:**

- a. To raise money toward special projects or the church's annual budget.
- b. To prepare and organize special events as assigned by the senior pastor and church board.

Duties

- a. Coordinate fundraising strategies.
- c. Responsible for supporting major fundraising programs.
- d. Monitoring the day-to-day activities of the Church Fundraising department.
- e. Contribute to the accomplishment of the Church Fundraising objectives by providing logistical and administrative support including:
 - i. Church Fundraising Record Management
 - ii. Generating Reports for Church Fundraising
 - iii. Church Fundraising Event Planning
- f. Assists in the development of fundraising goals and soliciting funds and donors.
- g. Coordinate with other committees for dates, numbers, budgets and often write grant proposals to solicit funding from external resources.
- h. Pay tithe faithfully.
- i. Report to the pastor and church board

8. PROPERTIES COMMITTEE DIRECTOR**Purpose**

The principle function of the Properties Committee is to lead the church in the purchase, maintenance, function, and general upkeep of all church property, buildings and equipment not managed by other committees or the staff.

Duties

- a. Recommend to the church board, purchase and maintain any property that may be needed by the church for its operations.
- b. Establish and maintain regular inspection of all properties and equipment at least bi-annually (every six months).
- c. Maintain an inventory of all church property.
- d. Develop and maintain a service record of all operational equipment and file a copy in the church office.
- e. Assist other church committees in responsibilities relating to church property and space.
- f. Inspect and maintain all fire-fighting equipment.
- g. See that all properties and equipment are repaired within the limitations of the church finances.
- h. Negotiate, on behalf of the church, all maintenance contracts for the church equipment.
- i. Ensure the security of all church property.
- j. Develop, recommend to the church, publish, and monitor the use of policies regarding the use of properties and equipment.
- k. Provide proposals for replacing and updating equipment.
- l. Oversee the acquisition or disposal of church property in cooperation with the church board.

Relationship

- a. The properties director is directly accountable to the senior pastor and church board. He shall carry out duties in harmony with the established procedures of the church.

Communication

- a. The properties director shall communicate with the senior pastor and church board on the planned fundraising activities of the church.

9. MISSIONS DIRECTOR

Purpose

He shall preside over the missions program of the church. The purpose of the ministry shall include:

- a. Planting of churches
- b. Supporting the Bible School
- c. Supporting Missionaries
- d. Supporting Bible Students
- e. Planning Missionary trips

Responsibilities

- a. He/she shall be the chair of the missions committee.
- b. Responsible for church planting

- c. Supporting church growth vision of the pastor
- d. Organize missions emphasis meetings
- e. Organizing revival meetings and annual celebrations of the church
- f. He shall encourage every member to participate in missions program of the church.
- g. Paying his/her tithes faithfully and timely.

Communication

He shall communicate with the pastor on the programs that are supposed to be carried out.

10. EVANGELISM DIRECTOR

Purpose

The evangelism director is responsible for overseeing and implementing the church evangelism program, training volunteers and actively participating in the evangelism ministry to influence others for Christ and bring them into the church.

Duties

- a. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
- b. Work with evangelism team to organize and assign visits to people showing willingness to receive Jesus.
- c. Serve as an altar counselor for those who come forward for salvation during or following church services.
- d. Pray regularly for the evangelism ministry, for those who will be visited and for specific names of people needing salvation.
- e. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.
- f. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.
- g. Provide training to those who become involved in the evangelism ministry.
 - i. Provide ongoing support and training materials as needed.
 - ii. Plan a course or seminar at least yearly for training and reinforcement of evangelism methods and church's evangelism program. Teach what to do and what not to do, explore new opportunities, etc.
- h. Work with homecell pastors to plan evangelistic events and follow-up related to prospects.
 - i. Assist follow-up director with planning and follow-up.
- j. Pay tithe faithfully.

Communication

He shall communicate with the pastor on the programs that are supposed to be carried out.

11. DIRECTOR OF CHRISTIAN EDUCATION

Purpose

The Director of Christian Education is responsible for the total education ministries of the church. The purposes of that ministry include:

- a. Sunday school
- b. Children's church
- c. Singles ministry
- d. Membership classes
- e. Family life ministries
- f. Private School

Responsibilities

- a. Chair of the Education Committee (School of the Bible)
- b. Making teaching schedule for teachers of the school of the Bible.
- c. Working hand in hand with the pastor in organizing training for teachers through seminars and workshops
- d. Assist program leaders in developing training programs to meet specific department needs.
- e. Develop a coordinated training effort for all Christian Education programs.
- f. Paying his/her tithes faithfully and timely.

Communication

He/she shall communicate with the pastor on the programs that are supposed to be carried out.

12. WELFARE DIRECTOR

Purpose

To spearhead a ministry aimed at meeting the spiritual and physical needs of all pastors available to the congregation.

Responsibilities

- a. Answering to the pastor and the Church Board of Elders
- b. Responsible for the welfare of the pastor and his family in all areas
- c. Encouraging ministries, home cells and the whole church to support the pastor regularly. This will be done hand in hand with heads of ministries and home cells
- d. Mobilizing the church to conduct income generating activities to raise funds for the general welfare of the pastor and the church.
- e. Mobilizing the church to prepare for the annual Pastor's Appreciation Day

- f. Presenting issues concerning the Pastors' Welfare to the Board of Elders
- g. Working hand in hand with the Treasurer in making sure that the Pastor is paid his allowance/salary on time every month
- h. Bringing a written quarterly report to the Church Board of Elders
- i. Paying his/her tithes faithfully and timely.

Relationship

- a. He/she is directly accountable to the senior pastor
- b. He/she shall develop a loving and compassionate relationship with members of the congregation; at all time keeping confidential matters entrusted to him/her.

Communication

He/she shall communicate frequently with the senior pastor and the board.

13. HUMANITARIAN DIRECTOR

Purpose

To spearhead a ministry aimed at meeting the spiritual and physical needs of members and others looking to the church for help and encouragement.

Responsibilities

- a. Answering to the pastor and the Church Board of Elders
- b. Chair of the Humanitarian Committee
- c. Responsible for the welfare of needy believers in the Church and the Community around
- d. Working hand in hand with Home cell and Ministry Heads during weddings, sickness and funerals.
- e. Responsible for the welfare of students going to the Bible School from our local Church
- f. Encouraging the members to go for HIV Counseling and Testing (HCT)
- g. Mobilizing a vital Orphan Care Ministry within and outside the Church
- h. Mobilize the Church to provide relief services within and outside the Church
- i. A signatory of Humanitarian Account
- j. A member of the Church Board of Elders
- k. Bringing a written quarterly report to the Church Board of Elders
- l. Paying his/her tithes faithfully and timely.

14. WOMEN'S DIRECTOR

The title for the leader of this group shall be called **chairlady** and the purpose is to initiate, plan, coordinate and promote a program for the women of the Malawi assemblies of God.

Responsibilities

- a. Chair of women ministries committee.
- b. Responsible for spiritual growth of women in the church
- c. A link between women and the Church Board
- d. Mobilizing women to visit the Pastor and be a blessing to his family
- e. Visiting the Pastor's house regularly and check basic needs and then mobilize women to take necessary action
- f. Supporting the vision of the Pastor
- g. A member of welfare committee
- h. A member of counselors to the young girls in the church
- i. Advising the pastor on the issues of women in the church
- j. A signatory of Women's Ministries account
- k. Bringing a written quarterly report to the Church Board of Elders
- l. Paying his/her tithes faithfully and timely.

Activities

- 1 Shall support their church holistically
- 2 Shall support the pastor and his family in all aspects of life.
- 3 Shall support the Bible school and leaders of the Malawi Assemblies of God.

Relationship

She is directly accountable to the senior pastor and church board and shall communicate regularly with the same.

15. MEN'S DIRECTOR

The leader of this ministry serves as coordinator of the men's ministry.

Responsibilities

- a. Chair of the Men's Ministries Committee.
- b. A link between men and the Church Board of Elders.
- c. Mobilizing men to be active in God's Mission
- d. Mobilizing men to support the vision of the Pastor
- e. Encouraging men to be a blessing to their pastor and his family
- f. Encouraging men to be a blessing to their families and the community
- g. Member of the Church Board
- h. Member of Welfare Committee
- i. Advising the pastor on the issues of men in the church
- j. A signatory of Men's Ministries Account

- k. Bringing a written quarterly report to the Church Board of Elders
- l. Paying his/her tithes faithfully and timely.

Activities

- 1 Shall support their church holistically
- 2 Shall support the pastor and his family spiritually, socially and materially.
- 3 Shall support the Bible school and leaders of the Malawi Assemblies of God.

Relationship

He is directly accountable to the senior pastor and communicates regularly with the same.

16. YOUTH DIRECTOR

Purpose

To develop a youth group in which there is spontaneous, creative, deliberate and sincere worship of God. To create a celebratory atmosphere motivated by a love commitment to Jesus Christ and recognition of His worthiness.

Responsibilities

- a. To oversee the spiritual life and Christian training of youth.
- b. Direct and conduct a weekly youth meeting.
- c. Organize or involve youth in special events for study and challenge (youth camps, retreats, conventions and teaching seminars).
- d. Plan and direct strong diversified evangelism ministry.
- e. Promote participation in sectional and district youth activities.
- f. Paying his/her tithes faithfully and timely.

Relationship

The director is directly accountable to the senior pastor in all matters relating to the performance of his work.

Communication

The youth director will keep the senior pastor informed of all work and activity for which he is responsible.

17. CHILDREN'S DIRECTOR

Purpose

Coordinate the preparation and presentation of educational and relational activities for church ministries to children.

Responsibilities

- a. Be responsible for the operation of the total progress for children's ministries.
- b. Supervise the enlisted qualified workers for children's programs
- c. Provide job description for workers which define their responsibilities and commitment.
- d. Supervise the organization and implementation of children's ministries meetings.
- e. Paying his/her tithes faithfully and timely.

Relationship

Work with the director of Christian Education as a member of Christian Education committee in the coordination of a comprehensive education program in line with the philosophy of Malawi Assemblies of God.

18. HOME CELL COORDINATOR

Purpose

Responsible for coordinating all activities of the home cells

Responsibilities

- Answering to the pastor and the Church Board of Elders
- To be a link between the home cells and the church Board of Elders
- Chair of the funerals committee
- A member of Church Board of Elders
- A member of Follow-up Team
- A member of Welfare Committee
- Program facilitator and authorizing officer for the home churches
- Creating a central home cells' fund to cater for the wedding and funeral expenses together with the welfare ministry costs
- Seeing to it that every home cell is meeting and upholding the sound doctrine.
- Planning visitation for the pastor to the home cells.
- Bringing a quarterly report to the Church Board of Elders business meeting
- Paying his/her tithes faithfully and timely

19. CHIEF USHER

- Chair of ushers and usherettes committee
- Provide ushers for all services

- Provide men and women to serve holy communion
- Supervise parking lots and direct parking lot traffic
- Patrol parking lots and building to protect property and maintain order
- Maintain order in all services
- Represent all ushers in the Board
- Paying his/her tithes faithfully and timely.

20. INTERCESSION DIRECTOR

Responsibilities

- Assist the pastor in leading the prayer service in the prayer rooms.
- To enlist other members of the congregation to personal work
- Work to establish all new converts in the church
- To give attention to follow-up all new members.
- Paying his/her tithes faithfully and timely.
- Welcoming visitors with Home cell leaders.

21. Music Director

22. Budget and Properties Committee

Responsible members: Senior pastor or associate pastor

- This committee shall be chaired by the treasurer general of the church
- Review finances of the church and make recommendations as to means and methods of increasing the revenue.
- Review proposed budget each year and make recommendations to the official board.
- Recommend means and methods of economizing where possible.
- Make recommendations as to the purchase of supplies, maintenance, etc.
- Review salaries of staff and employees and make recommendations in keeping with findings.
- Review and make recommendations as regards the monthly pastor's allowance/salary.
- Give full support to the annual budget campaign.
- Work with the various departments of the church in raising funds and keeping departments on sound financial basis.
- Provide an audit of all books annually.
- Make reports to the official board.