



Handbook & Manual For Leaders & Workers

This manual belongs to: _____

Introduction

The Pastoral Body of Christ Temple World Outreach Center has designed this document for the purpose of making the Vision of Christ Temple **PLAIN** so that every member, especially the Leaders and Workers can understand and **RUN** with the vision.

As Christ is the Head and the Church Universal is the Body that does his will on Earth, so the Department Coordinators (Ministers), Team Leaders, Workers and every member are meant to work hand-in-hand with the Pastor to fulfill the God given Vision for this House.

With this document, every one of us will be made aware of what is required of every Leader and Church Worker, and the roles of each department. This is being done, so we can work together with a mutual understanding and respect for each person without overstepping our boundaries. Departmental manuals will be designed for each team, and will also contain this general information as well as specific information for the team.

We all need to adhere to the vision and spelt out procedures to ensure that each department operates according to the protocol of CTWOC. In obedience to the Holy Scriptures that commands that:

"All things must be done, decently and in order"

To fulfill the Great Commission, Christ Temple (We, that is you and I, are Christ Temple) must be willing to happily reach out to unfamiliar territories and people of different tongue with the sole purpose of winning the lost and making Christ Temple a

"Home away from Home".

Why a home away from home? ...because our ultimate home is in HEAVEN and here on earth the church should be a Refuge for restoring souls and building Men for the Work Of The Ministry so that the Great Commission might be fulfilled.

To accomplish this goal, we need to have good people skills, i.e. we must treat everyone God brings into this Ministry with utmost regard with our words and conduct, regardless of age, gender, status or race. Everyone we meet comes with natural abilities and potential that can be tapped into and cultivated to make them a major

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contributor in God's Kingdom, including the younger generation. Regarding the latter, we need to relate with and correct the children in our midst with a meek attitude so that we will neither break their spirit, nor provoke a rebellious nature in them but rather be Godly examples to them.

Also, our treatment of newcomers is very important, because *"first impressions last"*. **We should make it very difficult for anyone to go to HELL or stop coming to church**, by loving him or her into God's Kingdom and the Christ Temple Family. Once a person visits our Church and desire to become a member, we must seek to keep them and do all we can as God enables us to ensure that, such a person remains in the Kingdom of God.

Let us never grow tardy in our work as Kingdom builders or fishers of men. On a more global perspective, we should have this passion toward our other fellow men and Christians who are not even members of this Church.

The Lord Jesus commissioned us in St. Matthew 28:19 to *"Go ye therefore and teach all nations, baptizing them in the name of the Father, and of the son, and of the Holy Ghost"*.

Therefore let us be burdened with winning souls for the Kingdom of God and making them disciples indeed.

Pastor Timothy Babatunde

The Vision of This House is:

“To Raise up Men & Women, building them to Serve & Fulfill God’s Ultimate Purpose for Their Generation.”

Section One.

Requirements For all Church Workers

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Christ Temple Workers' Handbook and Manual.
If Found Pls. Return To:
Christ Temple World Outreach Center, 27 South 5th Street, Darby PA 19023
Phone: 610-522-2239, Fax 610-522-2269, Website: www.ctwoc.org

Requirements for all Church Workers

1. Workers must be born again and must be professing Christians. That is, unashamed to boldly declare their faith in Jesus Christ.
2. All workers must be constantly developing and improving their personal daily relationship with the Lord.
3. Communication between workers should neither be unclear nor passive, but rather plain and direct. Workers must always endeavor to speak the truth in love and with decency. Workers must strive to be accommodating, compassionate and yet forthright in their communication. **Please do not communicate subliminally or indirectly.**
4. Every worker should have a clear understanding of their calling as it relates to their specific department.
5. Every worker must strive to develop a Godly relationship with Leadership, team members, and members of the church at large.
6. Due to the multicultural composition of this church, the scripture must be held as the acceptable culture, therefore each worker must ensure they are not subjected to any other culture but the Word of God.
7. Workers must embrace the vision of the house, live it, possess it and happily proclaim it.
8. As workers we must endeavor to work tirelessly for the progress of the vision of the house.
9. In the event of any disagreements or mishaps, each worker must be committed to solving the problem rather than aggravating the issue. The Bible commands us to strive for peace at all times.
10. Workers are expected to be at the **Pre-service Prayers** and weekly **Workers Meeting**. It is very important for us to be in spiritual harmony and be spiritually prepared to serve, minister to God's people and fully engage in the service. These 2 sessions are also made available on live stream and available for replay.
11. **Punctuality** is required of Workers at all church meetings and services. This cannot be overemphasized.
12. **Personal Hygiene:** Workers must pay attention to their personal hygiene. We must not allow this to become a stumbling block and source of offense to those we minister to.
 - **Though we are primarily spirit beings, we communicate with people and go about our daily business through our physical bodies. It is therefore very important that we pay keen attention to our personal hygiene.**
 - **We need to maintain a crisp breath and wear deodorant at all times. Please, avoid chewing gum in the auditorium or while ministering as a worker. Please, be your brother's keeper; pass a mint to your neighbor when needed.**

A man of God said:

"Keep your Bible in your right hand and your "Right Guard" (Deodorant) in the other".

Section Two

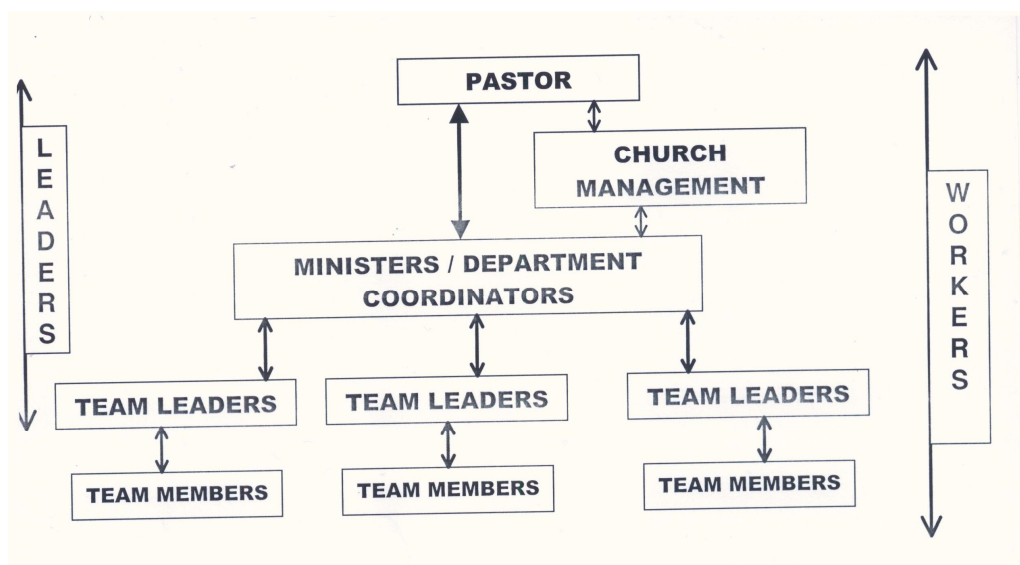
Department Coordinators (Ministers) & Team Leaders

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Definition of Terms

1. **Team:** This refers to all functional units in the Church
2. **A Team Leader:** This refers to the leader that manages each team and is responsible for recruiting and training of new team members. The Team Leader interfaces between the team members and the Church Management department, Church Ministers and the Pastor.
3. **Department:** This refers to one or more teams that work together to achieve a common goal. For example, the maintenance department is responsible for the physical upkeep and security of the church and it is made up of the sanitation team, the beautification team, the repair team, and the security team.
4. **Department Coordinator:** This refers to ordained Ministers who have been chosen to oversee and coordinate related teams as one Department.
5. **Leader:** This refers to a Team leader, Department Coordinator and the Pastor.
6. **Church Management Department:** This refers to the body of people who deal with the day-to-day management of the Church and is made up of the administrative team, the financial team and paid Staff that work in the Church office.



FLOW OF REPORTING AND ASSESSMENTS

Department Coordinators are supposed to relieve the Pastor of the burden of dealing with every single issue so he can focus on more important issues.

Certain Team Leaders will be required to report directly to the Pastor either because of the nature of their team or because of the expertise of Pastor in those areas.

Team Leaders are supposed to report issues to the Department Coordinators; the Department Coordinators can in turn report these issues to the Pastor if necessary.

1. Team Leaders are required to submit *monthly reports to the Administrative Team.
2. Team Leaders are required to assess their Team members on a bi-annual basis.
The signed assessment *form should be forwarded to the Administrative Team after approval and signing of the Department Coordinator.
3. Team Leaders are also required to complete a self-assessment *form on an annual basis.

**** Reports can be in the following formats: written, email or online form.***

*****All paper reports should be submitted to the Church Management Team, emailed reports should be sent to both the Church management team, Department coordinator and the Pastor. Online forms are preferred and will be automatically sent to the church management team and to the Pastor.***

******The template and links for all forms and reports will be in the Workers Manual addendum***

Requirements and Responsibilities of All Leaders

1. All Leaders must have served as workers in this church previously, hence must meet all the requirements and responsibilities of workers listed in the previous section.
2. All Leaders must understand the vision of Christ Temple World Outreach Center: **“Raise and Build up Men and Women to Fulfill God’s Ultimate Purpose for their Generation.”**
3. All leaders must know who is responsible for what and be able to direct any request to the appropriate quarter. All things must be done decently and in order and no one should overstep their boundaries.
4. All Leaders must be well informed and on top of their assigned duties. The Team leaders must work closely with the Ministry Coordinators, and the Ministry Coordinators must work closely with the Pastor.
5. It is imperative for all Leaders to bear in mind that; there is no permanency in any position, leaders can be replaced or made to lead other Ministries and Teams as the need arises.
6. Smooth and bi-directional communication is necessary between all Leaders and workers at all times. Physical or verbal aggression with anyone should never be an option to get a point across. This will result in suspension.
7. Leaders should establish a regular schedule to meet, pray and plan with Team Members and Departments. This schedule and other departmental documentation should be made available to the Administrative Team.
 - i. **Make it a practice to pray together with Team members prior to working as a team.**
 - ii. **Each Team should have a Prayer Meeting at least once a month. Likewise all teams making up a Department should meet to pray at least once in two months. The agreed form and time should be relayed to the Administrative Team for record purposes and to avoid clashes in use of resources with other teams.**
 - iii. **All Team Leaders are required to create a schedule for quarterly Logistic Planning Meetings to review the past quarter and discuss improvements and changes to be made in the next quarter.**
8. Team Leaders are required to develop a Training Manual for their Team and train both old and new members who have not gone through a formal departmental

training. The Administrative team and designated Department Coordinator should be involved in the development of each team's manual, and the Publication team will assist with the final production.

9. Leaders are expected to make every effort to attend all services and not to be found wanting in this area. Any unavoidable absence should be communicated to your Department Coordinator and at least one of your Team members if you are a Team Leader. Likewise, Department Coordinators should inform the Pastor of any unavoidable absence on their part.

10. The Team Leader should handle conflicts between team members. It is however required that the Department Coordinator be notified immediately of unique or seemingly difficult issues. Likewise, Departmental Coordinators should report difficult issues to the Pastor

11. Report any defiant team member who has defied repetitive correction to your Department Coordinator. And Department Coordinators should report defiant Team Leaders to the Pastor.

We cannot afford any form of dissension in the camp. There is zero tolerance for strife. Strife is the very atmosphere of hell and breeds all kinds of evil and confusion.

12. Team Leaders are required to assess their Team members on a bi-annual basis. *(as discussed in "Flow of reporting and assessment" section)*

13. Team Leaders are also required to complete a self-assessment *form on an annual basis. *(as discussed in "Flow of reporting and assessment" section)*

14. Team Leaders must maintain communication between the Administrative Office and ultimately the Pastor.

15. Requirements For Leaders:

- i. Develop, possess and display a caring and loving heart toward each member of the team.
- ii. Maintain the posture of a builder, mender, and binder in the team and entire CT family. Constantly strive for unity, and guard against anything that will serve to pull down what has been built by you and others before you.
- iii. Information sharing: If you are privy to any positive information that can be used to build the ministry, your team or co-Leaders including the Pastor please do not hold it back, rather share the wealth. However, if you are privy to any defamatory information about the

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Church, Ministry, your team or Co-Leaders including the Pastor, please do not contaminate others but share with this with your immediate Leader with the intention to pray and pursue peace.

- iv. You must work according to the modus operandi of CTWOC.
 - v. Leaders must be fair to all and not be given to partiality, bias, favoritism, preferential treatment, prejudice, or discrimination of any sort.
 - vi. Leaders should be approachable and polite.
16. Sensitive departmental discussions should not be shared with outsiders, such as friends, spouses, children or any other family members. Please ensure that important matters are always kept confidential. There is no exception to this.
17. You are to develop and maintain a healthy relationship with other workers, Co-Leaders and your Pastor.
18. The onus rests on the Leaders to be a true example of a worshipper, leaving no room for questionable character and conduct as relates to your office.
19. Lead by example; set your standards high for your office, maximize your full potential to serve as a leader in building God's kingdom.

Section Three

Overview of all the
Ministries and Teams.

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OVERVIEW OF ALL THE MINISTRIES AND TEAMS

1. Children & Youth Ministry
 - a. Youth Ministry
 - b. Children's Ministry
 - c. CT Academy & Daycare Team
2. Church Management Ministry
 - a. Administrative Team
 - b. Financial Team
3. Communication & Multimedia Ministry
 - a. Graphics Design and Publication Team
 - b. Web Design and Social Media Team

4. Family Life Ministry
 - a. Men's Ministry
 - b. Women's Ministry
 - c. Singles' Ministry
 - d. Grooming Room
 - e. Counseling
5. Hospitality Ministry
 - a. Ushering Team
 - b. Member Care/Benevolence Team
 - c. Pastoral Care
 - d. Thrift Store
 - e. Soup Kitchen Team
6. Literary Ministry
 - a. Library
 - b. Book Club
 - c. Bookstore
7. Maintenance Ministry
 - a. Beautification Team
 - b. Sanitation Team
 - c. Security Team
 - d. Repair Team.

8. Outreach Ministry
 - a. Evangelism & Follow-up Team
 - b. Visitation Team
 - c. World Missions & Church Planting Team
9. Sights & Sounds Ministry
 - a. Choreography Team
 - b. Drama Team
 - c. Worship Team & Mass Choir
 - d. Audio-Visual Team
 - e. Music Development & Recording Team
10. Special Ministries
 - a. Communion Stewards
 - b. Protocol Officers
 - c. SWAT Team: Seasonal & Weather Action Team.
 - d. Events Management Team: Conference, Special Meetings
 - e. Training Team**
 - f. *Member Engagement Team

*** Signifies new teams**

**** All Leaders will be involved in training of new team members, and retraining of existing team members.**

Leaders would also be involved in handling the Believer's Bible Class, CT Workers' Training and other Ministerial duties including leading prayer meetings and ministry of the Word.

A SUMMARY OF THE DUTIES OF EACH DEPARTMENT IS LISTED IN THE FOLLOWING PAGES.

THIS IS BY NO MEANS EXHAUSTIVE.

More detail will be provided in each Ministry's manual, this would be developed by the department coordinators (ministers) and the team leaders with the assistance of:

I. **The Pastor:** to ensure that each functional unit imbibes and reflects the vision of this house.

II. **The Administrative team:** for logistic assistance.

III. **The Publication team** will help with the final production of the Manuals in terms of proofreading, design and printing.

1a-b. CHILDREN & YOUTH MINISTRY

- Draw up a creative, colorful and scripture based curriculum to instruct, keep children interested, focused and entertained. This program must be designed around the CT vision such that children are taught how to fear God, read the Holy Scriptures, pray, love each other, and learn the importance of friendship and fellowship and most of show them practical ways of living in this present world.
- We value excellent character therefore this department is responsible for the proper deportment of each child.
- Ensure that the children maintain a befitting conduct during all Church (i.e. regular and special events). The team members will have to work closely with the ushers to achieve this end.
- It is imperative that the team members report to all church services early.
- The team members should be sensitive to the needs of the children and must be approachable and polite in their dealings with the children.
- Team members need to be alert, vigilant and sensitive and look out for the good of the children as well as any warning signals that may be a pointer to deep-seated problems. They also need to communicate their observations to the Parents/guardians with the intention to bring about positive changes in the lives of the children and Youth.
- Team members must provide feedback to the Youth minister so as to promote result-oriented operation.
- You are image-makers of this ministry therefore your conduct is very important to all.
- You should strive to maintain a balance between winning the trust of the children and commanding their respect.

1c. CT Academy, Daycare & Summer Camp Team

This refers the Christian Education Outreach of the Church that would provide standard Early Childhood and more advanced education services while instructing them in righteousness.

This is an outreach of Christ Temple, but will be registered as a separate entity on the state and federal level as the case may be.

(The early education section is currently registered:

i. in Pennsylvania as: Precious Stars Learning Center

ii. In Liberia as: Precious Learning Center

iii. In Nigeria as: Precious Stars Nursey & Primary School

It would be a self-sustaining body that would employ qualified staff and remunerate them at the market rate.

The goal is for this team to raise a godly generation who are at par with their peers educationally and socially.

2. CHURCH MANAGEMENT MINISTRY

- i. Administrative Team.
- ii. Financial Team

i. The Administrative Team

- Facilitates the day-to-day operation of the church.
- Coordinates and ensures a seamless interoperability between all functional units of the church to ensure harmony and that each part is fulfilling its assigned duties.
- Responsible for the organization of all Church documents for easy accessibility.
- Ensure utmost confidentiality of sensitive documents.
- Create appropriate rights and enforce security policies on all Church computers.
- Planning and setting up of virtual and physical offices for various departments and teams.
- Distribute blank or electronic access to monthly reports and assessment forms.
- Collates all filled forms and make them available to the Pastor.
- Be in and maintain constant communication between the Pastor, Board of Trustees and all leaders.
- Responsible for interviewing, recruiting and training of staff and volunteers to work in the Church office.
- Members are image makers of the ministry and should be polite, vibrant, prompt, vigilant, approachable but official and pro-active concerning the administrative needs of the church.
- The members of the team must meet and pray for the administrative needs of the church.
- Communicate, Communicate, communicate until you are understood. Do not get weary of repeating yourself or providing the same information verbally, in paper or electronically until the recipient is satisfied and understands.

ii. Financial Team

- Ensure that all tithes, offerings and other monetary donations are deposited in a timely fashion and accounted for.
- Provide monthly, quarterly and annual financial reports to the administrative team for easy access of Board of trustees and other eligible bodies and individuals
- Ensure that the annual individual donation report of all donors including non-church members are available for mailing by January 31 of the following year.
- Create a prompt system to ensure that bills are being paid in a timely fashion
- Work with other departments to develop fund-raising techniques.
- Effect proper accounting procedures and methods to ensure that the financial books are current.
- Ensure that a financial auditing is done every other year by an external CPA with a good reputation.
- Enforce confidentiality of financial information of individuals and the corporate Church body.
- Create an annual budget for the Church including all departments and ensure that it is adhered to.
- Design procedures and forms for monetary request by other functional units of the church and approve only after establishing the authenticity of the request and that the best vendor and product for the budget is chosen.
- Discourage spontaneous spending and establish a routine for bulk purchases to avoid this.
- This department should account for all the revenue and expenditure of the other departments, Therefore all receipts must be properly filed to ensure proper accountability.
- The financial department must work closely with the administrative team, the Pastor and the board of Trustees.
- The members of the team must meet and pray for the financial needs of the Church.
- This department is vital to the further development and growth of Christ Temple World Outreach Center and ultimately to the building of God's kingdom. As such, these duties are not to be taken lightly, but must be handled with all due diligence and utmost confidentiality.

3. COMMUNICATION & MULTIMEDIA MINISTRY

This ministry is the mass communication sector of the ministry, it is mainly responsible for projecting the vision, mission and message of this Church to every reachable audience by various means. It is made up of:

- a. Graphics Design and Publication Team
- b. Web Design and *Social Media Team

a. Graphics Design & Publication Team

- i. The main objective is to communicate the message of Christ and the God given vision of this church within this Church, our Judea, our Samaria and the uttermost parts of the earth via printed publications and electronically including but not limited to the internet.
- ii. Strive to stay abreast of developments in the Graphic Design, Printing and Multimedia industry by engaging in periodic trainings with professional bodies and other related organizations.
- iii. Strive to produce standard publications and utilize the services of professional Graphic designers, Printers and Publishing houses as needed.
- iv. Ensure the accuracy and readiness of all publications.
- v. Assist the Pastor and all functional units in putting together all their designing, printing and publishing needs for signs, weekly bulletins, training/prayer manuals, magazines. Books etc in a professional and timely fashion.
- vi. Transcribing of Word ministration media ready for use as Computer based training software for ministry, books, magazine or internet articles, poems, stickers etc.

b. Web Design and *Social Media Team

Design and update of websites of various arms of the church, ministry and missions to reflect their goals and missions. This team is also responsible for the use of relevant and cutting-edge social media tools to proclaim the good news of Christ and the mission, of the ministry.

4. FAMILY LIFE MINISTRY

The Family life ministry will focus on building Christ like families as described in Ephesians chapter five and will be handled by Men and Women of Godly character that have a handle over their households and can teach by example.

The leaders in this ministry will report directly to the Pastor.

This ministry is comprised of the following:

1. Men's Ministry.
2. Women's Ministry.
3. Singles' Ministry.
4. Grooming Room
5. Counseling Ministry
 - i. Identify areas of needs within the family and ensure that families within the church setting are functioning properly physically, spiritually, financially, emotionally and psychologically.
 - ii. Instruct on practical Christianity in day-to-day living, in families, in courtships and all facets of relationships within the church.
 - iii. Be conversant with social changes in the world around us and redirect the church to the right way by various creative means within the scope of the scriptures.
 - iv. Members are required to be confidential in their operations as it relates to individuals' needs and situations.

5. HOSPITALITY MINISTRY

The hospitality ministry is a very important unit in the church; it is the compassionate body of the church that would care for the physical needs of everybody including outsiders, Church Members, Ministers and the Pastor. It is made up of people who will have one-on-one interaction with these people and ensure the comfort of people during services and events and look out for the good of people when they are not in Church.

It is made up of the following teams:

1. ***Ushering Team.***
2. ***Caring Hands Team (Soup Kitchen, Thrift Store, Disaster Relief etc)***
3. ***Member Care Team.***
4. ***Pastoral Care Team.***

1. Ushering Team

The word “Usher means to precede or herald. A person who escorts people to their seat is also called an usher.

The members of the ushering team will wear two hats:

- a) **Meeters and Greeters:** Welcoming people into the church:
- b) **Service Guards:** Ensuring their comfort during their stay for services, programs and other events.

A. THE USHER AS A MEETER & GREETER

Make newcomers feel exceptionally special and welcome to each meeting by the reception they receive as they come to the complex. Bear in mind at all times that all guests and members are VIPS (Very Important People) from the moment they enter the church complex until they leave, and they must be treated as such. Nobody should be taken for granted. The usher is expected to be courteous and sensitive to everyone irrespective of their class, race or position in life.

Assist people in anyway possible as they enter and leave the building such as:

- o Helping with children.
- o Holding the door.
- o Guiding to and from car with an umbrella on a rainy day etc.

B. THE USHER AS A SERVICE GUARD

1. Bring orderliness and excellence to the service, while exemplifying a servant spirit.
2. Ushers are to ensure that the offering collected is handed over to the accountant or other designated persons in a timely fashion. Offering should not be found in baskets a day or two after any service. Likewise bulletins or old publications should be removed from the pulpit, seats and ushers' tables after each service.
3. Ushers are to ensure persons, especially children do not wander about during service. You are to ensure they are in the right place during a particular service.
4. The members of the team should welcome visitors giving them a welcome pack and ask them to fill the card provided and drop it in the offering basket. Also ensure cards are properly completed.
5. Members should be at their posts before the service starts.

6. The Members are to ensure all the materials needed for service to run smoothly should be in place before the services. Examples of these materials are as follows:
 - a) **Envelopes for tithes and offerings**
 - b) **Welcome packs for visitors**
 - c) **Updates/flyers for service**
 - d) **Ensure that the Pastoral care team provides drinks and mints for the Pastor and any officiating minister at any service.**
7. Members must be trained on:
 - a) **How to address people**
 - b) **How to welcome people pleasantly and politely. (Always wear a smile)**
 - c) **How to show people they are important to God and to this ministry**
8. Ensure that visitor's forms are correctly completed to assist the Outreach and Administrative teams in maintaining contact with visitors.
9. Carry out duties (*such as leading people to their seats, directing them to the bathrooms*) during the service with little or no disturbance.
10. Record attendance and take it to the church office after each service.
11. Members on duty should report issues and conversations that may have a negative impact on individuals, the entire team or even the church at large.
12. As the first contact of guests, Ushers must be official, vibrant, prompt in actions, vigilant in work, and attentive to the needs of persons in the service at all times.
13. The hygiene requirement for all workers to maintain a crisp breath and use deodorant cannot be overemphasized for ushers.

2. Caring Hands Team.

This is the benevolent arm of the ministry that will reach out to non-members and non-Christians in particular.

Members of this team will work very closely with the outreach department and use benevolence as a means to draw people into the kingdom. Their mission will be to reach out to our local environs as well as our international missions by the following means:

1. Thrift Store.

2. Soup Kitchen.

3. Setting up of Relief funds (e.g. the Tsunami fund), educational and health projects for our international missions.

4. Other creative means of reaching out by physical means.

3. Member Care Team

1. The main objective of this team is to minister to the needs of Church members especially committed church workers.

2. Provide means of assisting **faithful Church members** with food, clothing, and accommodation when necessary and possible.

3. Members are required to be confidential in their operation as it relates to individuals' needs and situations.

4. Identify families of committed church members in need and propose ways of helping.

5. ***“Rejoice with those that rejoice, Mourn with those that mourn”***

Members of this team are responsible to organize bridal and baby showers, visit bereaved members and arrange other related occasions.

6. Members are to work closely with the Ushers, Outreach Department and Protocol Department as it relates to the needs of families.

7. Organize and implement a JOB club to provide a forum for those that know of job vacancies and those that need jobs.

8. Organize joint garage sale and other exchange programs in Church to foster a spirit of fellowship.

9. Arrange for bulk purchasing of grocery and other supplies to help members save money. This includes setting up memberships in wholesale stores like BJs, Sams club etc to reduce membership fees by up to 25% per year.

10. Set up regular collections for various items, to be distributed on as-needed basis later in future, or sold in the Thrift store at reduced prices.

11. Responsible for purchasing refreshment supplies for the Church and making sure these are always available. E.g. water, beverages etc.

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Pastoral Care Team

The Pastoral care team is dedicated to the physical and financial welfare of the Pastor.

1. This ministry is very vital in ensuring that the Pastor is focused on his primary call to Shepherd and feed the flock of God and should constantly hover around the pastor to ensure that he is not being burdened by unnecessary duties that can be handled by other faithful men. This team will suggest to the Ministers, the Pastor and the Board of trustees various ways in which this can be achieved, and follow up on these suggestions until they are implemented.

"It is not desirable that we should leave the word of God and serve Tables, therefore brethren, seek out from among you seven men of good reputation full of the Holy Spirit and wisdom, whom we may appoint over this business; but we will give ourselves continually to prayer and the ministry of the word" Acts 6: 2-4

2. Ensures that the Pastor is remunerated accordingly and works closely with the Board of Trustees to implement this.

"Let the elders that rule be counted of double honor, especially they who labor in word and doctrine. For the scripture saith, thou shalt not muzzle (tie the mouth) of the ox that treadeth the corn. And the laborer is worthy of his reward." JTim 5:17

The word honor in Greek is Time (tee-may) and means: a value, i.e. money paid, valuables, esteem, dignity.

The word reward means: misthos: pay for service: good or bad, hire, reward, and wages.

3. Ensures that the Pastor's physical environment is conducive for effective ministry and work. This includes but is not limited to:

- i. Providing mints and fluids for Pastor during services and meetings.
- ii. Creating a suitable and befitting work environment for the Pastor, i.e. the interior décor, Laptop, TV/ Video and Audio systems, provision of daily supplies refreshments, work closely with the maintenance department to ensure that the office is clean at all times.

4. Ensures that the Pastor is not stormed people before and after services.

5. Accords the same care to officiating ministers including guest ministers.

6. Works closely with the Administrative and financial team to cater for transportation, accommodation, care and remuneration of Guest Ministers.

6. LITERARY MINISTRY.

The Bible commands us to *“study to show ourselves approved unto God” JJJim 2:15,* and says in another part that *“My people perish for a lack of knowledge” Hosea 4:6* The goal of this ministry is to cultivate a reading culture in the Church at all levels. This ministry is made up of the following teams:

i. Library Team

ii. Book Club Team

iii. Bookstore Team

i. Library Team

1. Responsible for setting up a functioning, well cataloged, well organized and very rich library of Books, other printed materials, Online and various digital and recorded media

Members of this team should furnish the library and the educators of Christ Temple with the appropriate literature for their development.

2. Responsible for the safe-keeping of the library.

3. Responsible for sourcing for sponsorships to enrich the Library.

4. Will work closely with the Children & Youth Church, the Publication Department, the Technical Department and the Outreach Department as it relates to the duties office.

5. Set up and implement membership procedures for the Library that allows members to rent certain books and other library materials.

6. Set up different areas in the Library. (Reading, Reference only, computer etc).

ii. Book Club Team

1. This team will be an outreach of the library that encourages people to read by using different strategies including giving incentives to people that reach a certain mark. Giving out books to the community or other missions, initiate “Give-A-Book” day to enrich the Library etc.

2. This team will also work closely with the Audio-Visual and publication teams, by giving ideas on books for additional study based on what is being focused on in the Pulpit ministry at every point in time.

3. Run workshops and seminars from time to time to teach people on the importance of Literacy and study, such as Adult Literacy workshops etc.

iii. Bookstore Team.

1. Responsible for the sale of various ministry resources including books, tapes, DVDs, computer software, Bibles, souvenirs etc.

7.MAINTENANCE MINISTRY

The maintenance ministry is responsible for everything that has to do with the physical care of the Church complex, or the setting up of any external place to be used for a Church program. (e.g. Easter Retreat venues)

It is made up of the following teams.

1. Sanitation Team.
2. Beautification Team.
3. The Security Team.
4. The Repair Team.

i. Sanitation Team

1. To ensure that the Church complex is clean and healthy for all at all times.
2. To ensure that the surroundings and grounds are well kept and manicured.
3. To ensure that the complex is safe during all seasons. This includes raking of leaves during the fall, making arrangements for clearing the snow, salting the entrance; car park and sidewalks on snow days.

The maintenance team should work closely with the Administrative team to have regular paid persons or volunteers to plow the snow during snow storms and salt the grounds afterwards.

4. Work closely with the beautification team to ensure that flowers are planted at the appropriate seasons and that the flowerbeds are clean at all times.
5. Strive to make the complex ready before each service by implementing appropriate cleaning schedules.
6. Members must be trained to appreciate the importance of a clean and safe environment.
7. Should strive to be courteous and temperate when correcting people about proper use of the facilities.
8. Pay great attention to detail and ensure that:
 - i. The building always has a fresh and clean scent.
 - ii. Ensure that all unused power outlets have a child safety plug.
 - lii. Ensure that cleaning supplies are well managed and in stock always.
 - iv. Ensure that poisonous/hazardous cleaning agents are locked away and not accessible to Children.
 - v. Ensure that bathrooms have appropriate supplies.
 - vi. Look out for little details like cobwebs, streaked glass doors, dirty heat baseboards etc.
9. It is imperative that the team members report to all services early.

2. Beautification Team

- i. Responsible for beautification of every room and space in the Church complex such as the Hallways, welcome area, bathrooms and kitchen.
- ii Responsible for the beautification of the grounds by means of flowers, fountains etc.
- iii Must pay attention to detail and advice on when things such as carpets, curtains, paintings etc need to be replaced and find means of implementing this..
- iv. Will work very closely with the maintenance and pastoral care teams.

3. Security/Janitorial Team

- i.The main objective is ensuring the environment at Christ Temple is safe and properly secured.
- ii. All electrical equipment must be off when not in use.
- iii. Church building is opened with proper lighting, Heat/Ac systems switched on at least 30 minutes before each midweek service and 1 hour for Sunday service.
- iv. Members must be punctual, alert and ready to act at all times.
- v. Members must check all rooms before, during and after each service to ensure the premises is safe and is free from all trespassers at all times.
- Vi. Responsible for turning off lighting, Heat/Ac systems, locking all exit doors, turning on Alarm system and locking the main gate at the end of each service/event. Ensure that the building is vacant first.

4. Repair Team

- i. Responsible for the repair and renovation of the building; this includes but is not limited to the following: plumbing, electrical and structural repairs.
- ii. Ensure that all tool kits are kept away fro the reach of children.

8. OUTREACH MINISTRY

The Outreach Ministry represents the vision of this Church which is to preach the gospel, make disciples of men and love them. It is made up of three teams:

1. The Evangelism & Follow-up Team
2. The Visitation Team
3. The World Missions & Church Planting Team

1. The Evangelism & Follow up Team.

The goal of this team is to minister the gospel to unbelievers and make disciples of them by aggressive follow up. This group will also go by the name S. S. S. Saturday Soul-winning Squad

- i. The aim of this team is to fulfill the great commission by using any and every available tools or means to reach the lost souls and attract them to Christ.
- ii. Each member should strive to take the word of God to the nations of the earth and emphasize his integrity and his temple.
- iii. Develop means to involve other departments in outreach.
- iv. The team members should be sensitive to the needs of the persons with whom we interact. You must be approachable and polite in inviting them to church to fellowship.
- v. Come up with creative techniques of involving the entire church in evangelism, e.g. initiating "Guest Sunday" where each person will bring a guest to church etc.
- vi. Develop set standards for ministering, e.g. 2-man team, women or couples to minister to etc; establish frequency for calling or visiting converts etc.
- vii. Must be prepared when ministering with the required materials such as: writing materials, tracts, outreach gifts etc.
- viii. Prepare spiritually through prayer, fasting and study. Mentally: by gathering information on the targeted area, physically by having crisp breath and using deodorants to avoid body odor.

2. The Visitation Team.

- i. This team is targeted towards visiting Church members who are not unable to come to church for various reasons, be it positive or negative.
- ii. Encourage church members to inform the visitation team if they know of any member not able to come to church. Many people stop going to churches because they do not feel loved, but the church is usually unaware that people might be upset.

The visitation team should encourage members to fill visitation forms to inform the visitation team of such situations.

iii. Visit members who just had babies, are sick or have a sick loved one who needs their attention etc.

3. World Missions & Church Planting Team

i. To train and deploy believers into the Harvest Field thus fulfilling the great commission beyond our Jerusalem (our initial place of planting).

ii. To discover cities and nations open to the Gospel and tactically plan to take those cities and nations for Christ and accomplish our God given mandate wherever there is an open door.

iii. To ensure that workers and participator has the same vision where everyone is completely equipped for spreading Gospel's message.

iv. Ensuring that we occupy the earth by being ambassadors for Christ until he comes, by going forth with the gospel of salvation to all the nations.

9. SIGHTS & SOUNDS MINISTRY

This ministry is made up of the following teams.

1. Worship Team
2. Choreography Team.
3. Drama Team.
4. Music Development & Recording Team
5. Audio-Visual Team

The Sights and sound ministry will use Music, Dance and Drama as means of edifying the body of Christ and reaching out to the unbelievers by all means possible.

1. The Worship Team & Mass Choir

- i. To define worship by example and make praise and worship a lifestyle of the church, realizing it is a very strategic and sensitive ministry which is to be taken seriously at all times.
- ii. The mission of the ministering team is to bring the congregation into the atmosphere of true worshipping since God truly seeks such.
- iii. The team must understand the dynamics of worship, principles of working together as a team. As such, the unique ability of each individual should not be competed with but be celebrated. Therefore, if a person or two is skilful in leading appropriately, they will be encouraged to do so while the rest of the team complements such a person by backing up or taking care of worship transparencies.
- iv. The team should endeavor to work closely with the Pastor, in getting songs for the day to coordinate with the topic for the sermon. There is no rigidity in this.
- v. The members of this team must endeavor everyday to grow into a true worshippers not just singers.
- vii. It is imperative that the team report to all services early.
- viii. Decency in dressing is essential; worshipper should wear comfortable clothes that will allow them to worship freely. Ladies should desist from wearing sleeveless, shirts and dresses that stop above the knees and tight-fitting clothes.
- ix. Always bearing in mind that they should be drawing attention to God and not to themselves.

2. Choreography Team

The choreography team worships God by means of Dance drama.

The same decorum expected of the worship team guides this team as well.

3. Drama Team

The drama team serves as both a worship and outreach team as they use acting to exalt God and draw men to Him.

The same decorum expected of the worship team guides this team as well.

4. Music Development & Recording Team.

This team will be involved in birthing Gospel Recording artistes within and outside this church.

The same decorum expected of the worship team guides this team as well.

More details will be provided in due season.

Audio-Visual Team

The main objective of this team is to ensure that the Gospel is adequately propagated through Audio-visual means.

Ensure that the best affordable Equipment, recording media, and technological methods are used for quality recording and delivery of messages to both viewers and listeners.

DUTIES

- i. Develop a well cataloged audio and video library for all events and services in this ministry. This includes ensuring that the master copies of all recorded media (*analog, digital and online media*) are properly labeled, cataloged and stored physically and online.
- ii. The head of department must ensure that appropriate master media are purchased for recording purposes.
- iii. Production of audio and video media should be done with excellence and continuous improvement.
- iv. Responsible for the general care, proper storage and maintenance of all the technical equipment.
- v. Ensure proper usage of equipment by other departments such as the worship team, drama team etc. and courteously communicate maintenance and operational instructions to them, to eliminate abuse and malfunction.

- vi. The technical crew is to ensure that all audio equipment is functioning appropriately prior to each service to avoid embarrassing technical issues during services and other events. *(Please ensure that all technical equipment is tested and in ready mode at least thirty minutes before each service. This should be made a priority to avoid projecting a bad image of the entire ministry.)*
- vii. Ensure that only authorized individuals with adequate training handle the equipment.
- viii. Establish and manage the Radio and Television ministry.
- ix. Work closely with the publication team to transcribe all of Pastor's messages so that books, CBTS (*Computer based training software*) for ministry, magazine or internet articles, poems, stickers etc can be made from them.
- x. Responsible for raising funds to promote their ministry. This can be achieved by encouraging the sale of recorded media.

OTHER EXPECTATIONS

- i. Members need to be adequately informed and proficient in the use of all audio-visual equipment (in the church) by all means possible and at all times. They will be sponsored for in-house and external training to achieve this.
- ii. The team members are to work closely with the Pastor and furnish him from time to time with vital and substantial information that will assist in disseminating the Gospel in audio and video format via radio, tv, storage medias, internet (podcasts, webcasts etc) or any other medium of communication.
- iii. Should work closely with the Ushering and Worship teams for smooth running of each service.
- iv. Technicians must be official, vibrant, prompt in actions, vigilant in work, and attentive to the needs of persons using the equipment at all times.
- v. Like other teams, this team is required to pray and discuss ways to improve.
- vi. Prior to any purchases, repairs or any other departmental expense, this must be communicated to the Pastor and at least three quotations should be forwarded to the Financial Department.
- vii. Ensure that monthly report reflects incoming funds and expenditure.

10. SPECIAL MINISTRIES.

Special ministries are offshoots of existing ministries and would be led by various Department coordinators and Team Leaders, but the overall activities will be co-coordinated by the administrative team.

The teams are listed below:

1. Communion Stewards.
2. Training Team.
3. Protocol Officers.
4. SWAT Team: Seasonal & Weather Action Team.
5. Events Management Team
6. *Member Engagement Team

1. Communion Stewards.

Communion stewards will be made up of all church leaders. This is to follow the example of Jesus who served his disciples and washed their feet.

- i. The communion will be prayerfully prepared by the ushering team.
- ii. The ushering team will work with the schedule provided by the admin team to serve communion.
- iii. The ushering team will remind people serving the communion as needed.
- iv. The ushering team will clean up the utensils and keep them in the designated place after each communion service.
- v. The Ushering team needs to alert the hospitality team when communion supplies are running low.

2. The Training Team.

All Leaders will be involved in training their new team members and may be called upon to handle the Believer's Bible Class, Workers Training and Worker's/ Minister's Enrichment classes.

3. Protocol Officers

This is made up of some ushers and people who might be willing to serve as ushers during special events.

4. SWAT Team: Seasonal & Weather Action Team

Made up primarily of the maintenance team and other volunteers who will prepare the church for Weather/ Seasonal changes in terms of physical and financial preparation.

Duties will include:

- I. Winter Sealing of Doors, Windows etc.
- ii. Ensuring funds are set aside for winter and summer months with high bills.
- iii. Changing church decoration to suit the season.

5. Events Management Team

The main objective of this group is to coordinate all special program and project such as:

- i. Annual Church Prayer conference and other related events.
- ii. Church Celebrations.
 - ii. Renting out of church facilities for events.

6. *Member Engagement Team

This is a team that would be made up of the administrative team and representatives from each small group and teams in CT. It is a form of catalyst to keep all teams focused on their goals, remind them of events and deadlines, stir in volunteers, recruit new workers, capture information within all teams and small groups and process as needed.

This team would also locate new and old members in the church not engaged in any small group or team and make them aware of available options, encourage them to join, and /or point them in the right direction.

Innovate and facilitate new programs/events for church bonding.(e.g fun outings, community events)

Promote existing programs and events, help members to have a sense of ownership in everything.

Conclusion

Each Department is vital to the further development and growth of Christ Temple World Outreach Center and ultimately to the building of God's kingdom. Each specified duty should not to be taken lightly and must be handled with much reverence, as unto the Lord and not unto man.

As a matter of priority, we must always strive to ensure that we bear fruit and contribute to the advancement of the work that Christ has left us. Please bear in mind at all times that you are not serving Man but God. Every position you occupy, and every service you render is solely unto Christ the King. Every opportunity to serve God is a privilege; therefore we must fulfill this mandate with all God given effort, skill, grace and ability, lacking in nothing.

In short, let's do this work and receive a commendation; I mean a worthy commendation from Christ, our Great Shepherd.

Yours in His Vineyard,
Pastor Timothy Babatunde

THE THREE LEVELS OF TRAINING AVAILABLE AT CHRIST TEMPLE

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Christ Temple Workers' Handbook and Manual.
If Found Pls. Return To:
Christ Temple World Outreach Center, 27 South 5th Street, Darby PA 19023
Phone: 610-522-2239, Fax 610-522-2269, Website: www.ctwoc.org

The Three Levels of Training Available at Christ Temple

In order to achieve maximum excellence in all we do, we believe it is mandatory that we train persons for the work in the Kingdom of God. This is also relevant to the smooth running of the Church's operation as it relates to the protocol of Christ Temple. There are three levels of training and they are as follows:

Level One

Believers Bible Course

The purpose of this course is to acquaint, expose and ground the believer with the fundamental doctrines of the Christian Faith. According to 1 Peter 3:15, which states, "But sanctify the Lord God in your hearts; and be ready always to give an answer to every man that asked you your reason of the hope that is in you with meekness and fear".

Who can attend?

Every Christian can attend. This means anyone who has had a definite experience of the new birth.

Duration of Course

The Christian Foundation class is designed to run in 15 sessions. Some of the topics covered include the following:

- **Salvation & Assurance**
- **Sin**
- **Baptism**
- **Sacraments**
- **Biblical Giving**
- **Assurance of Salvation**
- **Repentance**
- **Holy Spirit**
- **Spiritual Authority**
- **Ministry of the Holy Spirit**
- **Communion**
- **Sanctification**
- **Evangelism**
- **Rapture**
- **The Creator's Gift**

Upon completion of this course, the student will be assessed and those who pass through the course will be awarded a Christian Foundation Certificate, which will form an integral part of our membership program.

Level Two
Believers Training/ CT Core Academy

Upon completion of the believers Christian Foundation Course, the believer will be encouraged to move to the next level of training. Our goal is to establish the believer toward spiritual maturity and formation. During this training every attempt will be made to develop the inner-life of the believer so the following areas can be fulfilled:

- a) The Believer experiences more of God.
- b) Reflects more God-like characteristics in personality and in everyday relationships
- c) Increasingly knowing the power and presence of God in ministry.

The aim is to make each of us “conform to the image of Christ”.

Why Aim at This Goal?

In the past, emphasis has been placed on what people know or do rather than who they are. This has not benefited the church much. As a church it is our firm belief that our character is more important than our gifts or charisma. Our primary target therefore, is to make an impact on people’s lives so that they can become Christ-like in all their operations.

Importance of Spiritual Formation

- It is the basis on which a Godly Christian life is built.
- Ministry flows out of who you are, not what you know.
- The Bible places greater emphasis on the fruits of love, 1 Corinthians 13.
- One of the things Jesus denounced was hypocrisy, being one thing and trying to convey another picture to others.
- Jesus said “whatever the Pharisees say, you do, but don’t do as they do”.

Who Can Participate

Since we are committed as a church to making disciples as Jesus commanded; and as such, much importance is placed on discipleship training. Every member of the church, who has successfully completed the Christian foundation class, will be required to attend.

Note: The course is compulsory for ALL church WORKERS.
On the completion of this course, every successful candidate will be awarded a Christian Workers Certificate.

Some of the subjects covered at this level include:

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- Marriage
- Family/Healthy parent child-Relationships
- Healthy-Husband-wife Relationships
- Fellowship/Personal Relationships/Friendship
- Teamwork/Respect/Loyalty
- Christian Character/Ethics/Morality/Integrity and Holiness

We encourage all our members to go through this course. It is mandatory for all workers.

Level Three Ministerial Enrichment Training

The third level of training at Christ Temple is based on Ephesians 4:11-13. "It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we reach unity in the faith and in the knowledge of the son of God and become mature attaining to the whole measure of fullness of Christ."

We believe that in order to achieve our God-given vision of planting and developing churches in the nations, we intend to train and release people who are called to the ministry.

Topics covered at this level include:

- Equipping/Training/Continual Learning/ Releasing Leadership
- Giftedness/Development of Spiritual Gifts
- Spiritual Warfare/Prayer/Intercession
- Faith/Dependence upon God/Godly Strategies
- The Supernatural in Ministry/Healing/Miracles
- Cross Culture Ministry/Urban-Church Planting
- Pastoral Leadership/Administration/Counseling
- Preaching/Teaching

Candidates at this level will be exposed to practical ministry training to give them a well-rounded program of instructions.

LEFT BLANK FOR ADDENDUM.

Dear Worker,

Please paste the addendum sheet over this page as provided from time to time.
New versions can be pasted over previous ones.