

TACHANUWNAH

INTERNATIONAL CHURCH MINISTRIES



Ministry Handbook

Dr. Jedidiah E. Jahaziel, PHD, DIV, DEM

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**“People may come and people may go but the word of
God remains the same for it doesn’t change at the
comings and going’s of people.”**

Tachanuwnah International Church Ministries

Leaders' Commitment

This ministry's birth and conception was created through the compassion and vision of GOD in one man: Dr. Jedidiah E. Jahaziel (Founder and Steward of Tachanuwnah). Dr. Jahaziel commitment is twofold: 1) to create an atmosphere where God's people have freedom to seek and worship God in spirit and in truth; 2) and to not follow after the traditions of men. This liberty allows the Holy Spirit to have free reign in moving and operating, as He desires.

Through much praying and fasting, Dr. Jahaziel created a vision where the people of God will walk in the law of liberty and not the curse of the law of sin and death. And that the people of God will never suffer from the vain commands of authorities that have no biblical foundation and they are not according to the will of God and His Word.

Vision

God's vision for this ministry is to bring the revelation of prayer and its power to a lost and dying world. We believe the miracle working power of God has not been unleashed as in the days of Christ because of the lost art of prayer and how to pray. It is the undying belief of this ministry that every vision of God must not only be written and made plain but also prayed, fasted upon and laid upon the altar of the Most High God.

Tachanuwnah International Church Ministries (*T.I.C.M.*) serves as a crisis and trauma center for critical patients. They are in shock and experiencing multiple system failures within the mind, soul, spirit, and body. Most are nearly DOA (Dead on Arrival). The leadership of T.I.C.M. operates as a Trauma Team that assesses, stabilizes, and infuses the patients with love, unconditional acceptance, forgiveness, and THE WORD OF GOD. Surgery is performed to remove the patients' demons and repair deep life-threatening injuries. Leadership then will assist in their recovery, which involves healing the surface wounds and developing a new healthy lifestyle that continues to promote their sustained deliverance.

Mission

The purpose and mission of T.I.C.M. is to destroy the works of Satan according to biblical knowledge and understanding of the word of God. Through the anointing of the Holy Spirit and the power of God within us, we will build the kingdom of our Lord and Savior Jesus Christ. Through sound biblical doctrine, we will teach the sons and daughters of

God that the weapons of our warfare are truly not carnal but are strong and mighty to the pulling down of strongholds.

The work of T.I.C.M. is highly specialized, intense and more of an episode of intervention, in comparison to that of a primary care church. We are on the front lines and lead a multidisciplinary team of ministers who play a role in helping God's people sustain their recovery and live a new lifestyle, after they have been brought out of the bondage of the

world and its system. We are teachers because our work is highly specialized, and our knowledge and skills are extremely valuable, and it is crucial that we equip others for this work. By applying this type of teaching, we will enhance and make a difference in our communities by bringing kingdom principles and living to individuals and families, not only in Michigan, but worldwide. We welcome the opportunity to fellowship with other denominations of all cultures and diverse backgrounds for the purpose of achieving this mission, not only in this ministry, but in their ministry also.

Tachanuwnah International Church Ministries is a place where you can receive a fresh word from God on a continual basis. Along with God's people suffering from traditional spirits, a lot of saints are seeking for a word from the Lord that will not only encourage and strengthen but will also build and repair their spiritual life and relationship with God. **T.I.C.M.**, has devoted it's time and will to making sure the people of God are being filled with the bread of life, freshly prepared and served by the Master's hand.

Articles Of Tachanuwnah International Church Ministries

Article I

Organizations Name

This organization shall be known as **Tachanuwnah International Church Ministries (T.I.C.M.)**. It will hereby be a non-denominational five-fold ministry and shall associate or fellowship with the district Association, State or National Convention of its choice.

Section 1. The location of this organization will be located in Grand Rapids, county of Kent, and the state of Michigan.

Article II

Mission

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Level One: Administration Board

Apostle (a sent one from God) is the overseer of this ministry and any other ministries that are under this spiritual covering. The Apostle is hereby responsible for all spiritual development of the church body. He is also responsible for administering spiritual direction to all members of this ministry bodies and keeping the ministries order under the vision of God. The position of the Apostle carries the authority to administer disciples to members under this spiritual covering as the Lord leads him to do so. The Apostle will be placed in charge of the ministry of deliverance. His whole mission is to ensure that everyone under his spiritual covering is able to walk in God's manifold purpose for their lives. The Apostles will always ensure the vision of God is made plain and understandable. (According to Proverbs 3:4-6 and Hebrews 2:2-3)

Prophet (mouthpiece of God) will seek the Lord continually through fasting and prayers to ensure that all ministry bodies will continually have a fresh word from the Lord. All ministries under this spiritual covering of T.I.C.M. will build only according to the word of the Prophet as it lines up with the word of God. All words from the Prophet will ensure that we are building according to God's pattern, purpose, and design for the kingdom of our Lord and His Christ. All new endeavors shall not be implemented except it has been prayed over by the Prophet, and we have again received confirmation this is the Lord's will according to the kingdom.

Teachers (instructor of God's word) will teach sound biblical doctrine according to the word of God. The Teacher will work hand in hand with the Prophet to line all word from the Lord up with biblical scriptures. The Teacher will only teach line upon line precept upon precept as the Holy Spirit leads and directs him or her. The Teacher is responsible for all scriptures, doctrines, creeds, and theologies that are passed on to all members of the perspective bodies for purposes of kingdom building and living.

Pastor (a keeper of God's word and a watchman) for the saints of the living God and His Christ. The Pastor is to ensure that all ministry bodies are spiritually growing from the sound doctrine that is handed down from God. The Pastor is responsible for keeping order among the members of the body while protecting its members from the wiles of Satan and his devices. The Pastor will coordinate all functions of the local ministries and have oversight of all outreach ministries from the church. The Pastor is given the authority to exhort as well as rebuke members of the body while keeping a watchful eye and oversight of the people. The Pastor will counsel, advise, and minister to the needs of the people as God sees fit and the needs present there self. The Pastor's heart will always be set to seek God on behalf of the people with much prayer, supplication, and fasting.

Evangelist (a carrier of God's message) to a certain need in the kingdom of our Lord and Christ. The responsibility of the evangelist is to be a master of all ministries as pertaining to the carrying of the word of God to all outreach programming. The Evangelist operates under the spiritual authority of the local church, in bringing spiritual understanding, wisdom, and insight to communities and all outlying ministries according to the vision that God has for His kingdom and Christ. The call of the Evangelist is to awaken a sleeping

generation to the sin of the world and its master who is none other than Satan himself. A reviving of God's word should always accompany this office; working in tandem with local ministry for kingdom building purposes.

Level Two: Ministry Department Leader

The Ministry Board is the head of all departments. They shall keep in contact with the president of the departments on a weekly basis. They shall also meet with the Pastor and the Five-Fold Ministry once every month to give an update on their departments.

Minster of Social Affairs - This minister will be in charge of helping the people of God in social and economic issues. Financial problems, job problems, or even problems in the home would go through this area of ministry.

Minister of Deliverance - This minister is in charge and over the ministry of deliverance. Their whole mission is to make sure everyone on the Deliverance Team is at a level to administer deliverance to others.

Minister of Prayer - This minister is in charge of making sure prayer is going up before the Lord continually. All new endeavors and ideals will be brought to the ministers of prayer, where they will then pray over our plans and goals continually before the Lord.

Minister of Music - This minister is in charge of the music rendered to the congregation through praise and worship. Choir Directors, other musicians, Praise Leaders, and singers are all under the leadership of the Minister of Music. The Minister of Music is also responsible for making sure choirs, praise teams, etc. are practicing on their assigned practice days and times. And that the house of God is continually receiving new songs of praise and worship on a continual basis.

Minister of Outreach - This minister is in charge of making sure all ideas rendered by the Outreach Department come to pass. They shall also be in charge of making sure that everything presented in the form of outreach from this establishment to the community is quality and not last-minute unorganized programs.

Minster of Youth - The Youth Minister is responsible for making sure the youth chairmen and department is presenting quality programming for the young people on a consistent basis. They shall also be an advisor to youth involved in the ministry.

Level Three: Departments

Youth Department Leaders - The Youth Department is the Ministry in charge of youth services and events. The structure of this department shall consist of a Youth Minister and Youth Leaders. They shall also be in charge of the spiritual development of the young people. Growth and spiritual maturity is a must in this department, along with keeping the

interest of the youth.

Usher/ Greeting Department Leaders - Shall be in charge of greeting the people of God at the door, and assisting them in any need necessary. They are also responsible for giving or finding out any information to guests that attend services. All information will then be rendered to the Executive Administrator and recorded in the church records.

Music Department Leaders - Shall be in charge of the music rendered for all services. They are responsible to be able to usher in the presence of God through their gift. Skill means nothing, anointing means everything. All music areas (choirs, praise team, musicians) are subject to the Minister of Music.

Women's Department Leaders - Shall be in charge of presenting and putting together events for the women of the church. They shall meet with all women at least twice a month, and need to be available for those who may need someone to talk or pray with. The President of Departments will work hand in hand with this ministry.

Men's Department Leaders - Shall be in charge of presenting and putting together events for the men of the church. They shall meet with the men at least twice a month, and need to be available for those who may need someone to talk or pray with. The President of Departments will work hand in hand with this ministry.

Finance Department Leaders - Shall be in charge of putting together things to continually bring inventory to the house of God. They will be responsible for making sure the church reaches any financial goal set in the time frame it was set for. All monies will be counted with these both being present. Money will never be counted with any 1 person; 2 people must be present at all times. Until further notice the Apostle will write all checks and deposit all monies.

Outreach Department Leaders - Shall be in charge of all programs that minister outside the walls of the church. This department falls under the Pastor of Outreach and any department wanting to do an outside event will consult first with him and he in turn will bring it to the President of Departments for final say.

Deliverance Department Leaders - Shall be in charge of helping those that are seeking for deliverance, through the deliverance process necessary to be set free from the enemies up. They shall then stay in contact with those that have gone through deliverance. They shall also put together programs and events to help teach people how to stay delivered.

Children Church Department Leaders - This area is responsible for teaching and training our children in sound doctrine and raising them in Godly ways. They are responsible

for a proper training syllabus and are to keep a proper inventory of all children's supplies to ensure that our children never lack any good thing.

Special Events Coordinator - Will be responsible for decorating the church for any event the Apostle deems necessary. The Coordinator will be responsible for set-up; serving and planning all food-orientated events concerning all departments.

I. The Vision

"Write the vision, make it plain." (Habakkuk 2:2)

"Where there is no vision, the people perish" (Proverbs 29:18)

Studies have proven conclusively that the concept of writing our dreams, goals, and visions on paper has the effect of solidifying them. This manual was developed for the purpose of sharing with you, the vision for the church God has instructed me to build. Now, it must be noted that this vision did not originate from me, but that this vision came from the Lord over an extended period of time.

There are ten (10) foundations upon which this church will be organized

1. Lively, spiritual worship and praise, good fiery singing.
2. Quality, sound, easy to understand sermons.
3. Apostolic church, one which hears from the Lord, where all spiritual gifts are operational.
4. Powerful children's ministry.
5. Church-highly organized administratively.
6. Programs for personal development.
7. Freedom for members to grow, to use their abilities and to realize maximum potential.
8. Beautiful location and worship facilities.
9. Church concerned with evangelism, prison ministry, etc.
10. Godly pastoral leadership.

II. Definition of Local Church and Church Functions

Church (The Body of Christ): People who have received and embraced the evangelical doctrine of Jesus Christ, who have been truly born-again, who accept the Bible as the infallible, inspired Word of God and who decide to live by Biblical principles.

Local Church: A body of believers who assemble themselves together in a specific location regularly with a pastor as their shepherd, who should function as a part of the overall Body of Christ to accomplish the purpose of Jesus Christ in the earth as it is outlined by the Word of God.

THE CHURCH IS A DISTINCTIVE BODY OF PEOPLE WHO:

1. Have been reconciled to God through a decisive response to Jesus Christ as Savior.
2. Through a commitment to Jesus Christ as Lord, deliberately incorporate into life the ways of thought and conduct revealed by Him as God's design for living. They are in the world, but not of the world.
3. Function together in congregations implementing the intended relationship: love.
4. Aggressively engage the world, seeking to enlist others as disciples of Jesus Christ so that the number of the saved increased and the number of the lost diminishes.
5. Anticipate the full and final restoration of all things to God's perfect intention.

PURPOSE OF THE CHURCH: The purpose of Tachanuwnah is three-fold:

1. **Evangelism** - To make disciples of the nations (Matthew 28:18-20) and to seek to win the lost to Jesus Christ.
2. **Nurture** - By the ministry of the Word and by prayer, to develop the Body of Christ into the image of Christ (Ephesians 4).
3. **Worship** - Giving and paying reverence and honor to God corporately, through prayer, singing and giving of thanks "in spirit and in truth" (John 4:24).

VISION OF THE CHURCH

God's vision for this ministry is to bring the revelation of prayer and its power to a lost and dying world. It is the strong belief of Dr. Jahaziel that the miracle working power of God

has not been unleashed as in the day of the Apostles because of the lost art of prayer and how to pray.

Also, it is the undying belief of this ministry that every vision of God must not only be written and made plain but also prayed and fasted upon and laid upon the altar of: Our Most High God. Our goal is to accomplish the three-fold purpose of the church.

1. **Evangelism** – By means of strong, evangelically oriented worship, praise, and ministry of the Word in services in the local church, a strong and vibrant intercessory prayer ministry, training and equipping the membership of personal evangelism, home cells groups, and by ministering the Word through spiritual power and signs and wonders following.
2. **Nurture** – By powerful, dynamic teaching of the Word and ministry of books, CD's, DVD's, seminars, outside speakers, etc.
3. **Worship** – By instituting universal worship through praise and singing, in a musical style that will allow us to reach the maximum number of people in our community.

Our vision is to use the Metro Grand Rapids area as our initial base to reach out to our community through mass media, and to thoroughly equip and perfect the saints of God through the ministry of the Word of God.

III. Preaching and Teaching

We believe the Bible teaches that every believer should be a "witness" for Christ. That is, in a sense, each of us should be preachers of the Gospel to the lost, outside the corporate church meetings. The New Testament pattern is clear on this.

The primary purpose for our Sunday and mid-week services are to nurture and equip the saints. The preaching of the cross is to sinners, whereas teaching resurrection victory is to the believers. There should be no confusion. At Tachanuwnah International Church Ministries, our goal is to equip the believers to go out into the world where the sinners are and preach the victory of the cross on the streets, from door to door, in open air meetings and crusades, and in home cell groups.

Long term church growth rests heavily on a systematic ministry that feeds the people. Basically, this ministry comes from one preacher, the Senior Pastor (particularly on Sunday mornings). Church growth studies indicate that over the long term, success can't be gained by sharing preaching duties with a team of ministers. God calls primarily on one man to lead a vision, and then support ministers to aid the Senior Pastor.

IV. Church Government

There are several types of church government commonly used. The Episcopal system is one where the church is controlled completely by leaders. For example, the Roman Catholic Church is controlled by the pope, cardinals, and bishops, with parish priests at the bottom of the ladder with no real authority.

The Presbyterian system is a church ruled by a board of elders, who make every decision of the church, with the pastor having little or no authority.

The congregational system is the most familiar form, and came into existence about 200 years ago, about the same time as the U.S. governmental system. This system is one where each member of the congregation has a vote on matters pertaining to the operation of the church.

However, Tachanuwnah is an independent church, which is the most Biblical type of system. We are governed by a God-appointed pastor (Jeremiah 3:15) as our shepherd/leader, with a vision from God. As you examine the Scriptures you will find God never used a board to do or decide anything. God, Himself, decides what to do, and gives His instructions to men. Our church also has a Board of Advisors consisting of Elders and Deacons, to advise our Pastor concerning the affairs of the church (Proverbs 11:14b).

V. Finding Your Place

We believe God is calling laborers into the harvest, not loafers. We believe the local church is the primary God-ordained institution in the earth in which Believers should exercise their gifts, callings, and talents.

Satan is deceiving many to create para-church ministries, as opposed to being a part of a local body and work under a proper, God-delegated authority (Romans 13:1-2). We encourage our members to seek God as to which facet of our ministry they should be involved in. Do what your hands find to do. As you learn to be servant-hearted teachable, and work where there is a need, God will eventually promote you to His ultimate call on your life. Remember, we don't start at the top of the ladder. Start where you can, serve well and God will honor you.

VI. Future Vision of The Church

The vision of Tachanuwnah International Church Ministries is to be a strong teaching center where the Word of Faith is taught with power and with the anointing of the Holy Spirit. Principles of holy living and consecration will also be stressed. We believe that God's Word was designed to be our handbook on success; the Holy Spirit, through the teaching of the Word of God, desires to deliver the lives of the people from a state of failure to the heavenly state of success, victory and achievement.

Our vision for this church is intimately involved in mass media outreach. Radio and television ministry will be a vital part of our ministry. Our goal is to use the finest equipment available, and to operate our own fully equipped sound and audio studio, as well as a telecommunications center fully equipped with the latest technology.

The vision of this church is one with a vibrant, strong, enthusiastic music ministry which consists of church choirs, praise teams and individual singers who sing unto the Lord. We believe in vivacious worship services. We believe in praising the Lord with all of the musical instruments, the requirements being that you play skillfully and to the glory of the Lord.

The vision of Tachanuwnah International Church Ministries involves Home Cell Groups. There will be a bus ministry to bring people from surrounding areas to fellowship at the church. The vision is of a fundamental church management system of theocracy and delegated authority. There will be a series of advisory and departmental boards. We believe that there will be several hundred employees that will eventually work full time for this ministry to carry out the vision.

We believe that beauty inspires, and that outward appearances are important for a proper atmosphere. We will constantly seek the finest available facilities, eventually building our own auditorium.

We will have a childcare facility for children of diverse backgrounds. We will have a monthly newsletter. We will offer financial literacy and operate our own credit union.

We believe in doing whatever God has called us to do to the best of our abilities, going first class all the way.

It is our hope that you will perceive the vision as it is from the Lord, and that is not from men. Pray with us and, as members of Tachanuwnah International Church Ministries, support us in this great work of the Lord.

VII. Goals and Plans

In order to realize the vision that God has given us, we have set before ourselves the following goals and plans:

LONG RANGE:

1. To have 20,000 active, participating, biblically based members.
2. To have excellent facilities, equipment and programs to train, nourish, and develop the members into disciplined followers of Christ.
3. To provide the members with their portion of ministry that they can be proud of.
4. To have world-wide effective outreach – satellite churches, mass media outreach, training institute, missions, crusades, five-fold ministry teams, publishing house, etc.

5. To have church investments, financial program, business insurance, and banking.
6. To have television/radio networks and stations.

MEDIUM RANGE:

1. To have 3,000 members.
2. Well-trained Helps Ministry in place.
3. Bus ministry, with 3-5 newer buses.
4. Daily radio broadcast and television show.
5. Millions of dollars in real estate investments.

VIII. Statement of Faith

We believe that we are always in a process of receiving deeper revelation from the Word of God and that, as believers, we should be open to deeper insights into God's Word. We expect deeper insights as the years roll on; therefore, this is a brief outline of our present views on Bible doctrines.

The Scriptures

The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were inspired by the Holy Spirit. We accept the New Covenant, as recorded in the New Testament, as our infallible guide in matters pertaining to conduct and doctrine (II Timothy 3:16; I Thessalonians 2:13; II Peter 1:21)

The Godhead

Our God is One, but manifested in three person – the Father, the Son, and the Holy Spirit (Philippians 2:6; Matthew 3:16-17).

The Father

We believe in God, the Father, Almighty, the author and Creator of all things. The Old Testament reveals God in diverse manners by revealing His nature, character, and dominions. The Gospels in the New Testament give us knowledge of God, the "Father" or "My Father", showing the relationship of God to Jesus as the Father, or representing Him

as the Father and Godhead with Jesus as the Son (John 15:8; 14:20). Jesus also gives God, the Father, the distinction of "Fatherhood" to all believers when He explains God in the light of "your Father" or "your Father in Heaven" (Matthew 11:25).

The Son

We believe that Jesus Christ is the Son of God, the second person in the Trinity, co-equal in power to the Father and the Holy Spirit, and is one with them, eternal in His person and existence. We believe that Jesus Christ was born of a virgin called Mary, according to the Scripture (Matthew 1:18). We believe that Jesus Christ became the suffering servant and redeemed all men (who believe) back to proper relationship with God. We believe that Jesus Christ is standing now as mediator between God and men.

The Holy Spirit

We believe the Holy Ghost is the third person of the Trinity, proceeds from the Father and the Son, as of the same substance, equal in power and glory and He, together with the Father and the Son, is to be believed in, obeyed, and worshipped. The Holy Spirit is a gift bestowed upon the believer for the purpose of equipping and empowering the believer, making him a more effective witness for service in the world. He teaches and guides one in all truth.

We believe being filled with the Holy Ghost is an experience subsequent to salvation and sanctification, speaking in tongues is the consequence of the baptism of the Holy Spirit.

Salvation

This deals with the application of the work of redemption to the sinner and his restoration to divine favor and communion with God. This redemptive operation of the Holy Ghost upon the sinner is brought about by repentance toward God and faith toward our Lord Jesus Christ. This brings about conversion, faith, justification, regeneration, and sanctification.

The Lord's Supper (Communion)

The Lord's Supper is symbolic of the last supper Jesus spent with His disciples before the crucifixion (John 22:14-20). In I Corinthians 11:23-24, Paul explains that in remembrance of Christ's death and sacrifice we, the Body of Christ, should conduct a memorial service in honor His death, by partaking of wine (symbolic of His blood shed for us) and bread (symbolic of His body, which was broken for us). This memorial service, as often as we do it, memorializes the Lord's death until He returns for His church.

The word "communion" means deep personal fellowship or, to be intertwined with emotions and feelings of two parties. When we partake of the Lord's Supper, it should be

a time we engage our hearts to commune with the Lord, to begin to feel what He feels and to muse with the mind of Christ.

Before anyone partakes of the Lord's Supper, he should first judge himself so that God's judgment does not fall upon him for partaking of the Lord's Supper unworthily.

Doctrine of Baptism

The following recommendation regarding the water baptismal formula is adapted to wit:

"On the confession of your faith in the Lord Jesus Christ, and by His authority, I baptize you in the Name of the Father, and the Son, and the Holy Ghost in Jesus' name. Amen"

We believe that water baptism is necessary, as instructed by Christ. However, we do not believe that water baptism alone is a means of salvation but is an outward demonstration that one has already had a conversion experience and has accepted Christ as his personal Savior by faith. We believe baptism by submersion is consistent with Bible doctrine.

Angels

Angels are Heavenly bodies, Spirit beings, and are primarily messengers from God. Their duties in heaven range from praising God to war-like activities. On earth, they are ministering spirits sent forth to minister for those who shall be heirs of salvation (Hebrews 1:14). There are various classes and categories of angelic beings.

Demons

A demon is an unclean and/or evil spirit which belongs to the unseen spirit world. The Old Testament refers to the prince of demons, sometimes called Satan (adversary) or devil, as having power, wisdom and ability. The purpose of the devil and his demons is to combat righteousness and all the purposes of Jesus Christ and His Church. There are various categories of demonic spirits.

End Times

We believe in the doctrine of the rapture of the Church of Jesus Christ, when Christ shall appear in the sky to catch up His saints. We believe in a post-tribulation millennial reign of Christ, as well as in the final White Throne judgment and eternal damnation in the lake of fire for the devil, his angels, and all who rejected Jesus Christ as Lord!

Redemption

Redemption is deliverance from the bondage of sin, or the act of buying back. We believe that God originally created man with authority over the earth, with freedom from sickness, poverty, failure, and death. Because of Adam's high treason, mankind lost this exalted state. Jesus Christ redeemed us back to this state through His sacrifice on the cross. We may now experience complete redemption of our bodies upon Christ's return.

New Birth

Man is a spirit being. He has a soul (mind, will, and emotions), and lives in a physical body. When Adam committed high treason in the Garden of Eden, he died spiritually and thus brought spiritual death on all mankind.

The New Birth is what takes place as we accept, by faith, the sacrifice of Christ for our lives. God through His Spirit makes our spirits alive again unto Him.

Spiritual Death

The spirit of man is external and does not die in the sense of ceasing to exist, but spiritual death is simply separation from God, who is the source of all life.

Justification

To be justified is the showing, in court, of a sufficient lawful reason why a party charged or accused did or failed to do that for which he is accused. Our justification is based upon the fact that the judgment for our sins has already been paid for by Jesus Christ.

Sanctification

Sanctification is the act of sanctifying or separating someone for holy use. Our sanctification begins at the New Birth and continues on as a process throughout our spiritual growth.

Divine Healing

Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith and by laying on of hands. It is provided for in the atonement of Christ and is the privilege of every member of the church today (Mark 16:18; James 5:14-20; I Peter 2:24; Matthew 8:17; Isaiah 53:4-5).

Hell and Eternal Retribution

The one who physically dies in his sin, without Christ, is hopelessly and eternally lost in the lake of fire, and therefore, has no further opportunity of hearing the Gospel or for repentance. The lake of fire is literal. The terms "eternal" and "everlasting", used in describing the duration of the punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in noting the duration of joy and ecstasy of the saints in the presence of God (Hebrews 9:27; Revelation 19:20; Hebrews 6:1-2).

Laying on of Hands

The doctrine of the laying on of hands is the simple belief that power, anointing or any other necessary quality can be transmitted by one person touching another. Laying on of hands was practiced by the Levitical Priesthood. Jesus practiced it in Mark 10:13-16 as a blessing, which is our ground for baby dedication instead of baptism. Laying on of hands is also used to receive the Holy Ghost (Acts 8:16-18), to believe words spoken, to receive anointing, to cultivate the anointing (I Timothy 4:14) and for ordination to consecrate and receive the necessary ministry tools (I Timothy 4:14).

IX. Social/Political Action

We recognize that many social and political groups have made a tremendous impact for good upon our society. Nonetheless, our priorities as a church must remain Biblically based:

1. **Evangelism**
2. **Worship**
3. **Nurture of the saints**

Our involvement as a church will be limited to that of prayer, rather than petition-signing, fundraising, pledge-taking "promotional programs," etc.

X. World Outreach

We believe God has called us, as a local church, to be involved with His universal Church worldwide. God is just as concerned about lost people worldwide, as He is about those in our neighborhoods. Jesus sent His followers first to Jerusalem, to Judea, to Samaria, and then to the uttermost parts of the earth.

Something happens in a Christian's life when he sees himself in the context of what God is doing city-wide, state-wide, nation-wide, and world-wide. Our local church is an outreach center designed to affect the whole world, through media outreach, church planting (satellite churches in areas with no church), missions support, and training and sending of ministers world-wide. Our vision is to start at home, and spread abroad.

XI. Spiritual Protocol

Romans 13:1-7

¹Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. ²Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation. ³For rulers are

not a terror to good works, but to the evil. Wilt thou then not be afraid of the power? do that which is good, and thou shalt have praise of the same: ⁴ For he is the minister of God to thee for good. But if thou do that which is evil, be afraid; for he beareth not the sword in vain: for he is the minister of God, a revenger to execute wrath upon him that doeth evil. ⁵Wherefore ye must needs be subject, not only for wrath, but also for conscience sake. ⁶ For this cause pay ye tribute also: for they are God's ministers, attending continually upon this very thing. ⁷ Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour.

Definition: The establishment of order. In Webster's Dictionary a code of ceremonial forms and courtesies of precedence accepted as proper and correct in dealings between heads of state, and diplomatic officials. We need to learn how to operate as a church within the measure of rule God has given us to insure His stamp of approval and presence.

All authority comes from God and is ordained by God.

Everyone must be subject to someone. Submission is an attitude of the heart; actions alone do not constitute submission.

The measure of authority one is under determines the measure of authority they are able to exercise in their life.

The kingdom of God functions on the principles of submission and authority.

Learning how to function under authority is vital if we are to be given authority. A leader who is accountable to God (such as a Pastor), is being irresponsible with the authority God gives him if he delegates power to those who are not submitted to his authority. If God tells the leader to go right, he needs to be able to steer the entire ship right. He cannot afford to have someone in a key leadership position going left; because that individual feels God is saying go left.

Leaders are responsible to God for the local church to protect it and establish it in the ways of the Lord.

True authority is not designed to bring bondage, but protection, covering, and coordination.

God looks for submission, meekness, and faithfulness more than ability or gift. (II Timothy 2:2) "Commit to faithful men who will be able to teach others also."

Protocol allows us to discern where our part ends and another begins causing us to work effectually, only then is the whole body healthy. "From whom the whole body fitly joined together and compacted by that which every joint supplieth, according to the effectual working in the measure of every part, maketh increase of the body unto the edifying of itself in love." Ephesians 4:16

Discerning your measure of authority - one must recognize the measure authority delegated to him by God and work within that framework.

You must first fear the Lord and be very careful not to cross lines of authority that The Lord has set up, then God will reveal where you fit in.

Spiritual Authority at TICM: As we expand the ministry, spiritual authority becomes a key issue in carrying out the will of God in this church with divine order.

Three Pillars of Power:

There are three pillars of power: **Spiritual Strength, Wealth, and Knowledge**. The most abused pillar in the church is knowledge. As people become privy to knowledge, they automatically have power. The one who knows has power over him that doesn't know. It gives him a manipulative edge where he can use that knowledge against an individual to his advantage to make that person think that he is more important because he knows more. Everyone must understand true spiritual authority. Just because you have more knowledge, doesn't put you in a position of authority. It is imperative that people who are placed in administrative positions understand the lines of authority and properly function in all three types of relationships: **peer, subordinate, superiors**.

Three Types of Relationships:

There are three types of relationships in the church; peers, subordinates and superiors. Although the distinction between these relationships often gets lost in the shuffle, the way you interact within these groups must be different. You can't treat subordinates like peers and superiors like subordinates, etc... things will get out of order. Church is not a business, but a spiritual house. Administration supports the ministry. The Bible clearly states the lines of authority that should be adhered to. Spiritual leaders are always the greatest authority figures in church. Spiritual authority is not based on talent, ability, or education, but is based on the sovereign divine order of God. All authority is ordained by God, so it doesn't follow human logic. You may not be able to come up with any logical reason for God placing a person in a particular position. The reason is, God ordained it.

Peers: Those who are at the same level of recognized authority as you operate. This relationship exists from elder to elder, minister to minister, usher to usher, department head to department head, layman to layman. One must be careful not to use any of the pillars of power (physical strength, wealth, or knowledge) to pervert this relationship, but especially knowledge. If a peer is more knowledgeable, or in a better position to receive vital knowledge, then they must not exert authority over their peers. This can thus put them in a position of superiority. To maintain peer relationships, the more knowledgeable person/individuals, should not give, or come across as any hints of being more knowledgeable or share their knowledge with peers. In relating to your peer, you should stress fellowship, comradely, faithfulness to God and the ministry, and respect for those in authority over you. Peers should never discuss church members or leaders in a negative light.

Subordinates: Those who are recognized as having less authority than you do. One cannot relate to subordinates as they do peers. This relationship limits the degree of openness in sharing. If superiors share as openly with a subordinate as they do with peers, it puts the subordinate on the same level of authority as the superior's peers. It is a form of rebellion and a perverted relationship. It will cause subordinates to have a perverted relationship with their peers and they will have trouble discerning their level of authority. In dealing with subordinates, you must respect them and carry yourself in a way where they can respect you. You must keep in mind that you are not just representing yourself to that person, but the pastor and the entire church. You must deal with subordinates with the spirit of the pastor (the way the pastor would) and according to the vision of the church.

Superiors: Those who are recognized as having authority over you. This might be the most sensitive of all relationships and the one most prone to rebellion. The distinction between the ways you relate to a peer and superior must be clearly seen in your attitude, as well as your actions. Superiors in the church must be respected at all times. It should be evident in the way they are subordinates. Those under them have no authority to correct them so they should not even entertain the thought. It is always rebellion! In dealing with superiors, you should always be conscious of the fact that God is holding you accountable for how you respect them. It is more to your benefit than theirs for you to give them the proper respect because learning to be under authority is vital if you are to be given authority.

Protocol:

Spiritual position always supersedes administrative position, because it is divine calling of God. Administrative positions are appointed by the pastor and are not to be confused with spiritual positions. A layman might have higher administrative position than an elder, but he or she must deal with the elder as a superior. A minister might be an administrative peer of an elder, but he or she cannot have a peer relationship with the elder because their spiritual relationship supersedes their administrative one.

Levels of authority at T.I.C.M.:

1. Dr. Jedidiah & First Lady Rebekah Jahaziel
2. Pastors/Elders
3. Ministers
4. Department Heads
5. Coordinators
6. Lay Workers
7. Layman

As we aspire for these positions remember God is not looking for leaders, He is looking for servants and servants become leaders.

Tachanuwnah International Church Ministries

NEW MEMBER ORIENTATION CLASS OUTLINE

I. Introduction

- A. Philosophy of Ministry
- B. Church Doctrines
- C. Exhortation for Involvement
- D. Reasons for Membership

II. Sharing the Vision

- A. Tachanuwnah International Church Ministries History
- B. Our Current Focus
- C. Future Plans

III. Tithing & Stewardship

- A. The Word Concerning Wealth
- B. Origin of the Tithe
- C. Tithing is for Today
- D. Tithing, the Tithe is an Action

IV. Importance of Prayer

- A. Prayer as a Way of Life
- B. Types of Prayer
- C. Effectiveness of Warfare Prayer

WORKING IN MINISTRY AT T.I.C.M.

LETTER FROM THE PASTOR

Dear Worker:

This ministry has touched the lives of hundreds with a mighty unction from heaven, by the anointing of God. It is my sincere desire that this anointing will not only continue, but also the anointing of God. It is my sincere desire that this anointing will not only continue, but also increase until multitudes are changed by the power of God. Know that I alone cannot accomplish this vision, no matter how dedicated or how sincere I am. It is going to take a united effort on the part of the workers of this ministry. Everyone is going to have to be as dedicated and sincere about their personal responsibility in this ministry as I am in my capacity as pastor and under shepherd to the Lord Jesus.

No position can be perceived as minuscule or unimportant. Each responsibility must be approached with the highest degree of excellence. Know that as you are faithful to your responsibilities, your rewards shall be great and that the Lord, Himself, shall promote you.

As you know, the primary purpose of this ministry is to minister the uncompromising Word. It is, and has always been, my aim to minister and serve by precept and example (and I trust that it is yours, as well). Let us all endeavor to maintain the integrity of this ministry which God has given us, in order that it will continually be about reproach and transparent to the whole world. Let us continually strive to achieve the same kind of love, compassion, faithfulness, strength, truthfulness, self-control, patience, and motivation for service as displayed by our Great Example setter, Jesus so that one day, like Him, we too can hear the words, "Well done thou good and faithful servant. Therefore, I encourage your active participation and cooperation, and urge you to be steadfast in your personal commitment in whatever capacity you serve here in the Helps Ministry.

This handbook has been prepared to answer some questions you may have regarding the Helps Ministry at Tachanuwnah International Church Ministries. While it cannot cover everything, it will give you a better understanding of the purpose and guidelines about the particular auxiliary in which you are currently involved. If you have any questions reading this handbook, please refer them to your auxiliary leader.

First Lady Rebekah and I greatly appreciate your assistance, your ongoing support, and your consistent prayers. We are in agreement with you that all your needs are met-spiritually, physically and financially-and that God's richest and best are your, particularly as you continue to seek Him first.

MINISTRY OF HELPS

Scriptural Basis

"And God hath set some in the church, first apostles, secondary prophets, thirdly teachers, after that miracles, then gifts of healings, HELPS government's diversities of tongues." (I Corinthians 12:28)

Definition

The Ministry of Helps at Tachanuwnah International Church Ministries is the consolidation of various groups of born-again, spirit-filled individuals. These individuals form a nucleus surrounding the pastor and his assistants to aid them in meeting the operational demands of the ministry and the spiritual needs of the people who participate in the worship, study and social activities of Tachanuwnah International Church Ministries.

Purpose and Function

The purpose and function of the Ministry of Helps is threefold:

- 1.) To assist the Pastor in carrying out his God-given vision in spreading the Gospel, including eternal salvation, divine healing and health, the full operation of the gifts of the Spirit, as well as spiritual and earthly prosperity.
- 2.) To work, share and participate together with the Pastor as one body, for the perfecting of the saints, for the work of the ministry, for the edifying of the Body of Christ: Till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ." (Ephesians 4:12-13).
- 3.) To support the Pastor's vision by setting a good example to those in and outside the membership of Tachanuwnah International Church Ministries through a consistent display of spiritual strength, moral fortitude and personal integrity.

Goals

The goals and aims of the Helps Ministry are:

- 1.) To be an asset and a credit to the Heavenly Father as a co-laborer and joint heir with the Lord Jesus Christ in assisting the pastor in spreading the Gospel.

GENERAL REQUIREMENTS

In order to officially participate in any of the Helps Ministries at Tachanuwnah International Church Ministries, the following requirements **MUST** be met:

1. One must be a full-fledged member in good standing, having become born-again, baptized in water and Spirit-filled, with the evidence of speaking with other tongues, and have completed New Member Orientation class.
2. One must be living a lifestyle that is consistent with Christian principles, the Pastor's vision, and the rules and regulations governing the Helps Ministries.
3. One must have the temperament and capability of performing the duties that have been established for the particular Helps Ministry in which involvement is requested.
4. One must consistently be in physical attendance in at least one (1) of the mid-week Bible studies and one (1) of the intercessory prayer services.
5. One must be in attendance at a majority of the scheduled meetings established for the Helps Ministry in which involvement is requested.
6. One must be willing to support the Ministry, both prayerfully and financially.

SPECIAL REQUIREMENTS

See special requirements indicated under each individual group listing.

RULES AND REGULATIONS

In addition to meeting the general and special requirements for active participation in the Helps Ministries at Tachanuwnah International Church Ministries, the following rules and regulations MUST also be compiled with:

1. All Helps Ministry workers are to be well groomed when functioning in their various capacities and are to be dressed decently and in order.

Men are to wear their shirt collars buttoned, dark slacks, suits or casual clothing (no jeans or sweat/jogging suits) when "working" or when dealing with the public. During meetings, casual clothing may be worn, depending upon the situation; however, shorts are not considered appropriate.

All workers must practice good hygiene (fresh breath and bodies). Beards, mustaches, sideburns and hair are to be neat and well-trimmed at all times.

Ladies are to wear proper undergarments, pants, dress or skirts and shirt, blouse or sweater. Avoid low cut, halter, or flesh revealing (showing belly buttons, stomach, breast, etc.) shirts, blouses, or sweaters.

2. No promotional materials (i.e., pamphlets, articles, flyers, booklets, tapes, tickets, etc.) outside of Tachanuwnah International Church Ministries own related activities are to be distributed by any Helps Ministry workers (or anyone else) from or upon

the Church premises or grounds without the expressed permission of the Church Administration.

3. No speaker, group or musicians may advertise any upcoming events without the expressed permission of the Church Administration.
4. No individual can print or reproduce any material bearing the name Tachanuwnah International Church Ministries (i.e. Tachanuwnah International Church Ministries) for ministry use without notifying the Church Administration.
5. No individual or auxiliary is to plan a program and/or invite a speaker without the approval of the Pastoral Staff.
6. No Helps Ministry worker is to receive offering envelopes but is to direct the person to the appropriate container identified for such purpose.
7. All Helps Ministry workers must complete and submit, by the deadline established by the Church Administration, the Annual Helps Ministry for such purpose.
8. Church Administration is to be informed at all times of the current address, telephone numbers (both work and home) and marital status (particularly as it relates to a name change) of all Helps Ministry workers.
9. All helps Ministry Workers are to adhere to the established Rules and Regulations, as set by the Church Administration, governing leaves of absence, disciplinary actions and church membership.
10. If a Helps Ministry Worker's conduct is unbecoming or contrary to the Christian lifestyle, that worker will be relieved of his/her positions for a period of six (6) months, after which time he/she may be considered for reinstatement.
11. Anyone who has completed the appropriate training and is a regular worker in the Helps Ministry may terminate worker status by submitting his/her resignation, preferably in writing, to the proper Auxiliary Head or the Church Administration. The helps ministry badge must be turned in to the church office immediately upon termination of worker status, either by the worker or auxiliary head.
12. All Helps Ministry workers must complete their training and go through a 90-day probationary period for the particular ministry to which the worker has applied, before being considered a full-fledged participant in the Helps Ministry.
13. It is the responsibility of the worker to inform the Auxiliary Head, Committee Head, or whoever is in charge of that post or position of his/her inability to report to an assigned duty in enough time so that the supervisor may recruit another worker if necessary.

MEMBER SERVICES

Ushers • Greeters • Transportation • Facilities • Management

Principle Duties and Responsibilities

To assure that things are decent and in order, from the church facilities and ground to the comfortable seating of the congregation the atmosphere which involves how people are treated as well as the way things look, smell and are supplied is vital to the functions of the church (worship, evangelism and nurture). The atmosphere is important in bringing people into the state of mind of worship.

USHERS

Ushers are the gate-keepers. The chief purpose of an usher is to see that everyone who comes to the service receives what they have come for from the Lord, before they leave. To do this, you must carry out an orderly system of regulations.

Ushers walk in love, always smile, are warm and friendly, serve as a resource person. Ushers look sharp and are willing to assist people at all times. They always watch their words, carry out their duties in a confident authoritative manner. And work as a team. Ushers remain flexible, and never complain.

DUTIES OF AN USHER

1. Make sure the sanctuary is neat, clean and ready for service.
2. Make sure speakers have water, or juice.
3. Position overhead projector, screen and transparencies for praise and worship.
4. Assures that all necessary materials are available (i.e. bulletins, offering envelopes, visitors cards or packets, handouts, prayer request cards, pens, pencils, etc.)
5. Walk through seating areas laying hands on seats praying that people's needs would be met.
6. Take offerings.
7. Serve communion.
8. Assist members who may need special seating.

9. Be alert to assist ministers or handle disturbances during service.
10. Assist in altar ministry to assure order and efficiency.
11. Provide crowd and traffic control.

REQUIREMENTS: Must be of good reputation. Must be full of the HOLY GHOST. Must be full of wisdom, faith and power. Must be a leader.

Head Usher

REPORTS TO: Member Services Department Head

SUPERVISES: Ushers

SUMMARY: Train, schedule and oversee ushers to assure that a warm, friendly, orderly, spiritual environment is maintained for members and visitors.

DUTIES:

1. Interfaces with the Human Resource Specialist ensure that an adequate number of ushers are maintained.
2. Provides ongoing training program for ushers.
3. Schedules ushers for all church functions to ensure that all posts are covered.
4. Identifies present and potential crowd or traffic control, seating, parking, altar ministry, and other usher related problems and makes necessary adjustments.
5. Evaluates performance of ushers department and makes improvements, as observed necessary.

GREETERS

Greeters are the first experience most people have with the church when they attend. They have the awesome privilege and responsibility to make the first impression for the ministry. They affect the environment and are often the difference maker; as to whether a first-time visitor will return. They assure that people feel warm and welcome in the House of the Lord.

REGULATIONS: Greeters make eye contact with and physically greet those entering the church or sanctuary with a handshake. Greeters always smile, are warm and friendly, serve as a resource person, walk in love, and are always ready and willing to assist people.

DUTIES:

1. Greet people as they enter the building and sanctuary.
2. Hand out bulletins, offering envelopes and other materials to those entering service.
3. Identify, direct, register and assist visitors
4. Assure that all materials are available for service (bulletins, handouts, facial tissue, altar ministry materials, etc.).
5. Set up and run overhead during praise and worship.
6. Silently pray for people as they enter for service that their needs would be met.

REQUIREMENTS: Must be of good reputation, and full of the HOLY GHOST. Must be warm, friendly and compassionate.

Head Greeter

REPORTS TO: Member Services Department Head

SUPERVISES: Greeters

SUMMARY: Train, schedule and oversee greeters to assure that a warm, friendly, orderly, spiritual environment is maintained for members and visitors.

DUTIES:

1. Interfaces with Human Resource specialists to ensure that an adequate number of greeters are maintained.
2. Provides ongoing training program for greeters.
3. Schedules greeters for all church functions to ensure that all posts are covered.
4. Assures that visitor information gets to follow-up coordinator.
5. Evaluates performance of greeter's department and makes improvements.

TRANSPORTATION

The Transportation Department provides transportation to and from church functions for those who have need of it. This helps the church fulfill its commission to pick-up unbelievers and bring them to the corporate worship. The transportation ministry gives rides to those who otherwise would not be able to have the opportunity to be a part of the church. Also providing transportation for church auxiliaries who have special outings.

Transportation Coordinator

REPORTS TO: Member Services Department Head

SUPERVISES: Transportation Workers

SUMMARY: Oversees the maintenance of vehicles and scheduling of drivers to ensure that all of those who are in need of a ride to church functions are served in a timely and comfortable manner as possible.

DUTIES:

1. Maintain maintenance schedule for vehicles to ensure that vehicles are in good safe working condition.
2. Assure that vehicles always have enough fuel to complete transportation runs. (Receipts should always be requested and turned in to financial dept).
3. Coordinate transportation runs matching driver with sections of town.
4. Schedule drivers.
5. Assure that vehicles are secured after use.
6. Schedule transportation worker for special church auxiliary events, (i.e., women's annual shopping trip, teen retreat, etc.).

Transportation Workers

REQUIREMENTS: Must have valid driver's license and good driving record. D3 classification required to drive bus.

DUTIES: Pickup members and visitors as assigned by Transportation Coordinator.

1. Assist riders in and out of vehicles.

2. Serve as resource person for riders.
3. Maintain clean, safe, spiritual environment in vehicle.
4. Assist Transportation Coordinator in the maintenance and fueling of vehicles.
5. Perform other related duties as assigned.

FACILITIES MANAGEMENT

Facilities management is to assure the best possible physical environment by cleaning & maintaining facilities.

The atmosphere, which involves the way things look (color coordinate), smell, are supplied, is vital to evangelism, worship, and nurture (everything we do). The atmosphere is important in bringing people into a state of mind to receive ministry. In terms of evangelism, it is more of a situation of not driving people away than attracting them. Many ministries are hindered because they don't create an environment that more affluent people are comfortable in.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Cleans all offices, bathroom, and public areas.
2. Strips floors of old wax using a cleaning agent, applies fresh wax, and operates power buffer to polish floors.
3. Moves furniture to facilitate cleaning, and sets up tables, chairs, projectors, and other equipment for meetings and programs.
4. Secures windows and entrances after cleaning. Assists in maintaining security by reporting disturbances or hazards to supervisor.
5. Replaces burned out fluorescent and incandescent bulbs. Installs locks, assembles furniture, and performs minor repairs as needed.
6. Maintains and beautifies grounds of facility.
7. Performs other related duties as assigned.

Member Services Department Head

REPORTS TO: Pastor

SUPERVISES: Head Usher, Head Greeter, Transportation Coordinator and Facilities Manager.

SUMMARY: Oversees ushers, greeters, facilities management, and transportation departments to ensure that quality services and warm, loving environment is provided for members and visitors.

DUTIES:

1. Oversees goals and plans for member services ministries.
2. Meets frequently with head usher, head greeter, and transportation leader to evaluate effectiveness and problem solve.
3. Research member services within the ministry in order to upgrade effectiveness.
4. Monitors and serves as resource person for training program for member services ministry.
5. Oversees recruitment and staffing of member services ministries.
6. Supervises facilities manager to ensure building and grounds properly maintained.
7. Administers budget for member services.
8. Administers budget for member services.
9. Performs other related duties as assigned.

TARGET MINISTRIES

PURPOSE: To bring people that have similar experiences together, to promote fellowship. Being able to identify with others who are going through the same things. It provides the support system expressed in the Bible (fellowship). Also, it attracts people who may be hesitant about attending a church service.

Fellowships ***Men's • Women's • Senior's • Married Couple's • Singles • Overcomer's***

Men's, women's, seniors, singles, and married couple's fellowship meetings: These fellowships meet monthly in a relaxed atmosphere to be involved in a group dynamic or recreational activity.

Seminars: Quarterly, these fellowships have seminars to address the specialized ministry needs of the target group members.

Evangelism: Each member of the group is expected to bring people who are not saved to the fellowship. Many people, who would not readily attend a regular service, would attend a group event (i.e., Single's barbecue). The warm, loving relaxed atmosphere will draw sinners to the Lord and connect them to the local church.

FELLOWSHIP COORDINATOR

The Fellowship Coordinator carries out the objective for that particular fellowship. And makes sure events are well publicized and that each group member is bringing in the lost.

REQUIREMENTS:

1. Must be a people person.
2. Must have genuine conviction for evangelism, worship and nurture of target groups.
3. Must have good written and oral communications skills.
4. Must be humble and show great servant-hood.
5. Must be faithful and responsible.

REPORTS TO: Target Ministries Department Head

SUPERVISES: Fellowship workers

SUMMARY: Fellowship Coordinator organizes events that foster fellowship for those in a target group and meets the needs of those in a target group, as well as attracts others throughout the city.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Maintain database of people in church in target group.
2. Plan and schedule fellowships to increase the genuine fellowship of those in target groups.
3. Promote fellowship events throughout the city as evangelistic thrust.
4. Determine special needs of target group.
5. Plan seminars to address the needs of target group.
6. Identify resource materials relevant to target group.
7. Suggest reading list to target group.
8. Evaluate effectiveness of fellowship in the area of fellowship, evangelism, and meeting needs of target group then make adjustments.

Fellowship Workers: Assist the Fellowship Coordinators in the specifics of carrying out fellowship events. They serve as host and hostesses, contact people, distributor and publicity workers and make personal contacts for coordinators.

OVERCOMER'S FELLOWSHIP

Overcomer's fellowship is designed to help those who have an addiction, break it by putting them in a motivational environment with others who have the same problems.

Sessions: The following 8 weeks group sessions are run quarterly by group leaders. These group leaders facilitate the sessions. They assure us that the group is progressing towards the goal of being free from their addiction and vitally connected to the church.

REQUIREMENTS:

1. Must have a strong desire to see people set free from addictions.
2. Must have good oral communication skills.
3. Must be of the utmost integrity and faithfulness.

Overcomer's Fellowship Coordinator

REPORTS TO: Target Ministries Department Head

SUPERVISES: Group leaders and assistants

PRINCIPLE DUTIES AND RESPONSIBILITY:

1. Develop and implement a program to help participants overcome addictions through group therapy.
2. Run quarterly sessions.
3. Train facilitators.
4. Publicize and promote ministry throughout the city as an evangelistic thrust.
5. Develop evaluation forms to be administered to participants.
6. Develop evaluation process for each session, administer and make adjustments in sessions to ensure effectiveness.
7. Performs other related duties as assigned.

Target Ministry Department Head

The Target Ministry Department Head supervises all of the fellowship coordinators. He/she coordinates the scheduling of the fellowship event to avoid scheduling conflicts. He/she evaluates fellowship to assure that goals of evangelism, worship and nurturing are being met.

REQUIREMENTS:

1. Must be well organized.
2. Must have good oral and written communication skills.
3. Must be able to interact with groups within and outside of the church.
4. Must be efficient and effective in promoting publicizing ministry.
5. Must be a good motivator, creative and have the attitude and spirit of a pastor.

REPORTS TO: Pastor

SUPERVISES: Men's, Women's, Single's, Senior's, Married Couple's, and Overcomer's Fellowship Leaders.

SUMMARY: Target Ministry Coordinator oversees target fellowships to ensure maximum effectiveness, efficiency, and schedule coordination.

PRINCIPLES DUTIES AND RESPONSIBILITIES:

1. Communicate pastor's vision for target group to target group leader.
2. Assist leaders in goal setting and planning.
3. Oversees research and evaluation for each target ministry.
4. Approve all scheduled events of target ministries to ensure scheduling coordination.
5. Appraise performance of target ministry leader.
6. Administer budget for target ministries.
7. Meets with pastor consistently to review progress of target ministries.
8. Manage evangelistic thrust of target ministries.
9. Performs other related duties as assigned.

LAY MINISTRIES DEPARTMENT

Benevolence • Care Groups • Follow-up • Grade Ministry

BENEVOLENCE

The benevolence department responds to people around the city who have food and shelter crisis.

Functions:

1. To tangibly show the love of Jesus Christ to those in need, the down and out, using something tangible to express something spiritual.

2. To evangelize by identifying and filling certain needs as with Thanksgiving baskets or feeding the homeless.
3. To identify resources for those in the city who we are not able to help.

Policy:

To qualify for benevolence, one must fill out an application. This application will be reviewed based on immediacy of need. Applicant will meet with a counselor who will verify need and give spiritual and preventive counseling. Benevolence will be dispersed based on need and benevolence inventory. If applicants cannot be helped, they will be referred to a source that might better meet their need. Benevolence is designed for temporary emergency situations so we will refer those who apply repeatedly to other sources of assistance.

Benevolence Coordinator

REPORTS TO: Lay Ministries Department Head

SUPERVISES: Recruited Volunteers

SUMMARY: Coordinates the gathering and disbursement of food and shelter services to those in the local community who are in need.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Coordinate ongoing food drive.
2. Coordinate programs to meet special needs in community (i.e., Thanksgiving and food baskets, feed the homeless etc...).
3. Monitor the evangelistic thrust of benevolence.
4. Monitor disbursements to assure alignment with stated policies and procedures.
5. Prepare monthly report on benevolence activity
6. Assure that recipients are referred for follow-up.
7. Assure preventive counseling for recipients.

CARE GROUPS

{Care group leaders are also referred to as Timothy's in Grade Ministry}

Definition:

CARE group is a regular gathering of 5-20 believers in a home or some neutral location for the purpose of mutual spiritual edification and evangelism. It follows the Biblical pattern of the New Testament Church where in Acts 2:46 they met "in the temple and from house to house." By this means the early church was successful in building close relationships and winning souls to Jesus Christ.

The Need for CARE Groups:

We live in a world that is characterized by individualism and isolation. The breakdown of natural networks of supportive relationships in communities like neighborhoods, families and even the workplace is producing people who are independent, lonely and isolated. Because of this, people look like they have it "all together" on the outside, when in reality they are hurting and in need of healthy, supportive relationships.

The church ought to be the one place in this world where life-giving relationships are developed because that is one of the purposes of the church. But all too often the church mirrors the problems of our society rather than being qualitatively different.

CARE groups provide a vehicle for life-giving relationships to be developed. In a CARE group people develop committed and trusting relationships with each other and the Lord as they share their lives and minister to one another's needs.

There will be no better environment into which to invite your unsaved friends, than the warm, accepting, living circles of believers in your CARE group.

CARE Group Strategy:

As a congregation grows, it becomes increasingly difficult for a pastoral staff to provide one-on-one care for all the people in the congregation. There was no way that the twelve apostles could have taken care of the needs of even the 3,000 saved on the day of Pentecost. The ministry of the early church, from house to house, was necessary in New Testament times, to properly care for the needs of the body. Corporate gatherings in the temple were basically for celebration and instruction. True discipleship was nurtured and taught in the small groups of the church.

CARE groups are a vital extension of pastoral ministry. In this way, we are fulfilling the instruction of Ephesians 4:12 to "equip the saints for the work of service" and you are fulfilling the last part of that verse by "building up the Body of Christ." It is the Biblical way of maturing the Body of Christ while it is blessed with numerical increase by the Lord. Without CARE groups, we become a large "Christian Center" dispensing spiritual vitamin pills without real discipleship and maturity taking place.

CARE Groups Objection:

- To provide a vehicle for the development of healthy supportive relationships in the Body.

- To provide a context for spiritual growth through worship, sharing, Bible discussion, prayer, and fellowship.
- To provide a place for spiritual gifts to be discovered and encouraged.
- To provide the vehicle for the ministry of the Body in evangelism. Each CARE group should be as involved in outreach and evangelism as it is in caring for the needs of members within the group.

Types of CARE Groups:

There are two types of groups in the CARE group ministry at Tachanuwnah International Church Ministries, the “geographical” and the homogeneous.”

Location of CARE Groups:

Geographical: People living within certain geographical areas will be encouraged, not forced, to meet with the group in their area. This keeps travel to a minimum and also fosters a good “neighborhood” feel for each group into which members can invite unsaved neighbors. This will also enable us to assign new members, visitors, and new converts to a group in their vicinity.

Homogeneous: Some CARE groups, by nature, will be more concerned with meeting specific needs such as those of singles, youth missions, prayer, musicians, etc. than with geographical groupings. These are not an alternative to geographical groups. They are designed to meet at a different time. Members of homogeneous groups are to attend geographical groups and initiate interest of homogeneous groups within a geographical meeting. (Example: A person from a homogeneous prayer group will spark interest in prayer within the geographical group).

CARE Group meetings:

CARE Groups are encouraged to meet at least once a month, most meet twice a month and some weekly.

Meeting Format:

(15min) Introduce guests and field share questions (get acquainted)
 (10min) Worship (singing and praise)
 (10min) Teaching (Bible lesson)
 (15min) Application of lesson (discussion questions)
 (10min) Prayer for needs of group
 (15min) Outreach
 (5min) Prayer of harvest
 (15min) Fellowship

Note: CLOSE THE MEETING ON TIME AS MUCH AS POSSIBLE. This is a very important fact in maintaining attendance. There will always be fringe people in your group still undecided about their level of commitment. Long meetings will tend to discourage their attendance. If the meeting exceeds the suggested time of 1 hour 35 minutes, always give an opportunity for those who need to leave to be dismissed. Let's honor our word about the timings of the meetings.

Basic Elements of CARE meeting:

The time frames listed above are to assist the CARE leader in his/her leadership of the meeting. They are not to be iron-clad. The Holy Spirit is ultimately in charge and should be sensitively followed. However, an unprepared CARE Leader will kill a group faster than any single thing.

Counseling through the CARE Ministry:

In growing an army of believers there will always be the need for counseling among the army. The mentality of most church members is that when they need counseling they must go directly to the Senior Pastor. The Senior Pastor is always available, but there are only so many hours in a day. When the Senior Pastor cannot schedule everyone immediately, there are those who feel they have not received the attention they deserve.

At Tachanuwnah International Church Ministries we never want this to happen. It is our desire that everyone will receive Christian counseling when needed.

Most churches remain small and will never be a great force in reaching the world for Jesus Christ because leadership is never developed to CARE for members.

The Holy Spirit has given Tachanuwnah International Church Ministries' direction in counseling. There is a pattern where, if followed, will ensure that adequate counseling will always be available.

The pattern and procedure are as follows:

CARE Group Members:

Questions to be asked by the CARE leader:

- Are you regularly attending the services of Tachanuwnah International Church Ministries?
- Do you have assurance of your salvation?
- Have you received the fullness of the Holy Spirit?
- What is the nature of your problem?

RECOMMENDATIONS:

1. The CARE leader is urged to fast and pray, asking the Lord to reveal the source of the problem.
2. If the CARE leader discerns that further help is needed, he shall speak with his Touch Pastor about the matter. The Touch Pastor may counsel, or he may direct the CARE leader to Tachanuwnah International Church Ministries Pastor of counseling.
3. The Pastor of counseling will schedule a pre-counseling session with the person in need and will discern if "prayer counseling" is advised, an appointment with two of our trained counselors will be made.
4. If "prayer counseling" is advised, an appointment with two of our trained counselors will be made.
5. If it is deemed that further counsel is necessary, an appointment will be made with the Pastor of Counseling.
6. If it is deemed that further counsel is necessary, an appointment will be made with the Pastor.

By following this procedure all persons will receive adequate care and counsel in their time of need. Child care is available for those attending CARE groups.

FOLLOW-UP MINISTRY

We have been commissioned by Jesus Christ to make disciples. Too often, churches suffer from the revolving door syndrome where people come through the church, but never get connected. The follow-up ministry is designed to reinforce the preaching and altar ministry that people receive. It has been found that personal contact is often just the expression of charity someone needs to solidify their commitment to Jesus Christ and the local church. The follow-up ministry allows us to be good stewards of the commission the Lord gave us.

Follow-up Altar Ministry

1. Altar people receive Jesus as their Lord and Savior, receive the infilling of the Holy Ghost, or indicate that they want to join Tachanuwnah International Church Ministries. Follow-up workers take them to a designated room and pray with them, have them reaffirm their commitment, give them the appropriate materials, and inform them of their next step.
2. They make contact to encourage counselee and ensure that they follow-up on their commitment.

3. Follow-up counselor follows up on counselees until they get plugged into a CARE group.

Follow-up Visitors

First time visitors to the church, visitors attending fellowships, and those attending special events are referred to the follow-up ministry. They are contacted to see if they are saved, regularly attending and active in a local church. They are ministered according to their need. Follow-up counselors pray for them and refer them for a visit or further follow-up, if necessary.

Follow-up Coordinator

REPORTS TO: Lay Ministries Department Head

Supervises: Recruited Workers

SUMMARY: Assure that a system is in place for reinforcing the ministry that people receive at Earnest Prayer Ministries with the goal of getting them plugged into the church.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Recruit and train follow-up workers.
2. Schedule workers to assure church follow-up needs are met.
3. Monitor back room and phone follow-up to assure that set policies and procedures are adhered to.
4. Manage the follow-up correspondence sent out.
5. Act as liaison with Human Resource Specialist
6. Schedule and coordinate new member banquets on a regular basis.
7. Administer ongoing evaluation process and make adjustments to assure maximum effectiveness.
8. Performs other duties as assigned.

Follow-up Counselors

The key to the success of the local church is to ensure that people go through the proper processes to be connected to church. A set amount of follow-up counselors are assigned

to work at every church function. Also, several are assigned to come in weekly to do phone follow-up.

Taking Grand Rapids Block By Block Grade Ministry Growth Resulting After Discipleship and Evangelism

G.R.A.D.E. is a ministry to help the local church unite as a body of believers in winning their community to Christ. The entire congregation is given the opportunity to serve in one capacity or another.

1. As an Abraham, who prays daily for the churches outreach
2. As a Barnabas, who builds bridges of friendships
3. As an Andrew, who does personal soul winning
4. As Timothy, who are care group leaders

ABRAHAMS

Purpose:

Abrahams make it happen! They carry a burden for the unsaved. They pray for God to send workers, and then pray for those precious laborers. When the unsaved repent; they pray and surround them with God's angels through prayer.

Definition:

Any individual, young or old, who commits daily and weekly time to pray for the needs of the church, is an Abraham. You need not have the gift of intercession. Faithfulness and sincerity are the two needed ingredients to make you a successful Abraham.

LAYMEN: Whether or not you are experienced at prayer is not an issue here. Your willingness and desire will make you an effective Abraham. Prayer is the fuel that will keep G.R.A.D.E. workers in church moving in the right direction. Remember the following.

1. Learn to "listen" for special needs of new converts and G.R.A.D.E. workers.
2. Never probe new converts or anyone for requests. They will be offered as simple responses to your expressed desire to pray for them.
3. Be confidential. Private prayers belong to you and God alone.
4. Give God the glory for answers. Your reward will be in heaven.
5. Pray with confidence. God has given you faith to believe He cares.

6. Pray without ceasing. Your task is endless, as well as rewarding.

LAY LEADERS AND PASTORS: Whether or not you sign up as an Abraham, this manual and study guide can be of help to your participation as a leader in the G.R.A.D.E. ministry. Keeping track of your personal requests and God's answers will build your confidence and trust in God. Your example will encourage others and show the real importance of prayer to all those who follow your leadership.

Matthew 9:38 *"Pray ye therefore the Lord of the harvest, that he will send forth laborers into his harvest."*

All Christians are to reach out to others in love. However, this group of G.R.A.D.E. workers has pledged to begin building bridges for God to new people in your community. Pray that they will:

1. Be genuine in every call they make.
2. Be tireless as they put action to their love.
3. Be creative in being sensitive to needs of unbelievers.
4. Be tactful in introducing friends to Andrews.
5. Be willing to love others regardless of their response (no strings attached...as did our Lord).
6. Be happy as a "bridge builder" to the unsaved.

BARNABAS

PURPOSE:

Barnabas is to approach others in a loving, "soft sell" manner. Barnabas personalities make people feel wanted through visitation, phone calls, cards and other means of encouragement. They make sure people are invited to church and then made to feel welcome when they come.

DEFINITION: A Barnabas is a bridge-builder to those outside the church. They locate people who have no contact with the ministry of the church. They love with an unconditional love which never says, "I'll do this for you...if you attend church." Like Jesus, who healed ten lepers to be thanked by only one, we must give without promise of gain.

LAYMEN: Anyone can be a Barnabas. In the G.R.A.D.E. Ministry, you can have the opportunity to put a special focus on your search for new prospects. Those who are involved in time-demanding ministries such as Sunday school, bus, or youth ministries are Barnabas'.

PASTORS AND LEADERS: Christ was a bridge-builder, always reaching out to lost people. His life was continually drawing all men to Him in worship. The greatest example you can give to others is a lifestyle of loving people to Jesus regardless of who they are. As a leader,

you must constantly inspire others to encourage and love their friends and neighbors, inviting them to an atmosphere of love and acceptance.

Luke 14:23 "And the Lord said unto the servant, Go out into the highways and hedges, and compel them to come in, that my house may be filled."

Jesus taught the great value of relationship by practical suggestions on how to befriend people. His life-style demonstrated that the most effective way to reach people was to care for them.

Acts 4:36, 37 is the basis for the ministry of encouragement which Barnabas' provide. Everywhere Barnabas went he was an encouragement. Great opportunities for service call for involvement of many dedicated Barnabas'.

A. Barnabas' are busy people:

Most are already heavily committed to another ministry in the church. During the G.R.A.D.E. Ministry, however, you can have the opportunity to minister to those who have needs.

B. All interested workers can be Barnabas':

You can volunteer to assist teachers and bus captains. Surveys and telephone calls can be made in your community. The greatest source of new people can be the friends and acquaintances of new converts. Get to know them and friends so you can invite them to church.

C. The following groups are already Barnabas':

1. Any member of any teaching staff: Sunday school, youth, children, etc. All teachers follow up (or should) on visitors, plus visit absentees. At the weekly visitation, night cards should be prepared to help you follow-up on these people. It is suggested that the cards be arranged geographically so that more calls may be made in one evening.
2. All bus Captains are Barnabas': Bus Captains call on prospects during week-night visitation. Teachers will be visiting absentees. This time is used for finding new people to ride the bus. Bus routes grow because servants are finding new people constantly.
3. All Greeters and Ushers.

D. Barnabas' are bridge-builders:

They locate new people who have no contact with the ministries of the church and reach out to them. This means many "dead-end" roads. To be genuine, a Barnabas must never give conditional love. Saying that "I'll do this for you.... if you attend church." Like Jesus, who healed ten lepers to be thanked by only one, we must give without promise of gain.

E. Barnabas' introduce Andrews to their friends:

One of the ways a Barnabas' participates in the G.R.A.D.E. Ministry is by introducing new people to Andrews. As time goes on, Andrews will hopefully be sharing with the new people the plan of salvation.

F. Barnabas' visit:

1. The Non-Believer/New Visitor

- a. Be Observant
- b. Be Accepting
- c. Be Enthusiastic
- d. Be Punctual

2. The Sick/Shut-in

- a. Be Brief
- b. Be Positive
- c. Be Sensitive
- d. Be Prayerful

3. The Widows/Elderly

- a. Be Helpful
- b. Be Interested
- c. Be Friendly
- d. Be Reassuring

4. The Absentee

- a. Be Faithful
- b. Be Persistent
- c. Be Courteous
- d. Be Loving

LAYMEN: God has given you the privilege and responsibility to disciple others until they too are equipped to disciple others. In this ministry, you will be teaching and building up new Christians. This workbook and teaching sessions will help prepare you for this important

work. Nothing is more exciting than sharing the Word with new believers and watching them grow right before your eyes. Remember, you are a vital key in building the local church and God's kingdom.

LAY LEADERS AND PASTORS: Additional content is available for those wishing to make a deeper study, and for those involved in leadership within your church. It is recommended that all Timothies eventually study the material that is in the other training manuals.

2 Timothy 2:15 *"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth,"*

- Be compassionate – with all their problems, let the new Christian sense you care.
- Be controller – of the discussion; guide it, stay on your lesson until it's completed; don't dominate the conversation, but don't get off on unrelated tangents.
- Be cheerful - to cheer them; don't share your troubles! Go to uplift them and you will cheer yourself.
- Be careful – you are handling a new babe in Christ. Avoid "heavy" questions, or confusing issues.
- Be clean – be neat when you go, brush your teeth, comb your hair, and smell good! Keep mints handy.
- Be casual – don't overdress. It might cause upended anxiety.
- Be confident – encourage the new Christian; tell him he can do it! Build him up with a sincere attitude.
- Be consistent – every week go with your lesson and your heart prepared. Also, let your life be consistent with what you share with your new believer.
- Be conscientious-do your best with each lesson. Don't try to cut corners. The King's work should be the best.
- Be confiding-let your new Christian feel you two can share in discussion about any problems that no one else, except your pastor, might hear about. If a problem is too much for you to handle, you should refer it to the Pastor or Timothy director.
- Be conversable-many times, you will be the only Christian your new Christian can talk with during the week. Talk about anything they are interested in after you complete your lesson.
- Be challenging-don't do all the work for you new Christian. If he has not completed his lessons, motivate him to do them. Expect some work and effort from him. Challenge him to do his best for Christ.
- Be Christ-like-in all you do may the love of Christ be seen in you!

ANDREWS:

Purpose: The Andrew function is the reproductive part of the church. Having babies and transferring members is one way to grow, but leading unbelievers to a saving knowledge of our Savior is the best way to grow. The Andrew develops prospects (Barnabas helps him get them), shares the plan, assists them into the church and gives them over to Timothy for disciplining and loving attention.

DEFINITION: An Andrew is one who shares his faith on a regular basis with unbelievers. He may or may not have the gift of evangelism. His life is marked by the consistent and loving activity of sharing the plan of salvation with unbelievers.

LAYMEN: Every layman should go through at least one Andrew training cycle, for we are all compelled to be witnesses and fishers of men. No one knows whether or not you will be fruit bearing as an Andrew-that is partly God's responsibility. Your job is to be prepared, ready, active, and faithful in sharing that witness.

PASTORS AND LEADERS: Pastors and leaders...remember that Jesus modeled soul-winning to His disciples. It is caught, as well as taught. Don't keep soul-winning to yourself...but don't neglect being faithful here either. Pray that each layman will be even more fruitful here than you... and don't be threatened. Rejoice!

Matthew 4:19-20 *"And he saith unto them, Follow me, and I will make you fishers of men. And they straightway...followed him."*

Seven Goals of an Andrew

Attend prayer service_____pm on_____ (fill in your time and day of week)

Notice someone at church with a spiritual need and offer to assist them.

Daily witness to someone about Jesus.

Read God's Holy Word daily and memorizes one designated verse each week

Enlist one person in New Life Class each week.

Walk down the aisle with your new convert on Sunday.

Schedule at least two soul-winning appointments each week.

Here is a list of 10 reasons for Soul-Winning

- A. Soul-Winning is the command of Christ.
Matthew 28:19-20; Acts 1:8
- B. Soul-Winning expresses our obedience and love to Christ.
John 14:15; I John 1:22
- C. Soul-Winning gives the Christian a better assurance of his salvation.
I John 2:3-5
- D. Soul-Winning glorifies our Heavenly Father
John 15:2-5, 8
- E. Soul-Winning continues the example of Jesus when He was on earth
Philippians 2:5; John chapters 3 and 4
- F. Soul-Winning was the main priority of the First-Century church
Acts chapters 2; 4; 8; 9; Acts 2:47

G. Soul-Winning will upgrade the morale of the Local Church.

H. Soul-Winning is the main priority of the G.R.A.D.E. Ministry at Tachanuwnah International Church Ministries. And it will glorify God as it succeeds!

For Timothy's (See Care Group Leaders)

CHURCH MINISTRIES DEPARTMENT

Minister's • School of the Spirit • Counseling • Stewardship

MINISTERS

SUMMARY: Ministers are those whom God has called into the five-fold ministry who are in training to stand in the office to which they are called.

PHILOSOPHY: T.I.C.M. is a disciple making factory. Some of those who get saved are going to be called into the ministry. We want to be designed to help them do whatever God has called them to do by training them, then putting them back into God's hand. Our spirits should bear witness with the call on their life, and then we equip them for that call. Our goal is to make them experts on the church by their experience at our local church, because their call will be to build-up churches.

IMPLEMENTATION:

1. Set an agenda for academic, character, and ministry development of ministers.
2. Break program into levels of ministry with academic character and ministry standards that must be met and approved by review board before the candidate can advance to the next level.
3. Devise forms and exams to serve as measuring tools to verify calling and advancements.
4. Devise pattern for each minister to do internships with each elder and department head to develop servant-hood, vision, and skills in ministry.
5. Keep a file on each minister, prescribe and monitor progress and assure advancement towards being trained for five-fold ministry.

FUNCTIONS:

1. Identify and train ministers at T.I.C.M.
2. Develop and implement training program that include stages of ministry, academic training, ministry training, mentorships, and internships.
3. Monitor character development of ministers-must display increasing levels of faithfulness, servant-hood, teach ability, and desire to get closer to Jesus Christ.
4. Confirms call on minister's lives.
5. Administer evaluation process that measures minister's ability to advance to next level of ministry.
6. Develop unity amongst the ministerial staff of T.I.C.M.
7. Communicate T.I.C.M. standards, philosophy, spirit, and policies for ministry.

REQUIREMENTS:

Ministers at T.I.C.M., must excel above the general congregation in the following areas:

1. Faithfulness - Ministers must promptly attend all church functions, especially regularly scheduled church and prayer services.

2. Servant-hood - Ministers must display servant-hood in attitude and actions. They should not have to be asked or prompted they should automatically respond to any of the ministry's needs. They should carry themselves as servants and not as an "important person" in the church.
3. Stewardship - Ministers must be consistent tithers and givers. They should be the first to respond to pledges and fund drives.
4. Teachable - Ministers must always be able and willing to accept instruction, counsel, as well as rebuke. Growth in knowledge and character should be evident as a result of being taught. They should be able to receive teaching regardless of the source.
5. Ever increasing desire to get closer to Jesus Christ - Ministers must display an undying hunger and thirst for true righteousness based on faith in Jesus Christ. This should take the place of dealing in church politics to climb the ladder. Their primary drive is to grow in the grace and knowledge of Jesus Christ, not ministry status.
6. Discernment of spiritual authority - Ministers must give honor to pastors and elders who have rule over them, as well as establish proper peer and subordinate relationships.

Licensing and Ordination - the Ministers Training Program includes stages at which a minister should qualify to receive their licensing and ordination. At that point, the church ministries department head will review the minister's file. If he/she is confident that the minister is ready, they will be recommended for licensing or ordination. If he/she determines that they are not ready, they will be prescribed to a program designed to prepare them for licensing or ordination. Candidates for licensing and ordination will go through a battery of written and oral tests. However, recommendations from elders and department heads, the minister has worked with, will carry the most weight.

Answering your call - Whatever your call is rather Apostle, Prophet, Evangelist, Pastor, or Teacher, our program is designed to train you and then provide ministry experience for you. All of the five-fold calls are for the perfecting of the saints, for the edifying of the Body of Christ, for the work of the ministry. By working in every facet of ministry at T.I.C.M., you will be well equipped to bless any church. Your experience with the elders of the church will enrich your present anointing through transference of spirits. The last phase of training will be actual ministry opportunities with other churches or T.I.C.M., depending on your call.

SCHOOL OF THE SPIRIT

SUMMARY: Designed to equip saints by duplicating what the senior pastor does on Sunday, only with approximately six ministers, structure, feedback, and accountability.

PHILOSOPHY: Designed to give more in depth spiritual training and ministry by allowing people to ask questions, giving them outlines, and questionnaires, requiring that they take tests. Giving a grade causes them to be involved in ministry or learning process. When a member requests help or counseling in an area, we will refer to their School of the Spirit record to see if they have taken full advantage of the ministry.

FUNCTIONS:

1. Run approximately six concurrent classes.
2. Provides structure for questions and answers, outlines, tests, and ministry by laying on of hands or gifts of the Spirit (according to minister's level of faith).
3. Develop course outlines, tests and grading system.
4. Must stay with the vision of the senior pastor; reinforce what the senior pastor is teaching, and not present new revelation or ministry direction.

School of the Spirit Coordinator

REPORTS TO: Church Ministries Department Head

SUPERVISE: Recruited assistants.

SUMMARY: Coordinates the scheduling, promotion, attendance records, evaluation, and documentation of the School of the Spirit.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Maintain relationships with teachers.
2. Ensure all handouts, tests of any other written communication are on hand for teachers to give out when scheduled.
3. Assure that audio-visual setup is scheduled for each session.
4. Promote School of the Spirit and each session to congregation and city.
5. Schedule assistants of each teacher.
6. Oversee evaluation of each class.
7. Ensure proper registration of each student.

8. Track attendance of each student for proper issuance of completion certificates.
9. Organize issuance of completion certificates.
10. Performs other related tasks as assigned.

COUNSELING

SUMMARY: Gives individual attention or pastoral care to those who have severe needs that established ministry situations in church are not designed to handle

FUNCTIONS:

1. Determine counseling needs of members, counsel, follow-up, and monitor progress.
2. Refer members to established ministry in church when deemed necessary.
3. Run 24-hour crisis hotline directed to home of elder or minister (one for the church and one for the community at large).

Counseling Coordinator

REPORTS TO: Senior Pastor

SUPERVISES: Counselors and any recruited workers

SUMMARY: Oversees training scheduling, administration, and evaluation of counseling ministry to assure that members' counseling needs are being met, hotlines are maintained and set policies and procedures and carried out.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Administer training program for counselors.
2. Oversee scheduling process for counseling.
3. Evaluate each counselor's performance and set goals for improvement.
4. Oversee follow-up process.
5. Evaluate counseling ministry.

6. Research counseling area and upgrade ministry regularly.
7. Oversee hotline operations.
8. Promote hotline(s) to church and community.
9. Keep confidential file of those counseled to establish trends in behavior.
10. Research reoccurring problem areas of members and train counselors to properly address.

GUIDE:

The goal in counseling is always to help the counselee help himself. He needs to press on to maturity and toward being an overcomer. With this in mind, the primary emphases with which any Christian counselor is concerned are:

- Salvation
- Water Baptism
- Baptism with the Holy Spirit
- Maturing and manifesting the fruit of the Spirit
- Putting on the full armor of God
- Spiritual edification as the principles of the Kingdom of God are learned and practiced
- Person ministry form and participation in the ministry of prophets, apostles, evangelists, pastors, and teachers
- Personal ministry through the gifts and power of the Holy Spirit.

In all these areas, the counselee should be referred to a local Christ-centered church that clearly teaches the Bible for further follow-up ministry where personal growth, fellowship, and any further counsel can be received.

To help him mature spiritually, the counselee needs to follow through in his search for help. He needs to "do his homework." The references and homework section of each subject list some books and Bible passages. Others may be available from the counselor's own experience and study. I strongly urge the counselee to do some self-help study.

COUNSELORS:

As Christian counselors we serve as comforters to those who are suffering, helpers to those in need, advocates who process the advice and guidance from the Scriptures in our own lives and pass it on.

To share another's suffering in silent prayer (as he talks about his problems) is much better than trying to argue with him about theological matters. We need to know also that we are never working alone. The Holy Spirit directs; the counselors counsel (John 14:16).

Spirit-Led Counseling

The Holy Spirit is the One that brings the change in people for the better. What we have to offer is prayer counsel as the Holy Spirit brings to our minds (John 14:26). We need to have the Scripture verses that apply to defined situations in our hearts and minds for the Holy Spirit to be able to call them up from memory when needed. After listening to the counselee's problem or need, and before any counsel, advice, or even Scripture is shared, the counselor should pray either silently or with counselee. As silent or shared verbal praise and thanksgiving is offered (Eph. 5:20; I Thess. 5:18), the Holy Spirit will begin to bring to mind how to pray, what to say, and what to do (Prov. 16:3; John 16:12-15).

The counselor should counsel according to applicable Scripture. It is not advice per se that is needed, but God's Word applied to the need. God's Word will accomplish the work He sends it to do (Isa. 55:11).

Good common sense, God-given wisdom, knowledge, and the guidance of the Holy Spirit is what we need for Christian counseling. What makes us "competent to counsel"? It is the working of God in us and in those we have an opportunity to help.

Problem-Solving Processes:

One must avoid the temptation to provide overly simple solutions for complex problems. Simplicity is needed but be wary of oversimplification. Quite often in our culture we have answers before we know the questions and solutions before we understand the problems. Every problem is unique, but there are certain general patterns that can be observed:

1. Problems of a personal nature never exist in total isolation.
2. The conditions that later may be designated as "a personal problem" often exist long before these factors are known.
3. Conditioning by our culture, subcultures, and social situations influences our awareness of personal problems. A sick man in a sick society may feel in perfect health, until he or his social conditions change. This is the point at which a person might ask for counsel.
4. The statement of the problem is important. The counselor must hear not just the words, but the sound of the voice for major clues to a problem.

5. When a person asks for assistance with personal problems, half the victory is already won. Here is where a counselor needs to exercise restraint and listen.
6. Jesus Christ, when he was confronted by people with problems, focused on the most important problem. This should be our Christian counseling methodology.
7. One of the most common problems in counseling is a predisposition to counsel with one favorite solution for all problems. Avoid this single solution syndrome. Learn to hear the Holy Spirit speaking.
8. The solution should be from the guidance of the Holy Spirit (John 16:13, 14), who might also reveal other problems that may be implicit within the situation.

DO:

1. Pray without ceasing, giving thanks and praise in all circumstances.
2. Listen prayerfully to the counselee. Expect the Spirit to reveal what you are to speak, pray about, or do for each counselee. It may or may not be what is requested.
3. When counseling, quote biblical passages that speak to the problem: both those that analyze and those that make positive approaches to overcoming or being victorious.
4. Always be courteous and helpful. Recognize that the counselee is speaking with you with the hope that you will help.
5. Act with all the authority Jesus gives. Be firm against Satan. Speak directly to the problem rather than about it, around it, etc. Don't say what you are going to do; do it in the name of Jesus.
6. Keep any commitments you make; e.g., follow through on a promise.
7. Become very familiar with the principles of AGREEMENT/DISAGREEMENT, FASTING, PRAISE, FAVOR, GIVING AND TITHING, and INTERCESSION (see individual sections). These apply in most of the solutions you will need to offer in counseling. Encourage counselees to learn and practice them.
8. Always, even if all else fails, be a channel of love.
9. Expect God to answer our prayers with signs accompanying the gifts of the Holy Spirit.

DO NOT:

1. Argue, condemn, criticize, preach, "talk down to," or overreact and talk loudly.
2. Proselyte (from one church to another) or counsel someone to leave their church (unless it is an occult or non-Christian religious group).
3. Counsel someone to get a divorce or leave a spouse; i.e., never give counsel contrary to Scripture.
4. Dictate what counselee is to do rather, suggest. Counselee must make his own decisions.

To receive counseling at T.I.C.M.:

Those in need of counseling contact the church office to make an appointment. We strongly suggest that those who have specialized needs utilize church counseling services.

MUSIC DEPARTMENT

SUMMARY: The music department provides music for effective worship and ministry in the church.

PHILOSOPHY: God has a music department, so we have one. As we examine the Word of God, we discover that music and worship are a vital part of the church. We attempt to express, in the local church, an exact representation of what God is doing in the church according to the pattern in His Word and of the Holy Spirit. We discern what the will of God is concerning music for the church and implement it. Our music will have a certain flavor based on those doing the discerning: The pastor and minister of music. As with every facet of our local church, we desire to record music to aid other churches, because we are a Mother Church. The effect our music will have on the Body of Christ will be proportionate to the effect that our entire church has.

PRAISE AND WORSHIP

This part of the service involves the entire congregation. All participate without any individual or group being featured. It is vital that musicians maintain the proper attitude of ministry. Musicians should always think supportively and never individualistically during this portion of the service. Attitude of unity with other musicians is vital at all times. The praise and worship leader and team have to lead the congregation, not the musicians. Musicians should at all-time support the praise and worship team and never attempt to directly affect the response of the congregation through demonstration of talent or showmanship during the worship service.

Offertory:

The music for this portion of the service is usually provided by special music ministers who minister one selection.

Invitation:

Unnecessary movement at this time is discouraged, and for this reason only one musician (pianist or organist) needs to come to the instrument. Other musicians should remain seated until the entire congregation is asked to participate either through united prayer, worship, or singing.

Praise and worship leader and team

The responsibility of the praise and worship leader is two-fold. He or she must first have a song leader, and worship leader as well. We expect in a praise and worship leader:

1. A voice strong enough and developed enough to attractively lead songs and inspire congregational participation.
2. An adequate repertoire of songs and worship choruses.

3. The discipline and willingness to prepare for services.
4. Proper attitude of cooperation with the minister in charge of the service.

The praise and worship leader should always ask God for wisdom to inspire the congregation to sing, actively participate, become involved in worship, always conveying the message of the music and words being sung, the message of the music, and should always maintain the sense of direction in regard to how his performance relates to the overall service and its development. The song leader must not lean toward testimonies, favorites, exhortation, unauthorized actions such as taking offerings. The length of our song service is approximately 20 minutes (subject to request to shorten or lengthen by minister in charge).

Punctuality:

Dependability and availability will always have preeminence over talent or ability. The irresponsible attitude of those who purpose only to arrive in time to prepare to do their thing has often been the source of undue strain upon the minister of music, and a hindrance to the worship service as well. Unity is our primary goal, not individuality. Each musician is expected to purpose not only to prepare alone but to arrive early enough to receive any needed instruction, and to unite in prayer so that our ministry to the congregation will be in one accord and thus effective.

Dress:

The effect of much time spent on planning and preparation is often considered a waste due to an obstacle allowed which prevents a congregation's willingness to receive. This has often been the case when discretion is not used in the choice of proper attire to wear while ministering in music before congregation. For this reason, each individual is asked to use discretion at all times in the choice of attire for each occasion. We request that at each of our services men wear suits or sports jackets with ties and that ladies wear appropriate dresses.

CHOIRS

The organization of choirs is specifically developed to meet the musical needs and performance capabilities of the various age levels which constitute the membership and fellowship of a given church.

The number of choirs in the choir system must fit the needs and demands of the local church. Every church should and can develop at least one choir representing each of the broad classifications.

1. Children's choir
2. Youth choirs
3. Senior choirs

Organization and maintenance of children's choirs is necessary to help meet the musical and spiritual needs of the children who attend the church.

Beginner's Choir (ages 4-5 years)

In addition to the development of musical skills, it is not too early to also begin teaching children at this age the importance of responsibility, regularity and discipline.

Musical activities will necessarily be simple and will concentrate on note singing (i.e., memorization as opposed to music reading).

Rehearsals:

1. On time
2. Well planned
3. Attractively organized and presented
4. Brief

Attention to:

1. Proper posture
2. Beginning and development of good breathing habits
3. The development of good vocal tone

Learn:

1. Actions
2. Vocalization which holds interest

Other rehearsal activities include:

Occasional hymn stories of interest together with practice of actual songs which the children will sing (singing will generally be limited to unison; all participants sing the melody only).

Words and music to be sung by this choir must be:

1. Simple
2. Direct
3. Restricted in range and seldom go above a "d" in the treble clef.

Words should tell of:

1. God
2. God's love
3. Jesus
4. Simple concepts of salvation
5. Relating simple Bible stories

Directing:

1. Have young soprano voice available to assist in giving pitches and in singing musical lines.
2. Have genuine love and interest in children.
3. Develop understanding of:
 - a. Emotional needs of children at this age.
 - b. Intellectual needs of children at this age.
 - c. Behavior patterns and characteristics.

There should be very little public performance of the Beginner's Choir. Emphasis is on participation and exposure to musical experience.

Emphasis remains on participation and learning rather than on performance.

Children's Choir (ages 6-12 years)

Musical activities should be concentrated on development of:

1. Good breathing
2. Tone production
3. Sense of pitch
4. Rhythm accuracy

Musical experience:

1. Note singing
2. Unison
3. Two-part harmony

The general singing range at this age is restricted to about one octave and a third, with the upper extremity lying around "e" or "f" in the treble clef.

Rehearsals:

1. Start on time
2. End on time

Rehearsal emphasis on:

1. Dependability
2. Discipline

Songs and types of songs repertory:

1. Action and participation songs
2. Simple choruses (several different varieties)
3. Teaching songs
4. Simple hymns

Junior Choir (ages 13-17 years)

By this age level children have reached a stage of physical and intellectual development which makes them capable of outstanding achievement and accomplishment because of the following:

1. Neuromuscular control is well developed
2. Voice itself is more highly developed-actually reaches the first of several peak levels that it will undergo in its natural maturing process
3. Learning processes are more developed
4. Interest and attention spans are longer

Recruitment:

1. Needs to be more highly organized
2. Actual memberships preceded by "tryouts"
 - a. Director meets with each person individually
 - (1) Listens to him sing
 - (2) Becomes acquainted with his abilities and his potential problems

Rehearsal Emphasis:

1. Good posture
2. Good breathing
3. Good vocal tone production
4. Explanation and practice of:
 - a) methods of pronunciation
 - b) diction
5. Development of:
 - a) music reading
 - b) music study
6. Development of qualities associated with musicianship including
 - a) ear training
 - b) pitch discrimination
 - c) intonation
 - d) simple concept of phrasing
 - e) rhythmic accuracy in singing
 - f) beginning aspects of sight singing
 - g) system of solemnization

Develop interest in participation in worship activities of the church through singing.

Rehearsals should be:

1. Limited to forty-five (45) minutes
2. Well planned
3. Emphasis given to singing a) unison b) two-part c) three-part settings

Music:

1. Choruses
2. Children's anthems of hymns

3. Special arrangements of hymns
4. Gospel songs
5. Spirituals

Systematic records of progress should be kept on each child in the choir including:

1. Attendance
2. Punctuality
3. Dependability
4. Vocal progress and ability

At this age any system of reward and recognition will have great meaning to the choristers and will serve as a valuable means of stimulating and creating motivation, cooperation and progress.

Choir mothers and choir sponsors will be found to be an invaluable source of help to the director in assisting with such matters as:

1. Transportation
2. Recruitment
3. Enrollment
4. Communication with choir member's parents
5. Care robes and music
6. Clerical work

Senior Choir (college age or older adults)

The Senior or Adult Choir is the primary musical group within the choir system. Their main responsibility is setting and influencing the spiritual thirst and spiritual emphasis of the choir program throughout the entire church music ministry rest upon the senior choir.

Sanctuary Choir

This is the principle or primary adult choir, the purpose of which is to:

1. Lead congregation in worship
2. Minister to congregation through singing of appropriate, meaningful, and spiritually rewarding musical example.

Personal benefits:

1. Fellowship
2. Spiritual development
3. Musical development
4. Experiencing singing enabling music with the resulting aesthetic and emotional satisfaction this brings
5. Opportunity for witness
6. Opportunity

Performance times:

1. Sunday morning services
2. Special meetings
3. Upon request

The Sanctuary Choir usually provides influence on the worship habits and practices of the entire congregation through:

1. Facial expressions
2. Dress
3. General actions

Continued membership in the choir should depend on:

1. Musical ability
2. Spiritual sincerity
3. Christian witness
4. Social acceptability
5. Cooperative spirit
6. Devotion to the responsibilities of the choir ministry
7. Dependability
8. Regular and punctual attendance

Music:

1. Hymns
2. Gospel songs
3. Anthems
4. Special choral types
5. Cantatas
6. Oratorios

Emphasis in the organization and administration of this choir should primarily be upon:

1. Development of musicianship
2. Musical performance
3. Good choral tone
4. Correct diction
5. Good pronunciation
6. Proper breathing techniques
7. Insistence on quality musical and spiritual performance

The Minister of Music

SUPERVISES: Musicians, choir director, special music coordinator

SUMMARY: Oversees all production and recording of music done at church.

REPORTS TO: Pastor

The Minister of Music is much more than merely a musician. His/her duties and responsibilities involve much more than the mere function of applying expertise acquired through long intense hours spent in practice and rehearsal, though he/she deserves respect and recognition of this remarkable submission to discipline and preparation. However, the Minister of Music is inevitably involved in not only music but in the lives of individuals and their development as well. The following are areas of involvement to be realized:

1. He/she is responsible to Pastor first, then to the church and participating musicians (he/she must realize that all plans and programs are under direct supervision of the Pastor).
2. In order to capably organize and administrate an effective ministry of music, the music director must be well qualified in three areas of development:
 - a. Spiritual
 - b. Musical
 - c. Personal
3. He/she must be a Christian and his/her lifestyle and activities must demonstrate a Christian attitude and behavior.
4. He/she must be called of God and consecrated to this type of service as does the minister of the spoken Word.
5. His/her attitude and approach should be one of ministering to the needs of others and not one of displaying his/her own talents and abilities before the public.
6. Through being faithful, prayerful and studying the word of God, he/she can clearly define beliefs and spiritual goals that will help form a background that is consistent to the development of all that he/she attempts to do in the church music ministry.
7. His/her whole approach to music in the church must be in terms of fulfillment of the spiritual and musical needs of the congregation.
8. He/she should possess or continually be striving to obtain and develop some or all of the following qualifications:
 - a. Competent knowledge of music fundamentals and music theory.
 - b. Knowledge of methods of teaching music to various age levels.
 - c. Knowledge of and interest in musical ability levels and problem areas of learners at different ages.
 - d. Acceptable singing voice and ability to understand and teach the principles of breathing, vocal tone productivity, and musical singing.

- e. Knowledge of church music repertory and ability to select appropriate music for choirs and special groups in terms of abilities and interests.
 - f. Knowledge of and ability to conduct the choir and direct congregation singing.
 - g. Ability to communicate musical and spiritual ideas to performers verbally.
9. Personal traits include:
- a. Development of a pleasing and warm personality that demonstrates sincere interest in people and their problems.
 - b. Sincerity and humility will help insure the cooperation and support of all the participants in the various performing groups within the church.
 - c. Attitude and spirit of cooperation with the Pastor and other leaders in the church and congregation essential to goodwill and progress.
 - d. Development of personal cleanliness, well-groomed appearance in dress, punctuality consistency, loyalty, sense of humor, tactfulness, leadership ability.

Following are specific responsibilities and duties of the music minister:

- 1. Responsibility to direct, supervise and coordinate all the musical activities of the church.
- 2. Oversee and direct all choirs.
- 3. Direct the selection of accompanists and other music leaders within the church.
- 4. Select music of choir and special groups.
- 5. Cooperate with Pastor and Christian education leaders of the church in planning the total church program and activities for each year.
- 6. Work with the Pastor and Evangelist in selecting music to be sung by the congregation in worship, evangelistic and special services.
- 7. Supervise and coordinate the music teaching and music instruction program operated under the auspices of the church.
- 8. Train musicians and singers and nurture them in their musical gifts. Creates music entities, groups, choirs, ensembles, orchestras.
- 9. Writes and produces music.
- 10. Ensures that church has adequate equipment and people to fulfill musical objectives.
- 11. Meets with pastor to ensure vision for music is being fulfilled.

12. Be an expert on what the Bible says about music.
13. Be sensitive to the contemporary emphasis of the Holy Spirit in music and keep the church in the flow of it.
14. Administers music department budget.
15. Creates music entities such as singing groups, ensembles, choirs, orchestras.
16. Performs other related duties as assigned.

YOUTH MINISTRIES

Nursery • Toddlers • Preschool • Children's Church • Teens

The youth ministry at T.I.C.M. is designed to provide youth with the same experience as the regular church; however, on a youth level.

Implementation:

1. In order to minister on the youth's level, one must emphasize what is relevant to their lives in a way that they can identify with it.
2. We will provide recreational events and opportunities for teens to have youthful rambunctious expression.

THE TODDLER DEPARTMENT

Our toddler department is a breath of fresh air because we don't baby-sit the children, we teach them the Word of God. We know their spirits are alive unto God and instead of renewing their minds; we have the distinct honor and privilege of taking fresh, new open minds and filling them with God's Word.

By the time a child leaves our department, if he/she has gone through the whole program from 2 years old until 3 years old, they will know Jesus (whether outwardly confessing it or not), for it He has been firmly planted in their spirit.

RULES FOR TODDLER HELPERS

1. Arrive early to help sign children in and to make sure the room is set in order.
2. A good helper is a blessing to the teacher, but one who rebels is a hindrance. Learn to flow in the Spirit with the teacher.
3. Always remember, the teacher is the teacher. She/he is in charge. Encourage the children to get involved or to listen, whichever may be the case.
4. The teacher should think of his/her job as their ministry. You, the helper, are also in this ministry. Yours is the ministry of helps. You should see that little things go smoothly so the teacher can minister the Word they have prepared for the children.
5. Don't hold the children. New ones may have to be held and reassured for a few minutes, but only for a few minutes. It's not fair to the child you are holding or to the other children who would like equal attention. (Love is not sheltering, but it allows each child to be himself with the other children, and they cannot do this from someone's arms).

6. Allow the teacher to greet the parents after the service. Help the children get their things together and get the right ones headed toward the door when their parents arrive.
7. Remember, most of all you are a blessing. The Word could not go forth smoothly if it weren't for you, and you'll reap the same reward as if you had given it.
8. Keep a (meek) teachable spirit and God will promote you.

Each helper is deeply appreciated, for without your help things couldn't run smoothly and the children couldn't receive and learn the word!!!

WELCOME TO THE T.I.C.M. TODDLER DEPARTMENT

We want to assure you that your child is getting the best of care in an anointed atmosphere. We would like to acquaint you with a few of our activities. We are not merely babysitting your child, but he or she is learning, as every class has ministers called of God to teach these little ones the Word of God.

We do have activity time such as puzzles, coloring, marching and singing but everything is centered on teaching them the truths from the Bible.

We want you to be assured that while you are in Worship Service and receiving from the Father, that your little ones are as well.

Ministry to the Nursery

Isaiah 28:9-10

1. Nursery is a ministry
2. Catch hold of the vision in heart, not just mind.
3. Babies are born of God; and have world-overcoming faith in them.
 - They are spiritually alive
 - Every organ in their bodies functions properly (confessions).
 - Jesus loves them!!!
4. Children are taught in the nursery
 - Taught about Jesus
 - Show pictures of Jesus
 - Show love
 - Speak Word over them
 - Slow praise music played throughout the service.

BASIC SCHEDULE:

- Hello time (*pray in tongues over each child and establish peace in your room, children can play with toys*)
- Singing and Worship
- Lesson
- Puppets (*If peace is not established then wait till room is secure to put-up toys and gather them in semi-circle around teacher*)
- Refreshments – crackers (*make sure each child sits before you give a cracker*), bottles and cups (*let them line-up and give bottle babies first-no switching bottles-other children will get a small cup of juice*)
- Rest and Relief (*Place sleepy children in crib-check all diapers and change those needed*)
- Lesson Review (*Using flannel graph, puppets, crafts, books, or activities-allow for individual ministering time*).
- Recheck and Clean Up (*Recheck diapers, clean-up crafts, put all back in diaper bags and clean up room*) check for clean faces
- Children can have another snack time but prepare extra activities just in case of longer services.

CRIB NURSERY SIGN-IN SHEET

The sign-in sheet is designed to help the nursery coordinator to keep everything running smoothly and in order. When a baby is brought in the parent is asked to sign the baby's name; and if they have any special instructions. We use our tagging system and put it on the diaper bag, bottles, and their child. This way we keep all the baby's items together.

The part of the sign-in sheet labeled pants changed and instructions followed is for the workers. When these things have been done a check mark is put by them along with the worker's initials.

NURSERY HEALTH STANDARDS

In order to maintain a high standard of health we ask for your cooperation as a parent to assist in the following preventive measures. Remember that your child and other children will benefit from your cooperation.

No child is to be brought to the nursery or will be accepted for nursery care if he or she displays any symptoms of:

- Fever (unusually warm body)
- Diarrhea and/or vomiting
- Any communicable disease (these often manifest by a rash)

It should be remembered that mumps is communicable as long as swelling persists. If a contagious disease is present, parents will be requested to remove the child from the nursery immediately.

The common cold, which may or may not be at a contagious stage and any child with a persistent severe cough and colored (yellow, white or green) nasal discharge caused by a cold, will not be accepted for nursery care.

If your child has Impetigo, which is a runny cluster of blisters that are transferred by scratching or touching to other parts of the body and other people, they will not be accepted for nursery care.

COMMENTS & SUMMARY

The nursery is an active and always growing part of the church. It shouldn't be taken lightly. The nursery is a ministry, not a babysitting service. It is vital; just like every other area of the church. Someone should be put in charge of the nursery as a coordinator who feels called to this area of ministry. She/he is responsible for everything that goes on in the nursery.

Always remember to maintain a spirit of peace in the nursery. Never let a situation bring in fear. Praying in the spirit will keep peace and order. Love the babies the way you want to be loved by others. They are spirit, soul, and body just in a smaller version than we are. They react to the emotions of others too. Make sure to pray over the babies that come in.

Things you might consider:

- Bibs, toys
- Age of crib nursery
- Workers' smocks
- The workers should be members
- Who pays for supplies
- How many workers do you need
- How often should you change the babies
- Running water in the nursery
- Make sure love prevails

These are just a few examples that can be adapted to meet the needs of our church. We are always open to meet with our Teaching staff, in order to explore alternative ideas, that will and or could work well within the ministry.

Children's Church (6-12 years old)

There is a new awakened giant and that is the Children's Ministry

1. Children's ministry is not:
 - A. A babysitting service.
 - B. A stepping stone to a bigger and better ministry.
2. Ministering to children is a supernatural ministry. There is a special anointing and power in this area.
 - A. We are dealing with spirits that are alive unto God.
 - B. God's Spirit moves in the children's services, and they can be blessed by supernatural manifestations. Isaiah 8:18; Mark 16:20.
3. Children have a prominent place in the program of God.
 - A. Children's salvation was important to Jesus, Matt. 18:1-14.
 - B. It is easy for children to depend on God.
4. Throughout scripture, stories of God dealing with children can be found.
 - A. God dealt with Samuel as a child (I Sam. 3:1-14).
 - B. David had God's power throughout his boyhood (I Sam. 17:1-58).
 - C. Naaman was healed of leprosy on the advice of a little girl (II Kings 5:2-3).
5. Children are ripe for hearing the Word and should be ministered to on the level that they are on.
6. God has set ministering gifts in the church to minister to children.
7. Children are fit subjects for the kingdom of God.
 - A. Mark 10:14
 - B. Luke 19:10
 - C. Matt. 18:11
 - D. Matt. 18:3-5
8. Children are examples to others.
 - A. Mark 10:15
 - B. Matt. 21:16
9. Methods
 - A. Illustrates Sermons-lots of action, dramatic (costumes, etc.)
 - B. Puppet skits
 - C. Object lessons
 - D. Memory verses (use puppets or make it a game)

10. Discipline

- A. The teacher should have absolute control of the class.
- B. Scriptural methods are advisable for discipline (Prov. 13:24, 19:18, 10:30, 22:15, 23:13-14, 29:17)

11. Puppets

- A. Let them tell stories, recite memory verses, singsongs, etc.
- B. Give puppets character. Treat them as real people.
- C. Ridicule the bad puppets and praise the good ones.

12. Let music be your helper in creating the right atmosphere for the Word.

- A. At the onset of class, use lively songs to channel kid's energy.
- B. Next sing slower songs to "gear down" for worship.
- C. Finally, just before your message, sing slower songs and concentrate on praise and worship.

13. Invitations should be given to allow the children to respond to the moving of God's Spirit.

- A. Be clear and concise.
- B. Do not apply pressure
- C. Make sure each child understands why he responded (Example: Suzie Q., why did you come down? Ans. "My brother did" the answer is insufficient. Suzie isn't ready to make a decision for Jesus.
- D. Have counselors ready to take children aside and explain fully all they need to know.

Requirements for Workers

- 1. All personnel in key positions and especially teaching positions must be members of Tachanuwnah International Church Ministries and have completed membership class.
- 2. All applicants must be willing to submit to church authority.
- 3. All workers must be willing to comply with T.I.C.M. dress code.
- 4. All workers must conduct their personal affairs in a proper manner and be free from any civil or criminal judgments.
- 5. All applicants must maintain financial responsibility.
- 6. A written application and an interview are required of all applicants.

Children's Department Overall

The children's department begins at age 0 months to 12 years. There are no more important departments or less important departments. To be effective in all departments, start with the nursery and build upward. If any department is suffering or lacking ALL departments will feel the effects (I Corinthians 12:26).

Allow NO strife, confusion or complaining in any department. For this reason, the Israelites were cast back out into the wilderness. Also, it opens that door for every evil work, (Ephesians 3:16).

Take care and cherish your workers but remember, your number one priority is the children and seeing that their needs are met, spirit, soul, and body.

Always be in agreement with your pastor and anyone else you are under. Always be subject to them, catch hold of THEIR vision, make it yours, and they will in turn catch hold of your vision for the children and make it theirs.

Start your teaching program in the nursery. Our program goes as follows:

- Nursery: 0-10 months. Teach by singing in the Spirit, talking to them showing pictures of Jesus, play gentle music.
- Nursery: 10 -20 months. Short stories; puppet books, plastic covered pictures they can chew on, praise.
- Toddler: 20 months-3 years. Teaching described in detail in toddler section of this handbook.
- Pre-School: 3-5 years. Teaching described in pre-school section.

As you can see, if this system is followed, by the time a child turns 6 years old, they will be ready for children's church. And they are already knowledgeable about the complete Triune Godhead.

Ministering to Pre-School Children (*4-5 years old*)

You have to minister to children on the level they are on; not compromising the Word of God or watering it down, but rather taking the simple, uncompromised Word of God and putting it down to their level of understanding and comprehension.

If they don't understand and comprehend it, the devil will come and steal it away (Matt. 13:19).

Example: An adult can eat a bigger piece of meat than a child can. You must cut a piece of meat in smaller pieces for a child than an adult. So, it is with the Word. A child does not receive the Word of God on the same level as an adult.

1. I Cor. 9:19-23 Paul was saying "I got down on their level, to those I was ministering to, so I could reach them."
 - A. You get on a child's level two ways:
 1. Identify with their mentality, customs, cultures, etc.
 2. Being very demonstrative, illustrating sermons by actions and by using objects.
 - B. Make it very graphic to them. God used things to teach with (i.e., God used a stick with Moses, Jesus used a fig tree).
 - C. 83% of what we learn comes by seeing, 11% of what we learn comes by hearing.
 - D. Preach and teach with physical things, putting the Word on the level of the children we are teaching.
2. Tools used to minister to Pre-School.
 - A. Use anything, any tool from the natural to teach a spiritual truth.
 - B. Flannel graphs, dry erase boards, puppets, costumes, pictures, etc.

Example I

Lesson: How to feed your spirit

Tools used: Use a big ear with signs connected to the ear with string. The signs get bigger as you lift the ear up. On the signs was written faith, and on the bottom was connected a big paper spirit man. The lesson demonstrated that as you hear the Word of God not only does your faith get bigger and stronger, but so does your spirit man.

On this lesson you can dress a man up in a superman costume only let him be **Spirit Man**. At some time during class, have the man run in to tell the children that when they feed their spirit man on the word of God, it can grow big and strong just like me despite how small and weak they are.

You can bring in puppets to tell the children about the fact that they are spirits and that their spirits can grow.

Example II

Lesson: We are healed

Tools Used: Flannel graphs and puppets

Theme: Using our key Father, in the name of Jesus.

Method: Teaching by precept and example is how we teach in pre-school. Repetition is the key, the younger they are the more repetition they need.

When you plant the Word, it will produce.

The methods vary; we don't use just one method, but many. Example: use songs to teach with, flannel graphs, stories, object lessons, puppet skits, etc.

Be enthusiastic, expressive, and creative in your teaching. Using imaginative and creative abilities will reinforce what you are teaching.

Subjects: Holy Spirit, healing, faith, our spirit man, the devil, Father God, Jesus, etc.

Welcome to T.I.C.M. Pre-School Department

We want to welcome you and your child to our 4- and 5-year-old department. Your child will stay with us until he is ready for regular children's church.

We do want you to understand that pre-school children are being taught. We are not babysitting. We do not have toys; we are busy having fun learning the Word of God.

Please be confident that your child is being taken care of by trained ministers in an anointed atmosphere.

Listed below are a few rules we ask you to read and comply with, please.

THANK YOU

Pre-School Department Rules

1. Please leave the children's coats outside the door on the coat rack.
2. No toys are allowed in the classroom.
3. If needed, please take your child to the restroom before class.
4. We are cheerful givers, giving your child money for the offering will be a big help.
5. After dropping off your (4–5-year-olds), it will speed things up greatly if you leave promptly. We have ministers and helpers trained to take care of your child.
6. Parents only should pick up children after service. This will be strictly enforced. Please don't send your older children to pick up your 3-, 4-, or 5-year-olds.
7. Parents do not come into the room; helpers will be glad to get your child and his or her things to you.
8. Sitting in class will be allowed after talking with the directors only.

9. Parents are required to do parent co-op care. This allows them to stay abreast of what is happening in their child's class.

Ministering to Toddlers

Isaiah 28:9-10

You must know the following:

- The Spirit takes preeminence
- You may be the total source of their spiritual growth at this time
- Highest degree glorified (Psalms 8:2)

Bible Stories

- Present day story, same truth as bible story gets it on their level
- Main truths only (no details)
- New Testament better than old for toddlers

Some areas taught to toddlers

- Who Father God is and what He does for them
- Spirit & Body
- Devil (this does not put fear in, but teaches where fear comes from)
- Kingdom of darkness and Kingdom of Light
- Sharing and praising

Discipline

- Is enforced
- Spankings are given by Parents ONLY

Mark 10:15

- See the Word as a child
- No big words with the toddlers
- Forget who you are and just concentrate

Toddlers imitate everything

- Watch what you say and do
- 20 months-3 years they pick up and learn a lot

Offering

- We teach them to give and what a blessing it is to give to Father God (always use Father in front of God).

Repetition

- Tell the same story more than once.
- Isaiah 28:10

Puppets

- Tell the same truth as a Bible story

If service is longer than usual and rest time goes over 25 minutes, unless children are unusually quiet, you'll need to do something extra.

Some ideas:

- Records
- Sing songs (action)
- Sit children down (key, is to get them all doing the same thing right at the beginning, then there will not be confusion when the parents come.
- Review story (get them to tell you about the story)
- Get puppet quartet to sing (with tapes)
- Get them to love you
- Books (pop-up books)
- Have puppet tell short story related to lesson

Teens in Triumph (12-18 years old)

Purpose:

Tachanuwnah International Church Ministries teens in ministries (TNT) seeks to provide and maintain a biblically based place for the teaching/preaching of God's Word, evangelism and fellowship first to the teens of T.I.C.M. and then to the greater Grand Rapids area teens.

The teens (ages 12-18) are ministered to on their level with excellence in ministry, deed, and thought via venues and activities such as youth church, youth school of the spirit, youth care groups, rap sessions, video presentations, drama, witnessing, retreats, sports events, prayer groups, etc.

The teen ministry is designed to meet the needs of those who are no longer children, yet who have not reached adulthood. Teenagers are to be taught who they are in Christ and shown ways in which they can apply God's Word in their daily lives.

All teens desiring to enter into any area of Helps Ministry must complete all training stated in the desired area. Upon completing and passing all training, which includes the probationary period, the teen would then be instated in an associate capacity. This simply means that no teen would be ministering in any area without a trained adult supervising.

TNT'S GOAL

Teen's in Ministry seeks to enrich the spiritual and natural lives of the teens through exciting and spirit-filled nurturing, evangelism and fellowship. Nurturing, evangelism and fellowship serve as agents which will help each teen reach their maximum potential spiritually, emotionally, academically, socially, and physically during their teen-age years.

SPECIFIC GOALS

The targeted age group will be ministered to through the fore-mentioned programs/activities all of which are designed specifically to:

- Bring teens into saving knowledge of Jesus Christ.
- Build spiritual stability and consistency in each teen.
- Encourage the study, reading, and meditation on God's Word.
- Affirm the importance of holy living, prayer, and fellowship.
- Affirm the importance of teens in the body of Christ.
- Build and enhance Godly attitude and conduct.
- Provide fun and fellowship in a Godly environment.
- Establish and maintain contact with each teen and parents.

IMMEDIATE GOALS

- Packed TNT church services whenever ministering.
- Train, spirit-filled youth who have accepted the challenge of reaching the world for Jesus.
- Full implementation of all special projects that are designed to reach, teach, and disciple teens.

WHAT DO TEENS LOOK FOR AND NEED?

LOVE: Teens look for, desire, and need to receive and flow in God's love for them, parental love, and the love of themselves for who they are.

UNDERSTANDING: Teens today possess a need for their significant others to understand their fears, hopes, dreams, concerns, etc; Support and understanding during teen-age years is vitally important.

FELLOWSHIP: Teen's desire and need to have fun filled Godly activities presented to them on a regular basis, thus allowing strong Godly friendships, commitments and growth to occur.

GODLY LEADERS: Teens, as we find with adults, desire to see and follow victorious, sincere leaders who are called of God and take a special interest in their development.

IDENTITY: Teens seek and desire to belong and fit in. They desire and need to feel as though they are needed, accepted and necessary.

Plan of Action

MOBILIZE/TRAIN AS:

- Christians
- Leaders
- Soul Winners

- Examples

MONTHLY ACTIVITIES

- Youth Church
- Youth Bible Studies
- Youth Care Groups
- Rap Sessions
- Group Projects
- Videos
- Drama
- Retreats
- Outings
- Counsel

GODLY LEADERSHIP:

Youth Pastor: Ministers to the holistic needs of teens on a regular basis, such as the senior pastor does for the general congregation.

Teen Ministry Staff: Assist the youth pastor in meeting the holistic needs of the teens such as deacons, elders, etc. do unto the general congregation.

REWARD TEEN'S EFFORTS:

When practical and feasible, each teen should be recognized and rewarded for their efforts to progress not only in the things of God such as church attendance, projects, etc... but also in the natural such as school, home, and sports.

SUPPORT MINISTRIES DEPARTMENT

Media • Book Store • Human Resources • Finance

MEDIA

The Media Department is responsible for audio-visual production and reproduction of the ministry to be presented both locally and nationally.

Functions:

- Use media to provide church ministry to listening or viewing audience.
- Use media to attract people from the area to the church by exposing them to as much of the church as possible.
- Present ministry to a regional or national audience to be a role model for other churches.
- Foster inter-church relationships around the country.
- To promote ministry for scheduling meetings nationally.

Media Coordinator

REPORTS TO: Support Ministries Department Head

SUPERVISES: Tape ministry coordinator, audio-visual workers

SUMMARY: Assures quality reproduction of ministry area for purpose of evangelism, worship, and nurture both locally and nationally.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Supervises audio and video taping of sermons and ministry events.
- Supervises editing of audio and video tapes for broadcasting.
- Produce openings and closings for broadcast.
- Maintain relationships with broadcast stations.
- Assure that blank tapes, and necessary equipment are at the station for broadcast.

- Schedule tapes for broadcast
- Explore and establish new markets for broadcast.
- Assist in training sessions of different auxiliaries with P.A. system setups when necessary.
- Oversee the duplication of audio and video tapes for resale.

BOOKSTORE MANAGER

REPORTS TO: Support Services Department Head

SUPERVISES: Bookstore workers

SUMMARY: Oversees purchase and sale of bookstore materials for the nurturing of church members.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Maintain skills inventory of church members.
- Identify human resource needs of church.
- Facilitate the filling of ministry human resource needs.
- Act as liaison between members and staff heads to fill ministry human resource needs.
- Develop and monitor a system that assures that each member is working in ministry.
- Develop ongoing review system to determine if people are in appropriate ministry area if not recommend and facilitate change.
- Monitor pool of people going through membership and training classes.
- Upon request, identify external human resource needs.
- Performs other related duties as assigned.

FINANCE DEPARTMENT

The Finance Department facilitates the inflow and outflow of all church money. This department ensures that the church finances are handled with efficiency and integrity. All purchases will be facilitated by the finance department to assure continuity.

Functions:

- Counting
- Depositing
- Check writing and disbursements
- Internal accounting
- Purchasing research and procurement

Check and Balance System for Financial Department

This system is to protect the church; those involved in heading church funds and show our integrity to external financial or governmental institutions. This system separates responsibilities to eliminate the possibility of one-party mishandling funds and provides check points at the various stages of the handling of church funds.

COUNTING

- When money is exposed, there must be at least two people present at all times.
- The data input clerk and counters are exclusively responsible for inputting financial data. No one else may be involved in input, nor may counters be involved in any of the computer operations concerning church finances.
- After input is completed, all counters verify the total, sign deposit slips, place in money bag with the deposit, locks bag, and turns in to be deposited.
- Counters are not to make bank deposits.
- Total receipt information is to be turned in to the financial manager.
- Hard copies of the offering information are to be dated and filed.

DEPOSITS

- Deposits are to be dropped off at the bank during the same business day counted.
- Someone other than the depositor must be responsible for picking up an empty bag with the deposit slip after the bank has processed the deposit.
- Deposit slips are to be turned into the financial manager.

FINANCIAL MANAGER

- The financial manager prepares checks according to a predetermined payment schedule and priority list.
- The Financial manager may not be involved in the counting or depositing of funds.
- The financial manager cannot be involved in the preparation of the budget.
- The financial manager cannot sign checks.
- The financial manager cannot have computer access to deposit information.
- The Financial manager may not reconcile check books.

Financial Manager

REPORTS TO: Support Ministries Department Head

SUPERVISES: Volunteers

SUMMARY: The financial manager administrates and records the disbursement of all funds and processes accounts receivable and payable.

PRINCIPEL DUTIES AND RESPONSIBILITIES:

- Prepares general ledger information for the church, Bible school and preschool to go to the accountant.
- Prepared documents are to be sent to the accountant
- Supervises counting, preparing and depositing cash receipts.
- Administrates accounts payable and receivable.
- Administers paperwork system associated with all ministry purchases and monetary disbursements, assuring conformance with approved policies
- Maintains giving records for tax purposes.
- Maintains all church check books.
- Maintains relationships with financial institutions, creditors, and vendors.
- Administrates all payroll functions.

- Administrates procurement process of church.
- Prepares schedules, performs analysis, and reconciles bank statements to various internal accounting reports and ledgers.
- Performs other related duties as assigned.

The master's Touch Preschool and Daycare

The preschool is the first stage of the Tachanuwnah International Church Ministries education system which is geared to educate children and implant the philosophy of life and religion consistent with Christianity.

PHILOSOPHY: We have a preschool because it is the beginning of the formal education process. We feel that it is the parent's responsibility, not the State's, to educate their children and they use a school system as a tool. We offer our school as an alternative to public schools because our philosophy is consistent with that of Christian parents. We provide our members with that service, a school that can educate their children, yet instill Christian values and perceptions. We feel the school will help the church with evangelism, worship, and nurture. The youth that are coming up now will be much further along in respect to discipleship than we were because they have their parents, church, and school all emphasizing the same thing.

Preschool Director

REPORTS TO: Support Ministries Department Head

SUPERVISES: Preschool employees

SUMMARY: Managing the day-to-day operations of the center, towards the overall corporate goals and objectives of the center. Manages and oversees the employees of the center in accomplishing the corporate objectives.

PRINCIPLES DUTIES AND RESPONSIBILITIES:

- Corresponds regularly with state and local officials to ensure that all requirements to operate the center are met.
- Interacts with other local center directors to continually keep abreast of new trends, developments and changes.

- Scheduling: schedule all employees' work hours in the center, as well as scheduled time off.
- Training/supervision: train and supervise all center employees and provide monthly feedback evaluations to center employees.
- Curriculum: design, plan and supervise all center activities and programs for children according to center goals.
- Parental Communication: to communicate with all parents on a regular basis as to their child's educational, spiritual and social development.
- Facility Development: constantly update and improve center facilities and equipment.
- Receipts: receives tuition payments from parents, and issues receipts for such payments.
- Performs other related duties as assigned.

Leaves of Healing Ministerial Alliance

The alliance is an extension of Tachanuwnah International Church Ministries. It is a Pentecostal, charismatic, full-gospel training center especially designed to help busy men and women prepare themselves for anointed ministry in the 1990's. The school serves a two-fold purpose to train people of ministry and offer intense college level training for those who are not in ministry but have an interest on that level.

Program Description

Certificate of Biblical Studies

This program is an eight-month training program designed to ground believers in the Word of God so that they may have a solid foundation for ministry inside and outside of the local church. The specific purpose of the program is to provide a basic course of study which will give students an opportunity to be introduced to the Bible as a whole, survey the Old New Testaments, learn basic Bible doctrine, develop Bible research skill, and prepare an adequate defense or apologetic of the Bible. Upon completing the course work, students should have matured spiritually and become better equipped to minister the Word of God to others.

Required classes:

Introduction to the Bible
Bible Research
New Testament Survey
Old Testament Survey
Book of Acts
Bible Doctrine I
Bible Doctrine II
Pentecostal Church History

Admission Requirements

Applicants should possess a high school diploma or a GED certificate. They should also be born again Christians, psychologically balanced, and in reasonably good health. No applicant will be discriminated against because of race, nationality, ethnic origin, or sexual gender. Procedures for admission are as follows:

1. Request an application form.
2. Complete the form and return it, along with the \$20.00 application fee and a small, recent photograph.
3. Submit verification of high school diploma or GED certificate.

All correspondence should be sent to the administrative offices at 4248 Kalamazoo Ave. SE
Grand Rapids, MI 49508

Class Sessions:

Day classes: Tuesday 9am-12noon

Evening classes: Tuesday 7pm-10pm

Note: Day classes will only be offered if a minimum of students enroll.

Graduation Requirements

- Satisfactory evidence of Christian character.
- Successful completion of the prescribed course of study with a grade of C (2.0) or better.
- Payment of all financial obligations to the college

Dean of Bible College

REPORTS TO: Support Ministries Department Head

SUPERVISES: Teachers and Assistants

SUMMARY: Direct recruitment, enrollment, and training of Bible College students.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Promote Bible College to assure target enrollment levels are met.
2. Assure production of all Bible College promotion and enrollment materials.
3. Research and develop curriculum to meet prescribed ministry training needs.
4. Teach classes and manage teachers.
5. Oversee enrollment
6. Assure classroom assignments and grades are returned to students in a timely manner.
7. Keep file on each student and provide counseling goal setting service.