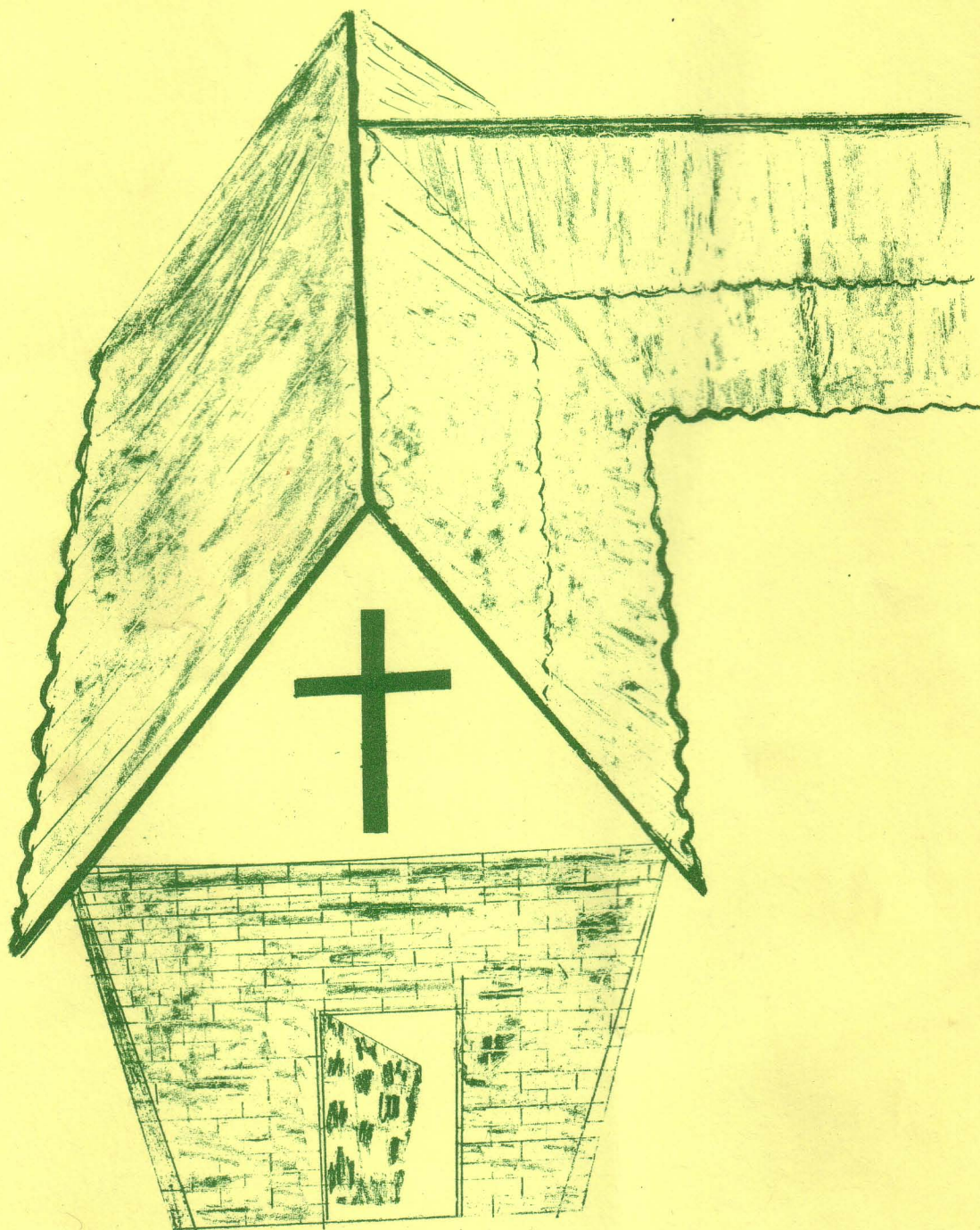
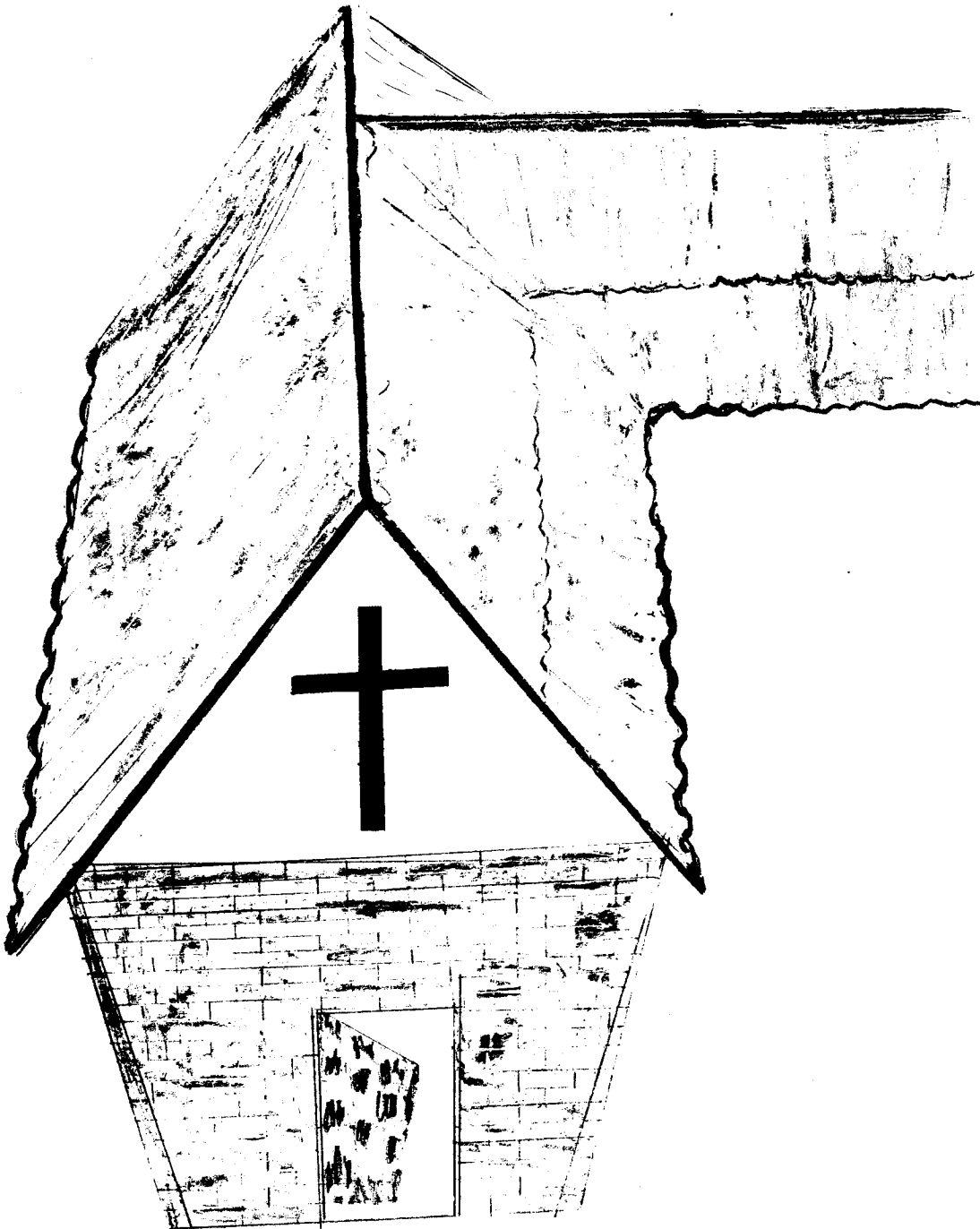


HELPS FOR THE
ADMINISTRATION
OF A CHURCH



by Rev. S. S. Sakala

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INTRODUCTION

For many years there has been a need for a book such as the one you are now holding in your hands. Rev. Sakala has relied on many sources as well as his own experience as a pastor to put together a book which can be of great value to the churches. The suggestions which are given are intended as guidelines and not necessarily as hard and fast rules of church government or practice. The older churches as well as the younger ones can benefit by following the suggestions given here. It is a good book both for the trained pastor and the lay person who may be given the responsibility to lead a congregation and is in doubt as to what he should do in the area of church organisation or church services.

May God bless all who use this little book to help them better organise their own local church.

Franklin Kilpatrick
Box 31995
Lusaka

ALL ABOUT THE PASTOR - 1 Timothy 3:1-7

HIS HEART

Humble
Obedient
Filled with Love

HIS RESPONSIBILITIES

1. Responsible to God: - He takes the message of God to people not his own, but the message that God has entrusted to him.
2. Responsible to the local Church - Malachi 2:6,7 gives us a picture of God's servant before the people.
3. He leads them into doing the right kind of things God wants them to do.

VISITATION

In Ezekiel 34:4,18 God said that any shepherd is false if he does not care for his sheep. He should therefore take care of them by visiting the:

Sick
Broken-hearted
Those in prison
Those in hospitals
The straying
New believers
The old
Widows
Fatherless or Orphans

ORGANIZE

1. He must put others to work
2. He must take the Gospel to the faithful men who will in turn pass it on to others.
3. Build up the body of Christ (Eph. 4:12-13).
4. Not neglecting the study of God's word (2 Timothy 2:15)
5. Paul encouraged young Timothy to study the Bible. Paul himself spent at least 3 years in Arabia, his heart being prepared for all the message he preached..

IMPORTANT:

"A visiting Pastor makes a Church - going people".

PERFORM CEREMONIES

1. The Lord's Supper
2. Baptism
3. Marriages
4. Funeral
5. Dedication of Children
6. Receiving new members

PREACHING

1. He preaches every Sunday or asks someone else.
2. He practices what he teaches. If he is preaching on
 - (a) tithe - he must tithe
 - (b) Love - he must love
 - (c) Respect - he must respect others
 - (d) Helping - he must help the needy
 - (e) Forgiving - he must forgive those who wrong him.

DEACON 1 Timothy 3:8-13

Titus 1:5-9

Deaconess- 1 Timothy 3:11

Romans 16:1-2

1. Chosen to serve not to be served - "deacon" or "deaconess" means he who serves. Acts 6:1-7
2. Assist the pastor in his duties:
 - (a) preaching
 - (b) Teaching the baptism class
 - (c) Visit, etc.
3. Not to give orders to the Church
4. Not to decide for the Church, but to carry out the decisions of the church.
5. Receiving instructions from the Church- for to them will come many matters calling for deliberation and recommendations.
6. To the deacons the pastor will bring the problems, the needs, the plans, the opportunities, the difficulties, embarrassing situations, the material and spiritual concerns of the Church! The deacons therefore, will need to conserve the interests of the Church.

CHURCH SECRETARY/VICE

1. Keeps a record of all actions of the Church.
2. Keeps a register of:
 - (a) Names and residential addresses of the Church members.
 - (b) Dates of baptisms/additional members
 - (c) Deaths, births
 - (d) Dismissals
 - (e) Marriages
3. Takes care of all correspondence of the Church.

- (a) Recorder of minutes at every Church meeting
- (b) Report receipt of letters from other Churches.

4. Keep accurate record of the progress of the Church.

The Church Vice Secretary assists the Secretary likewise or during his absent.

CHURCH TREASURER/VICE

1. Help to promote giving as outlined in the Bible
2. Counts money as given and deposits it in the bank account for the Church.
3. Keeps financial records of the Church - giving and spending.
4. Makes monthly and weekly reports of finances to the Church.
5. Responsible for payment of all accounts against the Church that are authorized by the Church in its budget.

MUSIC LEADER/VICE

The music leader shall be charged with responsibility of providing worshipful music for all Serving departments of the Church and shall have oversight and direction of the music. He (or she) is to direct the choirs in practice and public singing, and co-operates with the pastor and other leaders in the selection of suitable music and the devising of appropriate music programmes for all occasions where such services are needed.

1. Plan and lead worship service.
2. Organization of Choirs and ensembles.
3. Lead Choir to choose the most satisfactory rehearsal time
4. Organize children's Choir (enlist another as conductor if this seems most advisable).
5. Organize other Choirs or small music groups and set up regular rehearsals.
6. Find musical friends in other Churches to learn and secure new music.
7. Teach new songs to Choir to be used with familiar ones.
8. Select songs carefully, use only those which contribute to worship.

9. Attend music clinics and workshops where new songs are usually introduced.
10. Make use of a tape recorder in learning and teaching new songs if possible.
11. Request funds to purchase folders and hymnals for Choir as needed.
12. Continue to search for new songs and teaching them to the Choir.

THE SUNDAY SCHOOL AND ITS OFFICERS

DEFINITION: The Sunday School is the "School of the Church" and God's Holy Word the Bible, is its text book.

PURPOSE: Its purpose is to win the lost souls to Christ and to build up the body of Christ the Church.

STEPS IN ORGANIZING A SUNDAY SCHOOL

1. The Church first of all must enlist the consecrated, faithful, and willing Church members who are baptized, to serve as:-
 - (a) Teachers
 - (b) Superintendent/Vice
 - (c) Class Secretaries.
2. The officers and teachers must be instructed on what the Church expects of them - their responsibilities.
3. The Church should order literature from the Baptist Publishing House for all age groups.
4. Then go after the people to fill the classes and create the right spirit.

AGE-GROUP DIVISION

In order to reach everyone with the Word of God, your Sunday School must have the age-group division:

1. Children's Class
2. Juniors' Class
3. Young people's Class
4. Adults' Class (Women separate if it is advisable).

WHO CAN BE A SUNDAY SCHOOL TEACHER?

1. A baptized person who is a member of a local Church.
2. One who is humble
3. Dependable
4. One who is willing to study the Bible

5. Shows spiritual maturity in his life.

PREPARING TO TEACH - THE SUNDAY SCHOOL

1. Pray first
2. Read the text
3. Write down the basic truths of the Scripture
4. Study the lesson yourself during the week before teaching it
5. Consider each member of the Class and their needs
6. Read the teaching helps (if any)
7. Apply the truths to the pupils.

Prepare the lesson in the hope that you will lead the people to perform the functions of the Church.

- (a) Worship
- (b) Witness
- (c) Educate
- (d) Serve

DUTIES OF THE CLASS SECRETARY

1. The Secretary will keep the records of the Class
2. He will make a report to the Class every Sunday morning and will be responsible for the "roll call".
3. The Secretary will keep a record of all visitors to the Class along with their home addresses.
4. The Secretary will take care of all the correspondence of the Class.

VISITATION

It is important that the teachers and other Sunday School Officers visit the members of the Sunday School and prospects.

WHY VISIT?

1. Visit to get acquainted with the people
2. Visit to develop friendship
3. Visit to win the lost
4. Visit to strengthen them
5. Visit to help where needed.

WHO NEEDS VISITING?

1. Absentees
2. Known prospects
3. Other "UnChurched" people

THINGS TO REMEMBER ABOUT VISITATION

1. Visitation programme was practiced by the early Church.
2. The apostle John preferred visitation. (see 2John 1:12)
3. Paul was a constant visitor. (see Acts 20:18-21.)
4. Peter was likely a frequent visitor in the home of Dorcas and he visited the home of Cornelius.
5. The disciples did much visiting (see Acts 5:42.)

RESULTS OF VISITATION BY THE EARLY CHURCH

1. As a result of an effective visitation programme by the early Church, we see that the Church at Antioch was established.
2. The Church at Jerusalem grew because the believers had the programme of visitation.
3. The Church at Philippi was a monument to the effectiveness of visitation.

USHERS

It is true that some Churches elect people to be ushers and some Churches use their deacons to help with ushering. Either way, the Church should decide. The following, therefore, are what the ushers ought to be and what they are expected to do.

1. The ushers of the Church are its public relations representatives, they should, therefore, at all times be friendly, courteous, considerate.
2. They are especially guardians of worship Services; hence they should be on the look out and seek to prevent anything that would bring discomfort or distraction during the worship service in the Church.
3. Ushers are pastor's assistants in the worship Services no less than the Choir; they should, therefore, seat the people well so as to enhance the pastor's preaching and the Choir singing.
4. Ushers should be on guard to seat the children or young people so that they will not be tempted to irreverence.
5. Much of the values of worship service may be lost through carelessness, the ushers should accordingly seat late comers at the back seats. Fill the front seats first.
6. To be known as a friendly Church is to possess a great asset; ushers should at the end of the service stand near the exit to greet strangers and introduce them to the pastor or leaders of the Church.

ORDER OF THE SUNDAY MORNING WORSHIP SERVICE (Suggested)

"But all things should be done decently and in order"
(1Corinthians 14:40).

SUNDAY SCHOOL - 9:30 hours

WORSHIP SERVICE 11 hours

1. Quiet Moments for Personal Prayer
2. General Singing
3. Prayer
4. Sunday School In Classes
5. prayer - End of Sunday School
6. Opening Hymn - Congregation Standing
7. Prayer
8. Sunday School Report
9. Greeting our Guests and Announcements
10. Special Prayer for those not in Service - the sick, sorrowing and the needy.
11. Hymn - Service of giving Offerings and Tithes
12. Prayer
13. Special Music - Choir, solo, congregation
14. Sermon
15. Invitation Hymn - Congregation Standing
16. Other Announcements

BENEDICTION

THE CHURCH COMMITTEE/CHAIRMAN

IMPORTANT: 1 If the Church has a pastor, the pastor himself

serves as Chairman, and he presides at all meetings unless he chooses to appoint a temporary Chairman or the Church elects a member to serve as Chairman.

2. All Committees shall be under the control of the Church, all the Officers being elected by the Church and reporting regularly to the Church. It is understood that the pastor is ex-Officer, member of all the committees and his leadership is to be recognized in them all.

THE CHAIRMAN

1. It is important to point out here that the Office of a Chairman is not a spiritual Office.
2. A Chairman who is elected by the Church is responsible to the Church.
3. The Church without a pastor shall elect a Chairman who

shall call and preside at all meetings of the Church.

4. He must have genuine spirit of humility.
5. The Chairman will lead in the discussion of all items that concern the Church.

WHAT HE SHOULD NOT DO.

1. Not to advance himself for public self-recognition.
2. Not to make the decisions for others
3. He should not take the Office as a reward and use it for personal gain.
4. He should not feel that he has all the power and think that he is the boss of the Church.

THE CHURCH COMMITTEE

1. The Church Committee must meet monthly or quarterly as may be desired or on the call of the pastor or Chairman at any necessary time to transact the business of the Church.
- 2: The functions of the Committee may be indicated by the following agenda, subject to change as on occasion may require:
 - (a) Scripture reading and prayer
 - (b) Reading of the previous minutes and adoption.
 - (c) Report of progress since last meeting
 - (d) Problems which need joint consideration
 - (e) Objectives which call for team work
 - (f) Spiritual emphasis in which all may join.
 - (g) Season of prayer
3. All matters agreed upon by the committee calling for action not already provided for shall be referred to the Church for approval
4. The Church committee must report all its recommendations to the Church during the monthly Church business meeting (see below).

THE SUGGESTED SCHEDULE OF MONTHLY CHURCH BUSINESS MEETING

Scripture reading and prayer for God's leadership, Reading of the minutes of previous meeting , Adoption of the minutes.

REPORTS:

- (a) Committees
- (b) Deacons
- (c) Women's Work
- (d) Sunday School
- (e) Secretary, Membership
- (f) Youth Work

(g) Grounds work

REPORTS FOR APPROVAL

- (a) Treasurer's report
- (b) Membership

Unfinished business

NEW BUSINESS

Example of proper procedure:

Motion and second

Discussion and vote

Prayer for the blessings of God (Dismissal)

NOTES ON CONDUCTING A FUNERAL

1. The purpose of the funeral service is to calm and soothe the bereaved and to proclaim Christ.
2. The funeral service, be it of a child or of the aged, should be characterized by orderliness, simplicity, and brevity.
3. Experience shows that Scripture plays the most important part in bringing comfort to those in sorrow.
4. Hymns must be used to fit the occasion. Old hymns are the best.
5. Ten to fifteen minutes are sufficient for any sermon or address unless the departed one is of unusual prominence.
6. The pastor or preacher should at once try to make himself thoroughly familiar with the circumstances and religious history of the departed and of the family.
7. The pastor or leader should always call at the home of the bereaved very soon after the funeral to offer consolation and counsel.

ORDER OF FUNERAL SERVICE AT THE HOME

1. Customary greetings first
2. Call the people to attention
3. Sing a hymn
4. Read the Scripture (s) and make brief comments
5. Have a prayer
6. The singing group (if any) may continue to sing.

ORDER OF FUNERAL SERVICE AT THE CHURCH

1. Organize the seating at the Church
2. Reserve places for the bereaved to sit and for those who will accompany the body - let someone at the Church be assigned to do this.

3. Have a time of singing and Scripture reading while waiting for the body to arrive.
4. Inform the people that a Christian funeral is not a place for excessive wailing and that they can have a more positive witness by showing restraint.
5. When the body arrives have the people to stand and sing while it is being brought in.
6. After the body is in place the service may begin. It may be as follows:

-Hymns

-Prayer

-Scripture reading

-Hymn or song from the Choir

-Message

-Prayer

-Viewing of the body - to be sung by the congregation or the Choir.

Remember that excessive wailing at this time must be discouraged. After viewing the body the casket can be sealed and taken from the Church to the Cemetery.

ORDER OF FUNERAL SERVICE AT THE CEMETERY

1. The preacher will precede the casket to the grave and the Choir may be singing.
2. Prepare the casket for burial and lower it into the grave.
3. Have the people to be seated so that the preacher can address them.
4. Prayer
5. Scripture reading
6. Brief message and prayer
7. Then the preacher may use the Shovel and offer some soil to the family members and to others - then the grave may be closed.
8. The Choir may be singing while the grave is being closed.
9. Laying of the flowers on the grave (if any)
10. Remarks by the relatives
11. Closing prayer
12. Departure from the cemetery.

SUGGESTED

ORDER OF FUNERAL SERVICE FOR A CHILD

OPENING:

The preacher may read 2 Corinthians 4:17-18 or another passage
Hymn - Prayer

Address (if deemed advisable)

Then the preacher may say:

We seek comfort. Let us find it in the Scriptures. If we would be comforted in our knowledge of our Lord's Love for children, let us heed the following:

SCRIPTURE READING Mark 10:13-16 either
Matthew 18:10-14 or
Matthew 18:1-6

ILLUSTRATION 2 Samuel 12:18-23 can be read.

Then John 14-6 can be read at this time.

The preacher may say:

Having heard God speaking to us in his Word, let us now take our sorrow to him, being assured that he will hear us by the following blessed words:

The preacher may read: James 4:7-8

Time of prayer

Viewing the body = A song may be sung at this time either by the Choir or Congregation.

In dismissing the people at the graveside the preacher may read Philippians 4:7-20.

ORDER OF FUNERAL SERVICE FOR THE ADULT

OPENING HYMN -PRAYER

The preacher may say:

Brethren, let us seek comfort in the Word of God. There is comfort in knowing that God overrules all for our good. It has today become our sad duty to commit his (her) body to the grave dust to dust.

OBITUARY - In brief

Then the preacher may choose to read one of the following texts and preach it:

2 Corinthians 5:1-10

1 Thessalonians 4:13-18

John 14:1-6

Job 14:14

Then the preacher may say:

Having heard the instruction of God's Word, let us pray;
The preacher may read 2 Corinthians 1:3-4

PRAYER

Body viewing - a song may be sung here.

NOTES ON W.M.U.

I The Women's group may have the following suggested Officers:

- (1) Chairman
- (2) Vice-Chairman/Visitation Leader
- (3) Treasurer
- (4) Secretary
- (5) Prayer Leader/Personal Service
- (6) Little Helpers Leader
- (7) Followers of Jesus Leader
- (8) Literature Director

II The duties of the above Officers are in the Daptist Women's Guide Book

HOW TO BE A GOOD WOMEN'S GROUP OFFICER

1. Accept your Office as work for God
2. Seek God's Guidance always
3. Study the programmes
4. Study the Women's guidebook
5. Study the conditions in your Church and be ready to help

THE TASK OF THE W.M.U.

W.M.U. Means Women's Missionary Union which is the Church's missions education organization. It is an organization providing education for girls, children, young women and adult women, as well as making the whole Church aware of missions.

1. To teach missions and pray for missions
2. Teach the missionary message of the Bible
3. Pray for missions
4. Teach the course of Christian Missions
5. Provide organization and leadership for special missions projects of the Church
 - (a) Give to missions
 - (b) Provide missionary Service
6. Visit women who do not attend the Women's meeting.
7. Plan good programmes that will give every woman an opportunity to participate.
8. Help to start new Daptist Women's Organizations.

NOTES ON THE ORDINANCE OF THE LORD'S SUPPER

1. Its administration should be characterized by orderly simplicity or else its significance may be lost.

2. Fruit juice is fine to be used for wine.
3. Crackers or unleavened bread either should be fine.
4. The congregation must be instructed in how to receive the elements.
5. How often the Church should observe the Lord's Supper is entirely up to the Church to decide. However, most Baptist Churches celebrate it quarterly (four times per year).

ADMINISTRATION OF THE LORD'S SUPPER

1. The Service may be opened by song
2. When the pastor and congregation are ready for the observance of the Lord's Supper the pastor may read Luke 22:7-22
3. Then the pastor may say:

We now have come to observe the ordinance of the Lord's Supper, given to us to celebrate in memory of his crucified body and shed blood. It is said that on the night before he was betrayed at the conclusion of the feast of the passover which he and his disciples were celebrating, he took bread and having blessed it, he broke it and gave to his disciples and said, "This is my body, which is given for you".
4. Prayer
5. The pastor hands the bread on to the deacons for distribution. The members of the congregation are expected to hold the bread in hand until all have been waited upon.
6. While the bread is in the hands the pastor may read John 6:58:

"This is the bread which came down out of heaven, not as the fathers ate, and died, he that eats this bread shall live forever."
7. After which the pastor eats the bread and the congregation following his lead.
8. Then the pastor may say: On that same night our Lord took a cup and having blessed it, gave to his disciples and said "This is my blood, which was shed for you".
9. Prayer
10. The pastor then hands the cups to the deacons for distribution among the membership.
11. When all have been served, the pastor taking the cup, may say:

"And according to the law, I may almost say, all things are cleansed with blood and apart from shedding of blood there is no remission" (Hebrews 9:22)

"But if we walk in the light as he is in the light, we have fellowship one with another, and the blood of Jesus his Son cleanses us from all sin" (1 John 1:7).
12. After which the pastor leads the congregation in drinking the fruit juice.
13. Then the pastor may say:

"For as often as you eat this bread, and drink this cup,

you proclaim the Lord's death till he come" 1 Cor. 11:26).

14. Then the pastor may say:

After our Lord and his disciples ate the bread and drank the wine, celebrating thus the first Supper of our Lord, it is said that they sang a hymn and went out (Matthew 26:30).

15. Singing of a hymn

16. Benediction.

THE ADMINISTRATION OF THE ORDINANCE OF BAPTISM

GUIDING PRINCIPLES

1. The baptistry must be filled with water ahead of time.
2. The deacons and their wives should help to prepare it and assist the candidates as they come out of the water.
3. A river with much water where there is no baptistry can be used (John 3:23a).
4. The correct matter of baptism according to the New Testament is immersion.
5. Before the service the candidates for baptism should be instructed as to the meaning of baptism and as to procedures in the ceremony itself.
6. Baptism can be administered during the regular worship service or in the afternoon.

SUGGESTED PROCEDURE

7. At the right time, the pastor will proceed into the baptistry. He will read a brief appropriate passage of scripture or have someone read the passage as he enters the baptistry.

The following passages are appropriate:

Matthew 3:13-17, 28:18-20.

Mark 1:4, 7-8

Acts 2:22-24, 38-41, 42-47

Romans 6:3-5, 8-12

Galatians 3:26-27

8. The pastor will proceed into the baptistry followed by the candidate. Standing beside the candidate, the pastor will lift up his right hand and say these words:

"My brother or sister, nai or bambo _____, in obedience to the command of our Lord Jesus Christ, and upon your confession of faith in him as Saviour and Lord, I baptize you in the name of the father and of the son and of the Holy Spirit. Amen."

9. The candidate can now be immersed after this.
10. At the conclusion of the service, a hymn may be sung or choral benediction by the Choir. Songs of praise, devotion and commitment are appropriate for service when baptism is administered.
11. The newly baptized candidates may line up and be greeted by the fellow christians.