



CHRIST OUR
PORTION MINISTRY
(COPM)

QUALITY MANUAL

*"Because Christ Is Our Portion,
Excellence Is Our Offering."*

PSALM 119:57



ONE LORD



ONE FAITH



ONE VISION

Christ Our Portion Ministry (COPM)

Quality Manual

"Because Christ Is Our Portion, Excellence Is Our Offering."

Psalm 119:57

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COPM QUALITY MANUAL

Chapter 1 — Purpose and Scope of the Quality Manual

Pastoral Introduction

Quality in ministry is not about perfectionism or impressing people.

It is about **honoring God** with excellence, integrity, order, and faithfulness in everything we do.

Because Christ is our portion (Psalm 119:57), COPM strives to reflect His glory in doctrine, worship, leadership, administration, and daily conduct.

This Quality Manual establishes the standards that will help us maintain excellence, accountability, and God-honoring operations throughout all ministries of COPM.

1. Purpose of the Quality Manual

The COPM Quality Manual exists to:

1. Define the biblical and organizational standards of excellence expected in all ministries of COPM.
2. Ensure consistency, integrity, and doctrinal soundness across all church activities.
3. Provide clear guidelines for ministry leaders, workers, and members.
4. Promote orderliness, stewardship, and accountability as commanded in Scripture (1 Corinthians 14:40).
5. Support ongoing improvement in ministry through evaluation and training.

This manual serves as a **reference standard** to maintain quality in leadership, teaching, worship, administration, and member care.

2. Scope of the Quality Manual

The Quality Manual applies to:

- All ministries (Worship, Kids, Youth, Men, Women, Multimedia, Prayer, etc.)
- All leaders, workers, volunteers, and trainees
- All services, programs, events, and activities conducted under COPM
- All doctrinal instruction and communication
- All administrative, financial, and operational procedures

Every area of ministry must uphold biblical quality, guided by stewardship, excellence, integrity, and Christ-centered purpose.

3. Scriptural Foundations for Quality

Quality in ministry is grounded in Scripture:

- **Colossians 3:23–24** — "Whatever you do, work heartily, as for the Lord."
- **1 Corinthians 14:40** — "Let all things be done decently and in order."
- **Proverbs 22:29** — Excellence brings honor.
- **Psalms 119:57** — "The Lord is my portion."
- **Titus 2:7** — "Show yourself in all respects to be a model of good works."

Quality is an act of worship. Excellence is stewardship. Orderliness is obedience.

Chapter 2 — Quality Standards in Doctrine, Leadership, and Ministries

Pastoral Introduction

A church cannot grow spiritually without **doctrinal purity, upright leadership, and faithful ministry practice**.

Quality begins with the truth and with leaders who handle the truth with integrity. At COPM, quality is measured first and foremost by **faithfulness to Scripture**, not by human standards.

This chapter defines the doctrinal and leadership standards that protect the church from error, conflict, and disorder.

1. Quality Standards in Doctrine

1.1 Doctrinal Alignment With Scripture

All teachings, Bible studies, counseling, and preaching must:

- Align with Scripture
- Reflect our official doctrinal standard (LBCF 1689)
- Avoid personal interpretations that contradict church doctrine
- Uphold Christ-centered, gospel-driven theological integrity

1.2 Doctrinal Accountability

- No leader or worker may introduce new doctrine outside COPM's doctrinal standard.
- All teachings must be reviewed, if necessary, by the Pastor.

- Persistent deviation from doctrine is subject to correction or disciplinary action (Titus 1:9).

1.3 Doctrinal Training

- All workers and leaders must undergo Biblical Education.
 - Teachers, preachers, and worship ministers must understand core doctrines.
 - Members must be guided toward doctrinal maturity (Hebrews 5:12–14).
-

2. Quality Standards in Leadership

2.1 Spiritual Character

All leaders must demonstrate:

- Integrity
- Humility
- Self-control
- Faithfulness
- Teachability
- Submission to pastoral authority
- Freedom from rebellion or division

Scripture: Titus 1:5–9; 1 Timothy 3:1–13.

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2.2 Leadership Excellence

Leaders must:

- Prepare diligently for assigned tasks
- Communicate effectively
- Provide biblical counsel
- Maintain unity among workers
- Be an example in conduct and speech

2.3 Submission and Accountability

- Leaders must respect the governance structure.
- No leader may override the pastor's final decision.
- The pastor may call for evaluation, correction, or improvement at any time.

Rebellion, undermining, or divisive behavior is strictly prohibited (Romans 16:17).

3. Quality Standards in Ministry Conduct

3.1 Faithful Service

Workers must:

- Serve with joy
- Follow instructions
- Maintain discipline and punctuality
- Represent Christ in conduct

3.2 Respect for Ministry Order

- Ministries must operate according to their purpose.
- No ministry may function independently outside pastoral oversight.
- Coordination between ministries must reflect unity.

3.3 Excellence in Preparation

- All ministries must prepare thoroughly for their assignments.
- Worship team rehearses.
- Teachers study their lessons.
- Multimedia prepares slides.
- Leaders come ready to serve.

Scripture: Proverbs 21:5 — “The plans of the diligent lead to abundance.”

Chapter 3 — Quality Standards in Worship, Music, and Aesthetics

Pastoral Introduction

Worship is not entertainment.

It is the holy act of presenting ourselves before God with reverence, purity, and excellence. Because Christ is our portion (Psalm 119:57), the ministry of worship—whether through music, media, or physical preparation—must reflect His glory.

Quality in worship honors God, edifies the church, and strengthens the testimony of COPM.

“Whatever you do, do it heartily, as to the Lord.” — **Colossians 3:23–24**

1. Quality Standards for the Worship Team

1.1 Spiritual Foundation of Worship Ministers

Worship begins with the heart before it is expressed with music.

All worship team members must:

- Maintain a life of prayer and devotion
- Demonstrate humility, purity, and obedience
- Avoid pride, division, or performance-driven attitudes
- Undergo Biblical Education training

Scripture:

John 4:23–24 — “True worshipers will worship ... in spirit and truth.”

Psalm 24:3–4 — “He who has clean hands and a pure heart.”

1.2 Musical Excellence and Skill Development

Worship team members must strive for excellence because excellence brings honor to God.

- Auditions are required for musicians and vocalists
- Regular rehearsals must be conducted
- Devotion and prayer precede every practice
- Training for harmony, timing, and musicality is mandatory
- Vocalists must maintain proper tone, pitch, and blending
- Instrumentalists must demonstrate consistency and discipline

Scripture: Psalm 33:3 — “Play skillfully with a shout of joy.”

1.3 Song Selection and Doctrinal Integrity

All songs must:

- Be Christ-centered
- Be doctrinally sound
- Avoid vague or misleading theology
- Be approved by the Pastor or Worship Director

Lyrics must support the teaching of Scripture and align with COPM doctrine (LBCF 1689).

1.4 Stage Presence and Dress Code

Worship ministers must maintain:

- Modest and decent clothing
- Non-distracting behavior
- Respectful posture and conduct

Stage behavior must reflect reverence and not draw attention to individuals.

Scripture: 1 Timothy 2:9 — “Dress modestly, with decency and propriety.”

2. Technical and Multimedia Quality Standards

2.1 Sound System Quality

The sound team must ensure:

- Clear, clean, balanced audio
- Proper microphone levels
- No feedback, distortion, or unnecessary noise
- Weekly equipment checks
- Proper handling of cables, mixers, and instruments

Sound excellence enhances worship and reduces distraction.

2.2 Acoustic Treatment and Noise Control

COPM aims for a worship environment that is acoustically pleasing and reverent.

- Acoustic panels or soundproofing materials should be installed where needed
- Reverb and echo should be minimized
- External noise must be controlled through proper insulation
- Instruments must be volume-balanced

Good acoustics demonstrate good stewardship.

2.3 Multimedia Presentation Quality

Multimedia standards include:

- Correct lyrics and Scripture
- No typographical errors
- Proper timing of slides
- Clean designs that do not distract
- Consistent font style and layout

Only trained workers may operate projectors, cameras, or livestream systems.

X3. Aesthetic Quality of the Church Environment

3.1 Cleanliness and Order

Every part of the church must reflect reverence and respect.

- Sanctuary must be clean at all times
- Chairs arranged neatly
- Decorations should be simple, elegant, and Christ-centered
- No clutter around stage or seating areas

Scripture: 1 Corinthians 14:40 — “Let all things be done decently and in order.”

3.2 Simple Elegance as a Standard

COPM holds to a standard of **simplicity with dignity**.

- We avoid extravagance or showiness
 - Decorations must enhance reverence, not distract
 - The environment must reflect holiness and honor to God
-

3.3 Facility Maintenance

- Lights, fans, speakers, and instruments must be inspected regularly

- Maintenance follows COPM Finance Policy (above or below ₱1,000 & ₱5,000 thresholds)
 - Repairs must be reported immediately to the pastor or maintenance lead
-

4. Personal Conduct and Presentation

4.1 Modesty and Respectful Appearance

All leaders and workers must display:

- Clean and modest attire
- Respectful appearance appropriate for worship
- Avoidance of clothing that dishonors the church or causes distraction

Scripture: 1 Peter 3:3–4.

4.2 Punctuality and Discipline

Quality in ministry requires discipline.

- All ministry workers must avoid tardiness
- Call times for worship team and ushers must be strictly observed
- Time management reflects reverence toward God and respect for others

Scripture: Proverbs 6:6–8 — diligence as a biblical virtue.

Chapter 4 — Quality in Administration, Communication, and Member Care

Pastoral Introduction

A healthy church requires not only strong doctrine and excellent worship, but also proper administration, clear communication, and intentional member care.

Order, stewardship, and accountability are expressions of obedience to God, who is a God of order (1 Corinthians 14:40).

Quality in administration ensures that COPM functions smoothly, efficiently, and with integrity.

Quality in communication strengthens unity.

Quality in member care reflects the compassion of Christ.

1. Quality Standards in Administration

1.1 Administrative Integrity and Record-Keeping

COPM must maintain high standards of accuracy and transparency in all administrative work.

- All ministry activities must be recorded properly (attendance, minutes, reports).
- Financial records must follow COPM Finance Policies.
- All documents (forms, logs, checklists, certificates) must be stored securely.
- Updates, reports, and documents must be submitted on schedule.

- No unauthorized changes to records or official documents.

Scripture: Proverbs 27:23 — “Be diligent to know the state of your flocks.” **16**

1.2 Ministry Coordination and Scheduling

To maintain unity and order:

- All ministry events must be reported to the pastor for approval.
- Scheduling must avoid conflict or overlapping activities.
- Leaders must coordinate with each other when sharing resources or space.
- A master church calendar must be maintained.

Planning is part of stewardship and excellence.

1.3 Professional Conduct and Confidentiality

Leaders and workers must:

- Handle private information responsibly
- Avoid spreading confidential matters
- Communicate respectfully at all times
- Uphold professionalism in speech, tone, and attitude

Gossip, slander, or divisive speech is strictly prohibited.

2. Quality Standards in Communication

2.1 Clarity and Accuracy

All communication—verbal, written, digital—must be:

- Clear, respectful, and truthful
- Accurate and consistent
- Aligned with COPM doctrine and pastoral leadership
- Free from error, confusion, or misleading language

Announcements must be verified before being delivered.

2.2 Communication Channels and Protocols

To maintain order:

- External communication must be authorized by the pastor.
- Leaders must not create separate instructions or policies.
- Group chats must maintain respectful conduct and follow the “no-division, no-gossip, no-rebellion” standard.
- Questions or concerns must follow the chain of command.

Channels include:

- Official COPM group chats
- COPM Facebook Page
- COPM internal memos
- Announcements during service

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Unauthorized public statements are prohibited.

2.3 Pastoral Reporting Structure

As stated in the Operations Manual:

- Only the Senior Pastor communicates with the Mother Church in New York.
- No worker, leader, or elder may bypass this protocol.
- Miscommunication caused by bypassing authority is considered a disciplinary issue.

This maintains order and protects the integrity of the ministry.

3. Quality Standards in Member Care

3.1 Spiritual Nurturing and Follow-Up

Leaders and workers must demonstrate genuine care for members and attenders.

- Follow-up calls/messages for new attenders
- Prayers and encouragement

Guidance toward membership class

- Ensuring no one feels neglected or unnoticed

Scripture: Galatians 6:2 — “Bear one another’s burdens.”

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3.2 Counseling and Guidance

Counseling must:

- Be biblical
- Be done by trained leaders or pastoral staff
- Not contradict COPM doctrine
- Redirect difficult cases to the pastor

Workers must avoid giving personal opinions disguised as doctrine.

3.3 Equipping Members for Growth

Member care includes guiding believers toward spiritual maturation.

- Encouraging attendance in classes, training, and Bible studies
- Providing clear discipleship pathways
- Identifying members ready for worker or leadership progression

Growth is measured not by numbers but by transformation.

3.4 Handling Concerns or Conflicts

When concerns arise:

- Apply Matthew 18:15–17 (biblical escalation)
- Avoid gossip or public discussion
- Bring concerns respectfully to the appropriate leader
- Maintain peace and order during all interactions

Rebellion, divisiveness, or disrespect toward leadership is addressed according to COPM disciplinary policy.

4. Quality Standards for Hospitality and Welcome

4.1 Warm, Respectful Engagement

Ushers and leaders must:

- Greet members and attenders warmly
- Demonstrate friendliness, humility, and helpfulness
- Ensure no new attender stands alone or feels neglected

A welcoming spirit reflects the love of Christ.

4.2 Environment of Care and Security

- Ensure a safe environment for all ages
- Protect children and vulnerable individuals
- Maintain order during services
- Respond promptly to any disturbance or need

Scripture: Romans 12:10 — “Be devoted to one another in love.”

Chapter 5 — Continuous Improvement and Ministry Evaluation

Pastoral Introduction

A Christ-centered church does not remain stagnant.

Growth is a mark of spiritual health—both individually and corporately.

COPM commits to continuous improvement in doctrine, worship, leadership, systems, and overall ministry execution.

Evaluation is not criticism, but **biblical stewardship**, ensuring that everything we do gives honor to God and leads people toward Christ.

Scripture:

Philippians 1:9–10 — “That your love may abound more and more... so that you may approve what is excellent.”

1. Principles of Continuous Improvement

1.1 Excellence as a Biblical Standard

Excellence is not optional; it is commanded.

- Excellence reflects God’s character
- Excellence edifies the congregation
- Excellence strengthens the testimony of COPM in the community

Scripture: Ecclesiastes 9:10 — “Whatever your hand finds to do, do it with all your might.”

1.2 Evaluation as a Ministry Discipline

Every ministry must be evaluated regularly.

- Evaluation ensures alignment with COPM vision
- Evaluation identifies strengths and weaknesses
- Evaluation prevents decline or disorder
- Evaluation encourages growth and maturity

Evaluation is not a punishment; it is an act of improvement.

2. Areas of Ministry Evaluation

2.1 Doctrinal Evaluation

- Ensure all teachings remain aligned with the LBCF 1689
- Identify any misinterpretations or doctrinal drift
- Review sermons, lessons, and discipleship materials
- Leaders must undergo doctrinal refreshers

Quality doctrine protects the church.

2.2 Leadership Evaluation

Leaders are assessed based on:

- Spiritual maturity
- Integrity and character
- Consistency in attendance and commitment
- Ability to lead, teach, and handle conflicts
- Submission to pastoral instructions
- Fruitfulness in their ministry

Scripture: Matthew 7:17 — “A good tree bears good fruit.”

2.3 Ministry Performance Evaluation

Each ministry—Worship, Kids, Youth, Multimedia, Prayer, Ushering, etc.—must undergo performance evaluation at least quarterly.

Evaluation areas include:

- Faithfulness to schedule
- Excellence in tasks

- Preparedness and punctuality
- Team unity
- Feedback from members
- Smooth execution of responsibilities

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2.4 Administrative and Operational Evaluation

Administrative quality is evaluated through:

- Accuracy of documents
- Timeliness of reports
- Proper handling of finances
- Effectiveness of communication
- Organization of files and records

3. Evaluation Methods and Tools

3.1 Ministry Self-Evaluation

Each ministry submits:

- Quarterly reports
- Attendance and activity logs
- Challenges encountered

- Proposed improvements

These reports go to the pastor or designated evaluator.

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3.2 Pastoral Evaluation

The pastor reviews:

- Ministry reports
- Leadership performance
- Spiritual growth indicators
- Doctrinal adherence
- Feedback from congregation

This ensures unity and consistency with COPM vision.

3.3 Peer Review (Leader-to-Leader)

When appropriate:

- Leaders may give supervised feedback to other leaders
- Peer evaluation encourages collaboration
- Helps resolve unclear areas or hidden issues

All peer reviews must be respectful and constructive.

3.4 Member Feedback (Only When Appropriate)

- Feedback may be gathered carefully and respectfully
 - Not all feedback is doctrinally valid, but it may reveal practical insights **28**
 - Feedback must be filtered through pastoral review to avoid confusion or division
-

4. Improvement Actions

4.1 Corrective Actions

If a ministry or leader falls short:

- The pastor or leader may issue guidance
- Additional training may be required
- Temporary reassignment may be applied
- In cases of serious breach, disciplinary measures may be used (following COPM policy)

Corrective action is always for restoration, not condemnation.

4.2 Preventive Actions

COPM also implements measures to prevent future issues.

- Additional training
- Improved communication

- Upgraded equipment or systems
 - Clarified policies
 - Better scheduling and coordination
-

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4.3 Developmental Actions

These actions promote growth:

- Encouraging advanced study
 - Seminars and conferences
 - Mentorship programs
 - Special leadership training
 - New ministry opportunities
-

5. Annual Ministry Review

COPM shall hold:

- **Annual Directional Meeting** for long-term vision
- **Year-End Evaluation** to assess overall performance
- **Mid-Year Checkpoint** to adjust plans if necessary

During these reviews:

- Ministries present accomplishments

Leaders report on members' growth

- Pastor evaluates doctrinal and spiritual direction
- Improvement goals are set for the next year

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Scripture: Proverbs 16:3 — “Commit your works unto the LORD, and your plans shall be established.”

6. Continuous Improvement as Worship

Everything done for the Lord must be done with excellence, humility, and love. Continuous improvement is not a corporate concept—it is worship.

- We improve because Christ deserves our best
- We evaluate because the church must remain pure
- We grow because the Spirit sanctifies us

COPM commits wholeheartedly to ongoing refinement for the glory of God.

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Chapter 6 — Scriptural Foundations for Biblical Quality

Pastoral Introduction

Quality in ministry is not based on trends, business models, or personal preferences.

It is rooted in **the Word of God**, which reveals God's character—holy, excellent, orderly, and perfect. Because Christ is our portion (Psalm 119:57), COPM commits to biblical standards of excellence that reflect His glory and serve His people with integrity.

This chapter establishes the scriptural basis for why COPM pursues excellence in doctrine, leadership, worship, administration, and ministry conduct.

1. God as the Ultimate Standard of Quality

1.1 God's Character Defines Quality

God Himself is the foundation of excellence:

- **Perfect in all His ways** — Deuteronomy 32:4
- **Holy, holy, holy** — Isaiah 6:3
- **Glorious and magnificent** — Psalm 8:1
- **Exalted in perfection** — Matthew 5:48

Because God is perfect, His people must reflect His nature in all we do.

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1.2 God Desires Excellence From His People

- Exodus 31:3–5 — God filled artisans with skill, intelligence, and craftsmanship.
- Malachi 1:6–8 — God rebuked offerings that were careless or dishonoring.
- 1 Corinthians 10:31 — “Whatever you do, do all to the glory of God.”

Quality is an offering of worship before the Lord.

2. Quality in Worship and Service

2.1 Worship Requires Excellence

- Psalm 33:3 — “Sing to Him a new song; play skillfully.”
- Colossians 3:23 — Serve wholeheartedly as unto the Lord.
- Hebrews 12:28 — Worship with reverence and awe.

Excellence in music, sound, presentation, and conduct reflects honor to God.

2.2 Service Must Be Orderly

- 1 Corinthians 14:40 — “Let all things be done decently and in order.”

- 1 Corinthians 14:33 — “God is not the author of confusion.”

Church activity, scheduling, communication, and ministry structure must reflect biblical order.

3. Quality in Leadership and Conduct

3.1 Leaders Must Be Above Reproach

- 1 Timothy 3:1–13 — qualifications for leaders and deacons
- Titus 1:5–9 — integrity, self-control, doctrinal soundness
- Proverbs 11:3 — integrity guides the upright

Leaders set the tone of quality for the whole church.

3.2 Leaders Must Handle Truth Accurately

- 2 Timothy 2:15 — “Rightly dividing the Word of Truth.”
- James 3:1 — Teachers are held to stricter judgment.
- Acts 20:28 — Shepherd the flock faithfully and vigilantly.

Quality leadership protects the church from error and division.

4. Quality in Stewardship and Resources

4.1 Stewardship Is a Biblical Mandate

- 1 Corinthians 4:2 — “It is required that stewards be found faithful.”

Proverbs 27:23 — Know the condition of your resources.

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- Luke 16:10 — Faithful in little, faithful in much.

Quality stewardship includes budgeting, handling finances, and maintaining the church environment.

4.2 Giving Reflects Honor and Excellence

- 2 Corinthians 9:7 — God loves a cheerful giver.
- Proverbs 3:9 — Honor the Lord with your wealth.
- 1 Timothy 5:18 — “The laborer is worthy of his wages.”

This supports COPM’s quality policies in compensation, love gifts, and offerings.

5. Quality in Unity, Peace, and Relationships

5.1 Biblical Unity Is Essential to Ministry Quality

- Psalm 133:1 — “How good and pleasant it is when brethren dwell in unity.”
- Ephesians 4:3 — “Make every effort to keep the unity of the Spirit.”
- Romans 16:17 — Avoid those who cause division.

Quality relationships foster a healthy church environment.

5.2 Correction, Discipline, and Restoration

- Matthew 18:15–17 — Steps for resolving conflict.
- Titus 3:10 — Reject a divisive person after warnings.
- Galatians 6:1 — Restore with gentleness.

Quality includes order, discipline, and restoration.

6. Quality in Spiritual Growth and Maturity

6.1 Believers Are Called to Growth

- 2 Peter 3:18 — Grow in grace and knowledge.
- Hebrews 5:12–14 — Move from milk to solid food.
- Philippians 1:6 — God completes the work in us.

COPM promotes continuous improvement because maturity is expected of every believer.

6.2 Ministry Must Equip the Saints

- Ephesians 4:11–12 — Leaders equip the church for ministry.
- Colossians 1:28 — Present everyone mature in Christ.

- 2 Timothy 3:16–17 — Scripture equips for every good work.

Quality training and teaching produce quality disciples.

7. Summary: Quality as Worship

Quality is not performance.

Quality is **worship**, **obedience**, and **love** expressed through excellence.

In everything we do—preaching, singing, teaching, ushering, sound management, administration, giving, and leadership—we reflect Christ, who is worthy of our best.

Psalms 119:57 — “The Lord is my portion.”

Because He is our portion, we give Him our excellence.

Chapter 7 — Appendices: Checklists, Evaluation Forms, and Quality Templates

Pastoral Introduction

Standards alone are not enough—**tools are needed** to help leaders and ministries consistently apply those standards. This chapter provides practical checklists and evaluation forms that support the quality objectives of COPM.

These tools promote order, accountability, and consistency, reflecting the biblical command:

“Let all things be done decently and in order.” — 1 Corinthians 14:40

Each appendix may be updated as the church grows and develops.

Appendix A — Worship Team Quality Checklist

A.1 Spiritual Preparation

- Worship team members attended devotion before rehearsals
- Worship ministers maintained reverence and humility
- All members demonstrated respect and unity
- No signs of conflict, pride, or spiritual unpreparedness

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A.2 Musical Preparation

- Songs finalized and approved by Pastor/Worship Leader
- Musicians rehearsed on time and prepared
- Vocalists practiced harmonies and blending
- Equipment tested (mics, cables, instruments)
- Song keys and transitions were checked

A.3 Stage Conduct

- Modest and appropriate attire
- No distracting movements
- Microphone technique observed
- Clear coordination with sound and media teams

Appendix B — Ushering Ministry Checklist

B.1 Before the Service

- Sanctuary clean and prepared
- Chairs arranged properly
- Offering baskets ready
- Welcome materials prepared
- Doors manned 15 minutes before service

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B.2 During the Service

- Warm greetings for all attenders
- Visitors guided to available seats
- Special needs attended
- Orderliness maintained
- Noise and distractions minimized

B.3 After the Service

- Assist with offering turnover if needed
 - Help guide visitors to leaders for follow-up
 - Clean up any trash or disorderly areas
-

Appendix C — Multimedia & Technical Checklist

C.1 Pre-Service

- Sound check completed 39

- Lyrics confirmed and error-free
- Verses prepared for preaching
- Lights, fans, and equipment checked

Camera angles and livestream ready

C.2 During Worship

- Lyrics displayed on time
- No typographical or formatting errors
- Proper audio balance maintained
- Cameras remain steady and reverent
- No distracting transitions or visuals

C.3 Post-Service

- Equipment powered down properly
- Wires coiled and stored
- Files archived
- Issues reported to Pastor or Multimedia Head

Appendix D — Leadership Evaluation Form

D.1 Spiritual Life

- Consistency in devotion?
- Evidence of spiritual fruit?
- Demonstrates humility and submission?
- Avoids rebellion and gossip?

D.2 Ministry Performance

- Attendance punctuality
- Preparedness for assignments
- Participation in training
- Attitude toward correction

D.3 Leadership Character

- Integrity and honesty
- Teamwork and unity

- Respectful communication
- Teachability

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Evaluation Result:

- Strong Leader
- Needs Improvement
- Requires Coaching
- Not Fit for Leadership (subject to pastoral decision)

Appendix E — Ministry Evaluation Form (Quarterly)

E.1 Ministry Overview

- Ministry Name: _____
- Leader: _____
- Quarter: _____

E.2 Evaluation Areas

- Doctrinal Alignment
- Quality of Execution
- Team Unity

- Training Participation
- Preparedness & Punctuality
- Member Feedback

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- Administrative Compliance

E.3 Identified Strengths

- _____
- _____

E.4 Areas for Improvement

- _____
- _____

E.5 Recommended Actions

- _____

Pastoral Remarks

- _____

Appendix F — Facility & Aesthetic Checklist

F.1 Weekly Inspection

- Clean sanctuary
- Restrooms clean
- Lights and fans working

- Sound system inspected
- Decorations in proper order

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F.2 Monthly Maintenance

- Instrument checks
Electrical inspection
- Soundproofing adjustments
- Storage room organization

F.3 Aesthetic Standards

- Simple elegance maintained
- No clutter on stage
- No distracting posters or visuals

Appendix G — Conflict Resolution Checklist

(For leaders following Matthew 18)

G.1 Initial Step

- Issue addressed privately, respectfully

G.2 Second Step

- One or two witnesses involved

G.3 Third Step

- Brought to pastoral review

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G.4 Final Step

- Disciplinary measure applied if needed (Titus 3:10)

Important:

All steps must be done with gentleness and integrity.

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End