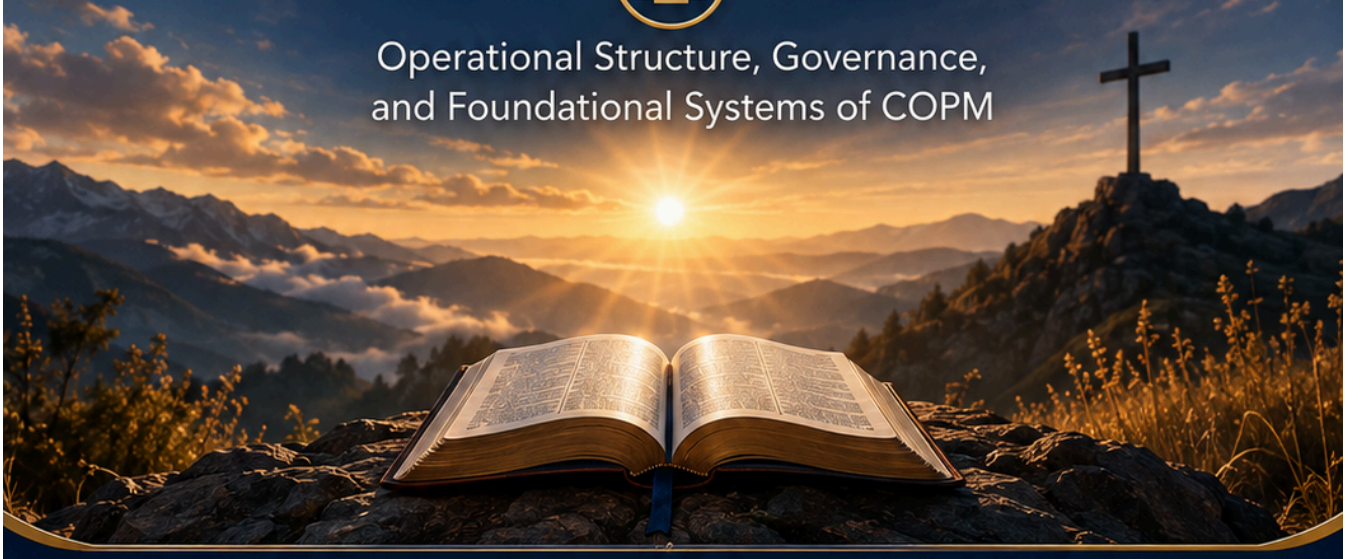
CHRIST OUR PORTION MINISTRY

PSALM 119:57

OPERATIONS MANUAL

Operational Structure, Governance, and Foundational Systems of COPM



ONE LORD • ONE FAITH • ONE VISION

MATTHEW 28:19-20

Christ Our Portion Ministry (COPM)

Procedures Manual

Standard Operating Procedures for All Ministries and Church Operations

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CHAPTER 1 – WORSHIP SERVICE PROCEDURES

1.1 Purpose of This Chapter

This chapter provides the **step-by-step operational procedures** for all worship services and weekly church activities of Christ Our Portion Ministry.
These procedures ensure order, consistency, and smooth execution of services according to the vision and standards of COPM.

1.2 Weekly Schedule Overview

1.2.1 Sunday Worship Service

- **Call Time:** 10:00 AM (subject to change depending on pastoral instruction)
- **Service Proper:** 11:00 AM start

All workers, worship team members, leaders, and assigned personnel must arrive at **10:00 AM** for preparation, prayer, sound check, briefing, and program alignment.

1.3 Weekly Ministry Schedule

Wednesday

Leaders' Training / Theological Training

- **Time:** 5:00 PM
- Participants: Leaders, trainees, future workers

Thursday

Dialysis Center Ministry – General Trias, Cavite

- **Time:** 9:00 AM – 12:00 NN

Online Zoom Bible Study

- **Time:** 8:30 PM

Friday

Piela GMA, Cavite – Bible Study

- **Time:** 1:00 PM

Abot Kamay, Langkaan 1 – Church Service

- **Time:** 4:00 PM

Saturday

Kids Fellowship / Feeding Program – Solar, Langkaan 2

- **Time:** 4:00 PM

Kids Feeding Program – Abot Kamay, Langkaan 1

- **Time:** 5:00 PM

Worship Team Devotion & Rehearsal

- **Time:** 8:00 PM

Monday & Tuesday

Currently open, reserved for future expansions (General Trias & Tagaytay Bible studies).

1.4 Sunday Worship Service Flow (Step-by-Step Procedure)

1.4.1 Pre-Service Preparation (10:00 AM)

1. All assigned workers arrive.
2. Worship team sound check.
3. Technical team prepares equipment.
4. Ushers prepare seating and offering baskets.
5. Presider gathers all participants for **briefing & prayer**.
6. Program flow is reviewed:
    - Opening Prayer
    - Hymn
    - Scripture Reading
    - Congregational Prayer
    - Praise & Worship
    - Message

    - Reflection
    - Love Offering
    - Closing

1.4.2 Presider Opens the Service (11:00 AM)

Presider goes to the stage and performs the following:

1. Gives **opening announcements**.
2. Reminds the congregation of:
    - Etiquette
    - House rules
    - Phone reminders
    - Seating adjustments
3. At exactly **11:00 AM**, presider starts the service officially.

1.4.3 Opening Prayer

- Assigned to trainees, workers, or leaders from Biblical Education.
- Prayer must be brief, focused, and reverent.

1.4.4 Hymnal (Baptist Format)

- Presider calls the worship team pianist and singer for **ONE hymn**.
- Full band is **not** used.
- Soon to incorporate **Lyric/Hymn Book**:
  - Pages announced by presider
  - Backup in case PowerPoint fails
  - Regularly updated by Multimedia

1.4.5 Scripture Reading

- Presider calls the assigned reader.
- Scripture must be read clearly and solemnly.

1.4.6 Congregational Prayer

The presider calls the assigned person who:

1. Gives a **short prayer exhortation** (1–2 minutes).
2. Reads aloud the **prayer items**.
3. Leads the congregation in prayer.

1.4.7 Praise and Worship

- Worship team automatically proceeds to the stage after congregational prayer.
- No further announcement needed.
- Worship set led by worship leader as scheduled.

1.4.8 Reflection & Sharing Transition

After praise and worship:

1. Presider returns to the pulpit.
2. Gives a **short reflection** or transition message.
3. Introduces the pastor: “We now welcome our Pastor for the message of the Lord.”

1.4.9 Preaching of the Word

- Minimum: **45 minutes**
- Maximum: **1 hour**
- Pastor delivers the sermon aligned with the weekly theme or divine inspiration.

1.4.10 Reflection Groups (15 Minutes)

After the preaching:

1. Congregation breaks into **small reflection groups**.
2. Members discuss:
    - Key points of the sermon
    - Applications
    - Prayer needs
3. Workers and leaders assist in group facilitation.

1.4.11 Communion Procedure (First Sunday of the Month Only)

If it is **Communion Sunday**, the flow is:

1. Preaching ends
2. Pastor immediately conducts the **Communion Service**
3. Reflection Groups (15 minutes)
4. Proceed to Love Offering

Communion comes **before** reflection.

1.4.12 Love Offering

- After reflection, presider calls the assigned person to pray for the offering.
- Love offering is collected by ushers.

Worship Team then sings “Give Thanks”
(Currently our only standard post-offering song; subject to change once team expands repertoire.)

1.5 Post-Service Procedure

1. Presider gives closing announcements.
2. Assigned person gives closing prayer (if part of program).
3. Worship team plays exit music if available.
4. Workers begin cleanup:
    - Technical team shuts down equipment
    - Ushers arrange chairs
    - Worship team stores instruments

1.6 Notes on Flexibility

- All times (10 AM call time, 11 AM service start) are **subject to change** depending on:
    - Special events
    - Holidays
    - Pastoral directives
- Any change must be announced clearly to all workers and in the group chats.

1.7 Church Announcements

The presider returns to the pulpit and announces:

1. **Weekly Schedule** (all Bible studies, worship rehearsals, feeding programs, and midweek activities).
2. **Special Events**
    - Trainings
    - Conferences
    - Celebrations
    - Outreach programs

Announcements must be:

- Clear
- Complete
- Delivered in a calm, orderly manner

1.8. Birthday Celebrants

After the announcements, the presider proceeds with:

Birthday Recognition Procedure

1. The presider asks all members with birthdays for the week/month to **come forward**.
2. The presider or an assigned leader **prays** for:
    - Their spiritual growth

- Protection
- Health
- Blessings

This segment fosters community and honors members.

1.9. Dedication Procedure (Child or Property)

This procedure outlines the proper steps for conducting a **Child Dedication** or **Property Dedication** (vehicle, house, or other possessions) during a scheduled worship service or special ceremony.

1.9.1 Announcement by the Presider

The Presider formally announces the dedication and invites the individuals involved to come forward.
This serves to prepare the congregation and transition the service into a moment of consecration.

(Ensure that all pertinent information has been accurately gathered, documented, and made available.)

Scriptural Foundation:

- *"Children are a heritage from the LORD…"* — **Psalm 127:3**
- *"Commit to the LORD whatever you do, and He will establish your plans."* — **Proverbs 16:3**

1.9.2 Presentation of the Child or Property

1. Child Dedication

The parents, together with the child, proceed to the front of the sanctuary to present the child before the Lord and the congregation.

2. Property Dedication

- **Vehicle Dedication:**
  The vehicle must be physically present in the church vicinity, accessible for the ceremonial blessing.

- **House or Property Dedication:**
  The owners stand in front of the congregation to represent the property being dedicated. (A separate on-site blessing may be scheduled when necessary.)

Scriptural Foundation:

- *"As for me and my house, we will serve the LORD."* — **Joshua 24:15**

- *"Every good and perfect gift is from above…"* — **James 1:17**

1.9.3. Dedication Rites by the Pastor

The Pastor or Associate Pastor officiates the dedication, ensuring that the ritual reflects biblical stewardship and the church's doctrinal standards.

The Dedication Rites Includes:

1. **A Brief Exhortation**

   - On parental/God-parent responsibility for child dedication

   - On stewardship and consecration for property dedication

   - Emphasis on honoring God with all that He has entrusted
     (Deuteronomy 6:5–7; 1 Corinthians 4:2)

2. **Prayer of Blessing**
    - Over the child: protection, growth, spiritual guidance
    - Over the property: safety, purpose, and dedication for God's glory
      (Numbers 6:24–26; Psalm 121)
3. **Formal Presentation to the Congregation**
   The Pastor acknowledges the family or property before the congregation, affirming their commitment to honor the Lord through this dedication.
   The congregation may be invited to stand in agreement and support.

1.9.4 Purpose of Dedication

Dedication does not confer salvation or special status but serves as:

- A **public commitment** to honor God
- An act of **stewardship** over God-given blessings
- An expression of **gratitude and surrender**
- A declaration that the family or property will be used for the Lord's glory

Scriptural Foundation:

- *"Present your bodies as a living sacrifice, holy and acceptable to God…"* — **Romans 12:1**
- *"It is required that those who have been given a trust must prove faithful."* — **1 Corinthians 4:2**
    -

This is always conducted **after announcements** but **before the final closing prayer**.

1.9.5 Closing Prayer and Benediction

Who Must Handle This?

- **Strictly the Pastor or Associate Pastor**
- Only someone from the **Pastoral Department** may perform the benediction

Procedure:

1. Presider invites the Pastor/Associate Pastor to close the service.
2. Pastor gives:
    - Closing remarks (brief)
    - Closing prayer
    - **Benediction** (formal scriptural blessing)

This marks the official dismissal of the worship service.

1.9.6 Food Fellowship (Transitional Practice)

After the benediction:

- A designated person may be called to pray for the **food and fellowship**.
- Members may proceed to the fellowship area.

Important Note :

Food fellowship is a temporary practice.
As COPM grows, the food fellowship **will eventually be removed or limited** to special occasions only.

This is to:

- Reduce unnecessary expenses
- Maintain order and focus
- Simplify post-service operations
- Allow smoother transitions for larger congregations

For now, food fellowship is still practiced until the leadership implements the change.

CHAPTER 2 – OFFERING PROCEDURES

2.1 Purpose of This Procedure

This section outlines the **proper, orderly, and biblical procedure** for receiving, handling, and promoting offering during worship services.
The goal is to maintain:

- Reverence
- Integrity
- Consistency
- Accountability
- Cheerful giving, not forced giving

2.2 Pre-Offering Procedure

2.2.1 Assignment of Prayer Leader

Before the offering begins:

- The **Presider** calls the **assigned leader/worker** who will pray for the offering.
- Those assigned must be:
    - Leaders
    - Workers
    - Trainees from Biblical Education
    - Individuals prepared spiritually to pray publicly

This prayer must be:

- Reverent
- Focused on thanksgiving
- Motivational but **never coercive**

2.3 During Offering

2.3.1 Offering Commencement

Once the prayer is finished:

- Ushers prepare and move forward with offering baskets.
- The congregation gives their offering voluntarily.

2.3.2 Background Music

During offering:

- A live background music is played.
- The default song is **“Give Thanks”**.
- The worship team may add or change songs in the future, but it must always align with:
    - Thanksgiving
    - Worship
    - Stewardship
    - Giving to the Lord

Songs must be **theme-appropriate** to the act of giving.

2.4 Teaching on Giving (Doctrinal and Procedural Guideline)

Offering must always be taught in the church as:

2.4.1 Cheerful Giving (Primary Principle)

Giving must never be forced.

2 Corinthians 9:7

> "Each one must give as he has decided in his heart, **not reluctantly or under compulsion**, for God loves a cheerful giver."

This principle governs all giving in COPM.

2.4.2 Teaching Tithes (10%)

Tithing is biblical and encouraged in COPM.
However:

- **It is NOT imposed.**
- **It is NOT required for membership.**
- **It is NOT demanded of anyone.**

Tithing is taught as:

> **A byproduct of a true relationship with the Lord**,
> **a result of deeper understanding**,
> **and an act of worship**,
> **not compulsion**.

Biblical Basis for Tithing

- **Malachi 3:10** – "Bring the whole tithe into the storehouse…"
- **Genesis 14:20** – Abraham gave Melchizedek a tenth.

- **Proverbs 3:9** – “Honor the Lord with your wealth…”

Teaching emphasis:

- Tithing is **voluntary**, flowing from revelation and maturity.
- As people grow spiritually, the 10% principle naturally becomes part of their worship life.

2.4.3 Giving as Worship

Members must understand that giving is:

- An act of gratitude
- A form of spiritual formation
- A participation in God’s ministry

It is **not a payment**, **not a requirement**, and **not an obligation**.

The heart behind giving is more important than the amount.

2.5 Offering Collection Procedure (Ushers)

During offering:

1. Ushers stand at assigned aisle positions.
2. When presider signals, ushers begin collecting.
3. Movement must be:
    - Quiet

    - Respectful
    - Orderly
4. Ushers hold baskets securely and move in a synchronized flow.
5. After collection, baskets are brought to the designated secure table or room.

2.6 Post-Offering Handling Procedure

2.6.1 Counting the Offering

As previously defined in the Operations Manual:

- **Three persons** are required:
    - One counter
    - Two witnesses
- All must sign the tally sheet.
- Counting must be done **immediately after the service**.

2.6.2 Recording

- The Treasurer records the final amount.
- Any designated funds or pledges are noted separately.
- Love Gifts intended for specific persons are **not recorded** in the treasury.

2.7 Pastoral Emphasis on Voluntary Giving

The presider and leaders must always remember:

- We **do not pressure people**.
- We **do not shame non-givers**.
- We **do not manipulate emotions** for giving.
- We **focus on worship, gratitude, and truth**, not on amount.

Giving must remain an **act of love**, not obligation.

2.8 Summary of Offering Flow

1. Presider calls offering leader
2. Offering prayer
3. Background music begins
4. Ushers collect offering
5. Presider proceeds with announcements, birthdays, dedications, etc.
6. After service, the counting team handles the offering
7. Treasurer records and secures the funds

CHAPTER 3 – HOLY COMMUNION & BAPTISM PROCEDURES

3.1 HOLY COMMUNION PROCEDURE

3.1.1 Purpose and Biblical Foundation

Holy Communion (The Lord's Supper) is a sacred ordinance established by Christ and taught by the Apostle Paul.

1 Corinthians 11:23–26

> "For I received from the Lord what I also delivered unto you…"

This ordinance commemorates:

- The body and blood of Christ
- His sacrifice
- His death and resurrection
- His promise to return

Communion is also a **spiritual reminder** of our covenant with Christ.

3.1.2 Who May Participate

According to **1 Corinthians 11:27–29**, those who are:

- **Born-again believers**
- **Spiritually enlightened**

- **Have examined themselves**

may partake.

Warning:
Anyone who partakes without true understanding *"drinks judgment upon himself."*

Procedure for Non-Believers or Unsure Individuals

Before distributing the elements:

- The Pastor leads a **Prayer of Acceptance**
  (so that anyone who wishes may receive Christ and partake worthily).

Those who still do not desire to accept Christ must **not** join Communion for their own protection.

3.1.3 Communion Service Flow

Step 1: Short Exhortation

The Pastor gives a brief explanation covering:

- Meaning of Communion
- Importance of examination of self
- Scriptural reminders from 1 Corinthians 11

Duration: 2–3 minutes.

Step 2: Prayer For the realization of salvation

The Pastor leads:

- A short salvation prayer
- Invitation for anyone wishing to join communion worthily

- Assurance of Christ's forgiveness

Step 3: Preparation of the Elements

Two assigned leaders (or deacons/workers):

- Stand in front holding the trays containing bread and juice.
- One prays for the **bread**, the other for the **cup (juice/wine)**.

This may be reversed depending on instruction.

Step 4: Distribution of the Elements

After both prayers:

- Pastor instructs leaders to distribute the elements.
- Ushers assist if needed.
- Congregation must wait until all have received both elements.

Step 5: Partaking of the Bread

Once everyone has the elements:

1. Pastor prays a short prayer of thanksgiving for the bread.
2. Pastor quotes Scripture:

   "This is My body, which is broken for you…"

3. Congregation eats the bread together.

Step 6: Partaking of the Cup

1. Pastor instructs the congregation to raise the cup.
2. Pastor quotes:

   "This cup is the new covenant in My blood…"

3. Congregation drinks together.

Step 7: Closing Communion Prayer

Pastor prays:

- Thanksgiving
- Reminder of Christ's sacrifice
- His soon return

Communion ends officially after this closing prayer.

3.2 WATER BAPTISM PROCEDURE

3.2.1 Requirement for Baptism

Before baptism, each candidate must:

- Attend and complete the **Membership Class (4 sessions)**
- Understand salvation

- Understand the meaning and commitment of baptism
- Publicly profess faith in Jesus Christ

No candidate may be baptized without completing membership training.

3.2.2 Biblical Basis for Baptism

COPM practices **baptism by immersion** because it is the biblical model.

Scriptural Bases

- **Matthew 3:16** — Jesus came up "out of the water"
- **Romans 6:3–4** — symbol of death and resurrection
- **Acts 8:38–39** — they "went down into the water"

Symbolic Meaning

- Going **under water** = death of old life
- Coming **out of water** = resurrection / new life in Christ
- Public testimony of faith

3.2.3 Baptism Day Procedure

Step 1: Opening Exhortation

Pastor explains:

- Meaning of baptism
- Public declaration

- Symbol of Christ's resurrection
- Commitment to following Christ

Step 2: Prayer Before Baptism

Pastor leads:

- Prayer of blessing
- Prayer of dedication for each candidate

Step 3: Baptism Proper

One by one:

1. Candidate enters the water.
2. Pastor asks:

   "Do you accept Jesus Christ as your Lord and Savior?"

3. Candidate answers "Yes."
4. Pastor baptizes the person:

   "I baptize you in the name of the Father, the Son, and the Holy Spirit."

5. Candidate is submerged and lifted up (symbolizing Romans 6:4).

Step 4: Post-Baptism Acknowledgment

After all candidates are baptized:

- Pastor welcomes them formally as members.
- Leaders congratulate them.
- Pictures may be taken for documentation and celebration.
- Certificate of Baptism may be issued (optional but recommended).

Step 5: Fellowship or Closing Prayer

Depending on location and schedule:

- A short prayer of thanksgiving is offered.
- Fellowship may follow (optional).

CHAPTER 4 – OFFERING COUNTING & TREASURY PROCEDURES

4.1 Purpose

This procedure ensures that the counting, recording, and handling of all church funds are done with integrity, accuracy, and transparency.
Three principles guide this system:

1. **Accountability**
2. **Transparency**
3. **Proper stewardship** (1 Corinthians 4:2)

4.2 The Counting Team

4.2.1 Required Personnel

The offering must be counted by **three people**:

1. **One (1) Counter** – handles the physical counting
2. **Two (2) Witnesses** – verify the amount and confirm accuracy

No counting must happen without the complete team present.

4.2.2 Acceptable Personnel

- Trusted workers
- Leaders
- Treasurer (optional as recorder, not required as counter)

4.3 Counting Procedure

Step 1 – Gather All Collected Funds

This includes:

- Tithes
- Love Offering
- Loose offering
- Envelopes submitted during service
- Pledge envelopes (if applicable)

All are counted **as one collection**, because:

> **Everything placed in the offering basket is considered official church fund.**

Step 2 – Identify Special Envelopes

Some envelopes may have labels such as:

- “Love Gift”
- “Love Offering”
- “Pledge”
- “Tithes” (not required but sometimes indicated)

Procedure for each:

A. Love Gift (Designated - To a Person)

If envelope says **LOVE GIFT** and names a recipient:

- DO NOT include in the church fund count.

- The counting team simply confirms the amount inside.
- It is handed **directly to the intended person**.
- A simple acknowledgment signature may be collected (optional).

B. Love Offering (General - To the Church)

If envelope says **LOVE OFFERING** (no name indicated):

- Treated as church fund.
- Included in count with the other offerings.

C. Tithes

- All tithes placed in the basket are counted with general offering.
- Recorded as church fund.

D. Pledges

If pledge envelopes are present:

- Count the amount normally.
- Note the donor's name
- Indicate if the pledge is:
    - **Monthly**
    - **Quarterly**
    - **Annually**

If the donor requests anonymity:

- Simply mark **"Anonymous Donor"** on the voucher.

Step 3 – Complete the Tally Sheet

The tally sheet must include:

- Total collection amount
- Indicated special envelopes (Love Gift, Pledge)
- Time and date
- Names and signatures of:
    - Counter
    - Two witnesses

This document serves as the **proof of receipt**.

Step 4 – Turn Over to the Treasurer

After counting:

- Money is placed in a sealed envelope or bag.
- Tally sheet is attached.
- Treasurer signs the final acknowledgment.

No money should ever be handed to the Treasurer **without** a completed tally sheet.

4.4 Handling Funds from Non-Members

4.4.1 If Non-Member Gives Love Offering (For the Church)

- Treasurer receives it directly.
- Counted as church fund.

- Recorded under: **“Non-Member Love Offering.”**

4.4.2 If Non-Member Gives Love Gift (To a Specific Person)

Treasurer must ask:

> “Who is the recipient of this love gift?”

Then:

- Treasurer notes the name.
- Love gift is handed **directly to the recipient**.
- It is **not** recorded as church fund.

4.4.3 If Non-Member’s Intention Is Unclear

Treasurer must clarify:

- Is this **for the church**?
- Or **for a specific person**?

Funds must not be assumed and must be clarified.

4.5 Classification of Funds

4.5.1 Church Funds

These include:

- General Offering
- Tithes
- Love Offering (general)

- Non-member offering (intended for the church)
- Pledges
- Ways & Means income

These are recorded by the Treasurer and deposited or allocated according to finance policy.

4.5.2 Personal Love Gifts (Not Church Funds)

These include:

- Love gift intended for Pastor
- Love gift intended for a worker or leader
- Specific individual gifts

These are **not counted as church funds**.
They go directly to the recipient.

4.6 Recording and Documentation

The Treasurer must maintain:

- Offering Logbook
- Digital or paper records
- Copies of tally sheets
- List of designated offerings
- Pledge tracking sheets

Records must be updated weekly and available for pastoral review.

4.7 Key Rules Summary

1. **All offerings placed in the basket are counted as church funds**, unless marked "Love Gift to [Name]."

2. **Love Gifts to individuals do not enter the church treasury.**

3. **Three people must always count the offering.**

4. **Tally sheet must be signed by all three.**

5. **Treasurer must not receive money without documentation.**

6. **Non-member funds must be clarified and properly labeled.**

7. **Pledges must be identified as monthly, quarterly, or annual.**

CHAPTER 5 – USHERING PROCEDURES & WORSHIP TEAM PROCEDURES

5.1 USHERING PROCEDURES

5.1.1 Purpose of Ushering

The ushering ministry exists to:

- Welcome attenders with warmth
- Maintain order and flow during services
- Assist new members and guests
- Serve as the frontline representatives of COPM
- Provide guidance, information, and support to everyone entering the church

Ushers help create an atmosphere of **hospitality, reverence, and joy**.

Biblical Foundation

Romans 12:13

> "Practice hospitality."

Hebrews 13:2

> "Do not neglect to show hospitality to strangers…"

These verses reflect the spirit of ushering in COPM.

5.1.2 Qualifications of Ushers

Ushers must be:

- **Workers or leaders** who are trained
- Friendly and approachable
- Good communicators
- Spiritually mature
- Respectful and calm
- Able to assist without hesitation
- Willing to undergo ongoing training

Ushers represent the heart and culture of the church.

5.1.3 Ushering Procedure – Step-by-Step

Step 1: Pre-Service Positioning

- Ushers must be in place before attenders arrive.
- Two ushers stand at the **main entrance**.
- Another usher stays inside to guide people to their seats.
- All ushers must be smiling, pleasant, and ready to assist.

Step 2: Greeting and Welcoming

As attenders arrive:

- Say “Good morning, welcome to COPM!”
- Use warm gestures (smile, eye contact).

- Never ignore or overlook any person entering the church.
- For new attenders, ushers must:
    - Show sincerity
    - Ask basic courtesy questions if needed
    - Make them feel at home

Ushers help influence first impressions of the church.

Step 3: Guiding to Available Seats

- Ushers lead attenders to available, appropriate seating.
- Avoid seating newcomers in uncomfortable or isolated corners.
- Ensure families can sit together when possible.
- Maintain order even if the church becomes crowded.

Step 4: Assistance With Inquiries

Ushers must be prepared to assist with:

- Location of the comfort room
- Church programs
- Seating concerns
- Basic information about church services
- Questions from new attenders

If ushers cannot answer, they politely direct the person to a leader.

Step 5: Ongoing Monitoring During Service

Ushers:

- Maintain quiet observation
- Assist latecomers with minimal disruption
- Watch for needs (elderly, mothers with children, etc.)
- Ensure safety and order in the sanctuary

5.1.4 Attitude and Conduct of Ushers

Ushers must demonstrate:

- **Friendliness**
- **Patience**
- **Respect**
- **Gentleness**
- **Self-control**
- **Servant heart**

They must avoid:

- Harshness
- Impatience
- Ignoring guests
- Unnecessary conversation during service

The usher is a **ministry of warmth, order, and compassion**.

5.2 WORSHIP TEAM PROCEDURES

5.2.1 Purpose of the Worship Team

The worship team leads the congregation in worship through:

- Music
- Singing
- Spiritual preparation
- Scriptural alignment

They help usher the congregation into a posture of reverence toward the Lord.

Biblical Foundation

Psalm 33:3

> "Sing to Him a new song; play skillfully with a shout of joy."

John 4:24

> "Those who worship Him must worship in spirit and in truth."

The worship team ministers through excellence, truth, and devotion.

5.2.2 Membership Requirements for Worship Team

All worship team members must:

- Undergo **audition** (singers and musicians)
- Undergo **training**

- Complete **Biblical Education** classes
- Be spiritually grounded workers
- Demonstrate good character and discipline

Role Classification

- **Worship Leader** → Considered a **Leader**
- **Musicians & Singers** → Considered **Workers**

5.2.3 Devotion Requirement

Before practices or service, the worship team must:

- Conduct a **devotion**
- Pray together
- Align their hearts spiritually

This ensures:

- Unity
- Spiritual focus
- Purity of intention
- Readiness for worship ministry

Worship team ministry is not performance—it is spiritual service.

5.2.4 Oversight and Song Approval

Pastoral Oversight

- The **Pastor** has direct oversight over the entire worship team.
- The **Worship Leader** must be in continuous communication with the Pastor.

Song Evaluation

All songs must be:

- Doctrinally sound
- Christ-centered
- Biblically aligned
- Uplifting to Jesus alone

The Pastor:

- Reviews all lyrics
- Approves songs before they are included in the set
- Ensures no music contradicts doctrine or church identity

This prevents spiritual confusion and ensures purity in worship.

5.2.5 Audition Procedure for New Applicants

1. Applicant expresses desire to join the worship team.
2. Worship leader schedules an audition.
3. Applicant demonstrates:

    - Vocal ability
    - Musical proficiency
    - Rhythm & timing
    - Attitude and humility
4. If approved, applicant enters training phase.
5. Applicant must undergo **Biblical Education**, since worship team members are workers.
6. After completion, applicant may be scheduled on rotation.

5.2.6 Rehearsal Procedure

- Weekly rehearsals occur on **Saturday at 8 PM**.
- Rehearsal includes:
    - Devotion
    - Prayer
    - Technical alignment
    - Song polishing
    - Transitions

Musicians must arrive prepared, knowing their parts.

5.2.7 Conduct of Worship Team Members

Members must demonstrate:

- Discipline

- Punctuality
- Team spirit
- Respect
- Humility
- Sensitivity to the Holy Spirit

They must avoid:

- Pride
- Disunity
- Inappropriate conversations
- Late attendance without reason
- Bringing secular performance mindset into worship

5.2.8 PROGRAM FLOW PROCEDURES

5.2.9 Purpose of the Program Flow

The Program Flow ensures that every worship service follows:

- Order
- Excellence
- Discipline
- Spiritual alignment
- Smooth transitions

It minimizes confusion, prevents disorder, and supports the working of the Holy Spirit through structured service.

5.2.10 Assignment of Participants in the Program

Who Gets Assigned?

Primarily, those who are:

- **Currently undergoing training** (Biblical Education, leadership, worker training)
- **Recognized workers**
- **Leaders**
- **Trainees preparing for ministry roles**

Assignments are part of their **ministry development**.

Those who participate in training receive opportunities to:

- Lead prayers
- Read Scripture
- Conduct exhortations
- Serve in program elements

This helps them grow in ministry confidence and skill.

5.2.11 Program Lineup Assignments

Below is the standard pattern of assignments:

1. Presider / Service Host

- Usually a **trained leader**
- Must be confident, clear, and spiritually prepared
- Oversees the entire service flow
- Coordinates with Pastor and worship leader

---

2. Opening Prayer

Assigned to:

- Biblical Education trainees
- Workers
- Leaders
- Someone growing into public prayer ministry

They are rotated weekly.

---

3. Hymnal Lead

- The worship team pianist & vocalist provide the hymn.
- The presider cues the hymn segment.

---

4. Scripture Reader

Assigned to:

- Trainees

- Workers
- Leaders

Chosen for clarity, reverence, and good reading ability.

---

5. Congregational Prayer Leader

Assigned to:

- A leader or trained worker
- Someone capable of:
    - Giving a short exhortation
    - Reading prayer items clearly
    - Leading the public in unified prayer

---

6. Praise & Worship

Handled entirely by the **Worship Team**, under:

- Worship leader
- Pastor's oversight

Presider does *not* announce the worship team—they automatically proceed after congregation prayer.

---

7. Reflection Facilitators

After preaching:

- Workers and leaders help lead **small reflection groups**

- Trained individuals encourage:
    - Application
    - Sharing
    - Accountability
    - Prayer requests

---

8. Offering Prayer Leader

Assigned to:

- Workers
- Leaders
- People undergoing training

They should pray clearly and sincerely regarding giving.

---

9. Announcements

Handled by:

- The presider
- Or a designated announcements leader

They must:

- Deliver weekly schedule
- Mention activities
- Clarify events

- Introduce birthday celebrants
- Introduce baby dedications

---

10. Birthday Celebrant Prayer

Handled by:

- Presider or leader assigned to pray
- Congregation supports prayer

---

11. Baby Dedication

Performed only by:

- Pastor
- Associate Pastor

---

12. Closing Prayer & Benediction

Handled **strictly** by:

- Pastor
- Associate Pastor

This is a matter of pastoral authority and respect for biblical order.

---

13. Food Fellowship Prayer (Temporary Practice)

- Assigned to a leader or worker

- Optional depending on season
- Will eventually be phased out as ministry grows

5.2.12 Program Briefing Before Service

Before every service (10:00 AM), the presider gathers all participants for:

- Prayer
- Review of assignments
- Review of transitions
- Final instructions
- Coordination with worship team
- Coordination with multimedia

This ensures unified execution of the program flow.

5.2.13 Importance of Order in the Program

The Bible teaches that God is a God of order.

1 Corinthians 14:40

> “Let all things be done decently and in order.”

Thus, program flow procedures must be followed with discipline and reverence.

CHAPTER 6 – MULTIMEDIA, TECHNICAL, AND PRAYER MINISTRY PROCEDURES

6.1 MULTIMEDIA DEPARTMENT PROCEDURES

6.1.1 Purpose of the Multimedia Department

The Multimedia Department supports the ministry by managing all:

- Live streaming
- Audio/video recording
- PowerPoint presentations
- Graphics
- Online broadcasting
- Social media posts
- Visual aids
- Lighting and screen operation
- Photography and documentation

This department ensures that the message of the Gospel reaches the congregation and online audiences with clarity and excellence.

Biblical Basis

Psalm 96:3

> "Declare His glory among the nations…"

Technology is used to declare God's message effectively.

6.1.2 Qualifications and Requirements

All members of the Multimedia Department are considered **workers**.

Requirements for Joining:

1. Must be a **member** of COPM.
2. Must have a desire to serve in Multimedia.
3. Must undergo:
    - **Interview**
    - **Technical evaluation (basic skills)**
    - **Training period** of **8 weeks (2 months)**
4. Must complete the **Biblical Education Training** required for all workers.
5. Must demonstrate:
    - Discipline
    - Reliability
    - Ability to follow instructions
    - Respect for equipment
    - Calmness during stressful moments

6.1.3 8-Week Training Program

The training covers:

- Week 1–2: Basic orientation, ministry culture, worship service flow
- Week 3–4: Operating slides, projectors, basic design
- Week 5–6: Sound system basics, camera angles, livestream setup
- Week 7–8: Hands-on supervised service + evaluation

After training:

- The Multimedia Head evaluates readiness
- Final approval is given by the **Pastor**

Only after passing training may a person join the Multimedia rotation.

6.1.4 Responsibilities of Multimedia Workers

Multimedia workers must:

1. Prepare slides before service
2. Handle song lyrics accurately
3. Assist the worship team by timing slides properly
4. Manage live streaming with excellence
5. Record sermons clearly
6. Store and organize files weekly
7. Coordinate with:
    - Worship Leader
    - Technical Personnel
    - Pastor

6.1.5 Conduct and Attitude

Multimedia personnel must exhibit:

- Calmness
- Accuracy
- Respect
- No unnecessary talking inside the booth
- Full attention to the flow of the service

Mistakes should be corrected quietly and professionally.

6.2 TECHNICAL OPERATIONS PROCEDURES

6.2.1 Purpose

The Technical Department ensures that:

- Sound system
- Microphones
- Cameras
- Lighting
- Computers
- Streaming equipment

operate smoothly during services and events.

6.2.2 Pre-Service Technical Checklist

Before every service:

1. Test all microphones
2. Check cables and connectors
3. Ensure speakers are functioning
4. Verify livestream connection
5. Confirm PowerPoint slides
6. Adjust camera angles
7. Clean lenses if needed
8. Run a 5-minute audio test with worship team

6.2.3 Technical Duties During Service

- Adjust volume levels
- Monitor sound clarity
- Follow worship team transitions
- Mute/unmute microphones appropriately
- Monitor livestream health
- Fix unexpected issues swiftly

6.2.4 Post-Service Procedure

After the service:

1. Turn off all equipment
2. Safely unplug cables
3. Store microphones and batteries
4. Upload recordings to the designated folder
5. Report any damaged equipment to the Pastor

6.3 PRAYER MINISTRY PROCEDURES

6.3.1 Purpose of the Prayer Ministry

The Prayer Ministry consists of **intercessors** who pray:

- For the church
- For members
- For attenders
- For the pastor and leaders
- For all prayer requests submitted

Prayer Ministry provides spiritual covering and warfare for COPM.

Biblical Basis

James 5:16

> “The prayer of a righteous person is powerful and effective.”

6.3.2 Structure of the Prayer Ministry

The Prayer Ministry includes:

- **Prayer Leader / Intercessor Head**
- **Trained Intercessors**
- Members assigned to weekly prayer watches

Intercessors must:

- Be spiritually mature
- Be trained in prayer
- Live with integrity
- Exhibit humility and confidentiality

6.3.3 Handling of Prayer Requests

Step 1 – Receiving Requests

Prayer requests may come from:

- Church members
- Attenders
- Online viewers
- Messenger or chat groups
- Prayer box or prayer list

All requests must be routed first to the **Prayer Ministry Head**.

Step 2 – Documentation

The Prayer Head records:

- Name of requester
- Nature of request
- Urgency level
- Date received
- Whether follow-up prayer is needed

Step 3 – Confidentiality

Intercessors may **never gossip** about prayer requests.
All information is handled with strict privacy.

Step 4 – Distribution to Intercessors

The Prayer Head assigns each request to:

- Specific intercessors
- A prayer team
- Weekly prayer meetings

Requests must be prayed for faithfully.

Step 5 – Follow-Up

For healing, spiritual needs, or urgent requests:

- Prayer Ministry may follow up with the requester

- Updates reported to the Pastor only, not the whole church

6.3.4 Weekly Prayer Meeting Procedure

1. Opening Prayer
2. Devotion
3. Reading & assigning prayer requests
4. Corporate intercession
5. Closing prayer

6.3.5 Special Prayer Assignments

Prayer Ministry may be assigned to:

- Prayer covering for worship team
- Pre-service church prayer
- Pastoral covering
- Prayer during emergencies
- Overnight prayer watches (if implemented)

CHAPTER 7 — Membership Handling & Disciplinary Process

The membership handling and disciplinary procedures ensure that every member of Christ Our Portion Ministry is guided, nurtured, and corrected according to biblical standards. The purpose of this chapter is to protect the unity, doctrine, and vision of the church while promoting spiritual growth and accountability.

7.1 Membership Handling and Growth Monitoring

All new members are to be nurtured intentionally. The ministry leadership must ensure that each member is growing in accordance with the vision and standards of COPM.

Leaders' Responsibilities Include:

- Monitoring spiritual growth and participation
- Providing guidance and feedback when necessary
- Ensuring that members understand and adhere to church doctrines and guidelines
- Encouraging members to progress toward becoming workers, leaders, elders, and eventually core leaders (as God permits)

If a member demonstrates steady growth, teachability, and humility, they may be recommended for training toward higher responsibility.

7.2 Evaluation of Members

Regular evaluation helps ensure that members remain aligned with the church's vision and standards.

Evaluations may assess:

- Spiritual growth and consistency

- Respect for leadership and adherence to church rules
- Teachability and willingness to undergo training
- Proper conduct inside and outside the church
- Faithfulness in attendance and participation

If any member is found to be acting in a way contrary to the church's principles, corrective steps will be taken.

7.3 Handling Unruly or Unteachable Members

If a new or existing member shows behavior that is:

- Unruly
- Resistant to guidance
- Disrespectful toward leadership
- Causing confusion among other members
- Contrary to the church's doctrine or vision

Leaders must evaluate the situation carefully and determine the appropriate response.

Objective:
To protect the unity and purity of the ministry while giving the member a chance to repent and align with the church vision.

7.4 Application of the Disciplinary Clause

Discipline is applied according to the severity and repetition of the offense. All disciplinary actions must follow biblical guidelines and COPM policies.

Biblical Basis:

- **Titus 3:10** — “Warn a divisive person once, and then a second time. After that, have nothing to do with them.”
- **Romans 16:17** — “Watch out for those who cause divisions… Keep away from them.”

7.4.1 Simple Violations

Examples include minor misconduct or repeated disobedience.

Procedure:

- 1st offense — verbal reminder
- 2nd offense — formal warning
- 3rd offense — disciplinary action (6-month suspension or other corrective measure)

7.4.2 Major Violations (Rebellion or Wickedness)

Includes:

- Undermining leaders or pastors
- Spreading divisive conversations
- Secretly influencing members against leadership
- Speaking negatively or disrespectfully behind leaders’ backs
- Attempting to alter doctrine or vision
- Persistent refusal to submit to biblical correction

Procedure:

- Two warnings (as per Titus 3:10)
- On the third offense → **Excommunication** / Removal from the group
    - Purpose is not to destroy the person

    - But to **protect the flock from influence**
    - And to **turn the person over to God for discipline**

Important Clarification:

Excommunication is not punishment—it is **protection**:

- To stop the spread of poisonous influence
- To preserve the unity and direction of the church
- To allow the offender space for reflection and repentance
- To prevent long-term damage to the ministry

7.5 Procedure After Discipline

If suspended:

- Member is temporarily removed from leadership or ministry work
- Member undergoes counseling or mentoring
- Pastor evaluates restoration path

If excommunicated:

- Member is removed from group chats and ministry connections
- Leaders and members are instructed not to engage the person in ministry matters
- Not because of hatred, but to prevent continued influence
- Biblical example: the casting out of Lucifer from heaven (Isaiah 14; Revelation 12)

“Redense and Multiply” Principle

Instead of “Divide and Multiply,” COPM uses **Redense and Multiply**, meaning:

If a person cannot agree with the vision,
➡ They may leave peacefully,
➡ And are encouraged to start their own ministry or work elsewhere as the Lord leads.

This prevents rebellion and promotes the multiplication of God’s work in peace.

7.6 Final Authority

The final judgment in all matters of discipline rests with the **Pastor**, after:

- Hearing both sides
- Evaluating evidence
- Listening to witnesses
- Praying for discernment

The Pastor acts as the **shepherd and guardian** of the vision, doctrine, and unity of COPM.

CHAPTER 8 — Kids Ministry Procedures

The Kids Ministry exists to provide age-appropriate biblical education, discipleship, and fellowship for children within COPM, ensuring that each child grows in the knowledge of Christ in a safe, nurturing environment.

8.1 Age Classification

The Kids Ministry accommodates children within the ages of:

- **5 to 12 years old**

Children younger than 5 may attend only under parental supervision.

8.2 Leadership and Accountability

- The **Kids Ministry Leader** oversees lesson planning, teaching schedules, activities, and child safety.
- All Kids Ministry workers serve under the direct **supervision of the Pastor**.
- Teachers must be:
    - Members in good standing
    - Trained through COPM Biblical Education
    - Background-checked as the ministry grows

8.3 Teaching Standards

- Lessons must be **biblically grounded**, simple, and age-appropriate.

- Teaching must follow the **COPM doctrinal standards**.
- No teacher may introduce personal interpretation outside approved materials.

Scripture Basis:

- *“Train up a child in the way he should go…”* — **Proverbs 22:6**

8.4 Safety Procedures

- Children must be supervised at all times.
- No child may leave the room without a teacher’s approval.
- Emergency contact information must be accessible.
- Ushers should assist in guiding parents during pickup.

8.5 Activities

- Bible lessons
- Memory verses
- Worship songs
- Crafts and worksheets
- Occasional outreach or feeding programs (as approved)

CHAPTER 9 — Youth Ministry Procedures

The Youth Ministry provides discipleship and training for young believers transitioning into maturity, preparing them for future leadership within the church.

9.1 Age Classification

Youth Ministry includes:

- Ages **13 to 19**
- Members older than 19 who are still studying may remain until graduation
- Those who start working enter the **Young Professionals** group

---

9.2 Leadership & Accountability

- The **Youth Ministry Leader** reports directly to the Pastor.
- Youth workers must be:
    - Baptized members
    - Undergoing or completed leadership training
    - Spiritually mature and teachable

9.3 Youth Biblical Education

Youth must undergo:

- Age-appropriate biblical discipleship

- Foundational theology lessons
- Character development training
- Sessions on Christian conduct, purity, and service

Scripture Basis:

- *"Let no one despise your youth…"* — **1 Timothy 4:12**

9.4 Activities

- Weekly youth fellowship or Bible study
- Worship
- Training camps (as approved)
- Service opportunities in the church

CHAPTER 10 — Emergency & Safety Procedures

Proper emergency response ensures the safety of all members during worship services and activities.

10.1 Roles of Ushers

- The Ushers are the **primary responders** for emergencies inside the church.
- They must:
    - Maintain order
    - Assist people during unexpected situations
    - Guide members to exits
    - Communicate with the Pastor quickly

10.2 First Aid

- First aid kits must be available at all times.
- If medical escalation is necessary:
    - Immediate family must be notified
    - Emergency services must be called

10.3 Security Escalation

If disturbances occur (fights, intruders, hostile persons):

1. Leadership makes the first attempt to de-escalate.
2. If threat persists, **call local police** immediately.
3. Ushers secure doors and guide members to safety.

10.4 Off-site Emergencies

During off-site ministry (house dedication, Bible study, etc.):

- Leaders must evaluate the environment
- Identify safe exits
- Inform participants of safety procedures

CHAPTER 11 — Leaders' Meeting Procedures

Meetings ensure unity, planning, and doctrinal alignment.

11.1 Types of Meetings

- **Annual Directional Meeting**
  Reviews vision, accomplishments, and goals.

- **Quarterly Evaluation Meeting**
  Discusses ministries, workers, and new updates.

- **Emergency Meeting**
  Called by the Pastor for urgent matters.

11.2 Meeting Standards

- Pastor presides over all meetings.

- All decisions must align with:

  - Church vision

  - Doctrinal standards

  - Established policies

- No discussions that:

  - Promote division

  - Attack leadership

  - Deviate from the vision

11.3 Meeting Process

1. Opening prayer
2. Agenda review
3. Reports and updates
4. Evaluation of ministries
5. Plans and assignments
6. Closing prayer

11.4 Accountability

Leaders must:

- Arrive on time
- Maintain confidentiality
- Uphold unity
- Submit to pastoral authority

CHAPTER 12 — Special Events Procedures

This chapter outlines the formal procedures for conducting special events in COPM, including weddings, funerals, dedications, and major church activities.

12.1 General Guidelines for All Special Events

All special events must:

- Honor God and uphold biblical principles
- Follow COPM doctrine and policies
- Be overseen by the Pastor or appointed ministry leader
- Be scheduled through the church office
- Ensure safety, order, and reverence

A Special Event Request Form must be submitted before approval.

12.2 Child Dedication Procedure

Child dedication is a public commitment by the parents to raise their child in the fear of the Lord.

12.2.1 Requirements

- Parents must attend a short orientation
- The child must be present during the service
- Must be scheduled at least 1 week in advance

12.2.2 Procedure

1. Presider announces the dedication
2. Parents and child come to the front
3. Pastor gives exhortation (Proverbs 22:6)
4. Pastor prays over the child
5. The child is presented to the congregation

12.3 Property Dedication Procedure (Car / House / Business)

12.3.1 Requirements

- Must be scheduled in advance
- For vehicles: must be present in church vicinity
- For houses/businesses: owners stand to represent the property; on-site visit optional

Biblical Basis:

- Joshua 24:15
- Proverbs 16:3

12.3.2 Procedure

1. Presider announces the dedication
2. Owners stand in front (or event held at location)
3. Pastor gives exhortation on stewardship
4. Pastor prays for blessing and protection

5. Congregational acknowledgment

12.4 Weddings

12.4.1 Requirements

- Couple must undergo premarital counseling
- Wedding form submitted at least 1 month before
- Must comply with legal marriage registration

12.4.2 Procedure

1. Pastor or associate pastor officiates
2. Ceremony follows biblical marriage standards (Genesis 2:24, Ephesians 5:22–33)
3. Rehearsal recommended
4. Church facility usage must be coordinated

12.5 Funerals / Memorial Services

12.5.1 Guidelines

- Scheduled through the Pastor
- The message must uphold the Gospel and offer comfort

12.5.2 Procedure

1. Opening prayer
2. Eulogy (optional)
3. Pastor’s message
4. Final blessing
5. Graveside rites if requested

Scripture: 1 Thessalonians 4:13–18

12.6 Major Church Events (Anniversaries, Conferences, Outreach)

Procedure

1. Proposed by a ministry head
2. Approved by Pastor
3. Committee formed
4. Budget submitted and approved
5. Program flow drafted
6. Coordination with all involved ministries

CHAPTER 13 — Facility Use & Maintenance Procedures

This chapter ensures the church building and equipment are used respectfully, safely, and maintained in good condition.

13.1 General Building Guidelines

- The church facility is dedicated to the Lord (Psalm 122:1).
- Cleanliness, reverence, and order must be maintained.
- No unauthorized individuals may stay or use equipment.

13.2 Facility Use Procedures

13.2.1 Scheduling Facility Use

All use of the church building must be:

- Scheduled through the church office
- Approved by the Pastor
- Entered into the official calendar

Events requiring building use include:

- Weddings
- Prayer meetings
- Rehearsals

- Leadership meetings
- Youth gatherings

13.2.2 Rules for Users

- No rearranging major fixtures without permission
- Clean-up after use
- Lights, fans, air-conditioners must be turned off
- Doors must be locked after event

13.3 Equipment Use Procedures

Equipment includes:

- Sound system
- Musical instruments
- Projectors / screens
- Computers
- Chairs and podiums

Usage Rules:

- Only trained personnel may operate technical equipment
- Worship team members must request permission before instrument use
- No equipment may be taken off-site without written approval

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13.4 Sound System & Musical Instruments Care

Sound System

- Only multimedia workers may operate
- Volume levels must follow COPM acoustics standards
- Equipment must be covered after use

Musical Instruments

- No eating or drinking near instruments
- Instruments must be tuned and maintained
- Repairs require approval

13.5 Cleaning & Maintenance Protocol

Regular Cleaning

- Ushers or assigned workers clean before/after service
- Floors swept and mopped
- Comfort rooms sanitized
- Trash properly disposed

Monthly Maintenance

- Check wiring

- Inspect sound equipment
- Evaluate instrument condition
- Check roofs, leaks, ventilation

Annual Maintenance

- Building inspection for safety
- Repainting (if necessary)
- Electrical systems evaluation

13.6 Keys and Access Control

- Only authorized leaders hold facility keys
- Duplicate keys must be approved by the Pastor
- Any lost key must be reported immediately

CHAPTER 14 — Administrative Procedures

The purpose of this chapter is to establish clear administrative standards for all ministries, leaders, workers, and departments of Christ Our Portion Ministry, ensuring order, accountability, and efficiency in all internal operations.

14.1 General Administrative Standards

All administrative activities must:

- Uphold biblical principles of integrity and stewardship
- Follow COPM policies, doctrines, and chain of command
- Maintain confidentiality and accuracy
- Support the church's mission, vision, and progression system

Scripture Basis:

- *"Let everything be done decently and in order."* — 1 Corinthians 14:40
- *"It is required in stewards that a man be found faithful."* — 1 Corinthians 4:2

14.2 Communication Protocols

14.2.1 Internal Communication

- All ministry-related communication must flow **through the Pastor** or assigned ministry heads.
- No leader or member may communicate to the **Mother Church (New York)** directly.

    - The Pastor is the **only official point of contact**.
- For internal concerns:
    - Members → Workers → Leaders → Elders → Pastor
- No bypassing of leadership unless in emergencies.

14.2.2 Use of Official Platforms

- Only authorized persons may post on:
    - Church Facebook Page
    - Livestream platforms
    - Official group chats
- Media uploads must be doctrinally sound and approved by the Pastor.

14.2.3 Confidentiality

- Sensitive issues must not be shared outside leadership circles.
- Prayer requests involving private matters must be handled discreetly.

14.3 Documentation Procedures

14.3.1 Membership Documents

- Membership forms must be:
    - Recorded
    - Filed
    - Stored in a secure area

- Only the Pastor, Secretary, and assigned administrator may access them.

14.3.2 Dedication, Baptism & Wedding Records

All special events must be recorded:

- Name(s)
- Date
- Officiating Pastor
- Certificate issued

These records must be kept in the official church archive.

14.3.3 Financial Documents

Handled ONLY by:

- Treasurer
- Assistant Treasurer
- Pastor

Documents include:

- Offering logs
- Pledge records
- Expense receipts
- Fund transfer forms

All records must be kept **accurate** and **up to date**.

14.4 Scheduling & Calendar Management

14.4.1 Ministry Calendar

- All ministry events, special services, and programs must be logged into the **Official COPM Calendar**.
- Scheduling goes through:
    - Ministry Leader → Pastor
- Conflicting schedules must be resolved immediately.

14.4.2 Use of Church Facility

- Must follow Chapter 13 rules
- All facility bookings must be approved
- Events cannot overlap unless approved by the Pastor

14.5 Incident Reporting Procedure

If any incident occurs (injury, property damage, misconduct):

1. The witness or leader reports it immediately to the Pastor
2. An **Incident Report Form** is filled out
3. The Pastor investigates
4. Resolution steps are documented
5. If discipline is needed → Follow Chapter 7
6. Reports are stored for future reference

Confidential details may only be discussed by leadership.

14.6 Record Keeping and Archiving

The following must be archived:

14.6.1 Administrative Records

- Membership lists
- Attendance sheets
- Ministry reports
- Certificates issued
- Meeting minutes

14.6.2 Digital Records

- Sermon videos
- Sermon outlines
- Worship schedules
- Multimedia files

14.6.3 Financial Records

- Monthly ledger
- Annual financial summary
- Audit reports (if applicable)

Retention Period:

- **5 years minimum**, unless required longer

14.7 Receiving and Handling Requests

14.7.1 Ministry Requests

All ministry requests (events, purchasing, schedule changes) must be:

- Written or sent formally
- Reviewed by ministry leader
- Approved by the Pastor

14.7.2 Personal Counseling Requests

- Members may request counseling
- Pastor or Associate Pastor will schedule a meeting
- Counseling details remain confidential

14.8 Administrative Team Responsibilities

If COPM assigns administrative workers, they must:

- Maintain records accurately
- Manage communication channels
- Assist in scheduling
- Support ministry heads

- Uphold confidentiality
- Submit reports on time

Administration must always serve with integrity and respect.

14.9 Administrative Conduct

All administrative workers and leaders must:

- Avoid gossip and slander
- Avoid creating division
- Uphold church doctrine
- Maintain professionalism
- Submit to pastoral authority
- Communicate respectfully

Scripture Basis:

- *"Do not let any unwholesome talk come out of your mouths…"* — Ephesians 4:29
- *"Obey your leaders and submit to them…"* — Hebrews 13:17

END