



The Pentecostal Assemblies
of Newfoundland and Labrador

DEPARTMENT OF CHURCH MINISTRIES

Policies and Procedures

May 2013

CONTENTS

World Missions.....	1
Education	
Promotion	
General Missionary Giving	
Self-Directed Giving	
FINANCES.	1
Record Keeping	
Designated Offerings	
Tithing	
Budget	
PARTNERSHIP IN MINISTRY.....	4
Ministry Assessment	
Implementation	
PROJECTS.....	6
Identification	
Approval	
Financing	
Implementation	
Evaluation	
PRESBYTERY MEETINGS.....	8
Attendance	
Report	
Interaction	
RELATIONSHIPS/COMMUNICATIONS.....	9
Local Assembly Executive Committee Members	
Pastoral Staff	
Church Board	
Assembly Members	
Ministry Reps	
EVENTS.	10
Definition	
Purpose	
Plans	
Budget	

LOCAL ASSEMBLY MINISTRIES.	14
Setting in Order	
Elections/Appointments	
Personnel	
MEETINGS.	18
Meetings	

DISCIPLESHIP TRAINING.	20
Curriculum	
Practices	
Ministry Teams	
Local Assembly Church Ministries Committee	
GIFTS, BONUSES & HONORARIA.	22
Annual Recognition of Ministries Directors	
Event Honoraria	
Event Expenses	
SCHEDULE CM1 - Remittance Form	
SCHEDULE CM2 - Local Ministry Annual Budget	
SCHEDULE CM3 - Ministry Event Budget	
SCHEDULE CM4 - Ministry Event Evaluation	
SCHEDULE CM5 - Cash Journal	
SCHEDULE CM6 - Event Planning Checklist	
SCHEDULE CM7 - Event Planning Time Line	
SCHEDULE CM8 - Sample Event Feedback Form	

WORLD MISSIONS

All ministries should prayerfully and financially support The Pentecostal Assemblies of Newfoundland and Labrador World Missions initiatives.

PROCEDURES

Education

Each person, from an early age, should be informed regularly concerning World Missions. The information shared should include:

1. Personnel and family members
2. Where they are ministering
3. Plans they are implementing
4. Prayer requests

Promotion

Promotion is vital if we are to teach our people concerning World Missions, both overseas and at home. A variety of resources for various age levels and groups are available through our Head Office.

General Missionary Giving

1. Setting an annual goal and/or itemizing same as part of your Budget should be done before the outset of the new year.
2. A monthly update should be shared with the group for accountability, information and motivation purposes.
3. All World Missions monies received monthly, with accompanying remittance form, should be forwarded within seven (7) days to The Pentecostal Assemblies of Newfoundland and Labrador.

Self-Directed Giving

Some groups may wish to commit themselves to supporting all or part of projects approved by The Pentecostal Assemblies of Newfoundland and Labrador World Missions, both overseas and at home. Your pastor should be consulted before introducing the self-directed giving concept to the local group. Prior approval for specific projects should be obtained from the appropriate General Executive Officer.

FINANCES

Accurate recording of all monies received and disbursed at all levels of ministry shall be done in accordance with the general rules of bookkeeping.

PROCEDURES

Record Keeping

1. Records

An appropriate financial record should be used to maintain systematic recording of all monies received (e.g. contribution cards) and disbursed.

The information on individual contributions shall be kept strictly confidential.

2. Receipts

- a. Official receipts are to bear the name of the local assembly and the business number provided by Revenue Canada.
- b. Normally, the assembly Treasurer would issue a receipt annually to all donors.
- c. The amount receipted is the total of the individuals recorded contributions for the calendar year.
- d. Each assembly should have guidelines regarding this procedure.

3. Invoices

- a. All invoices are to be paid promptly to avoid undue interest costs and/or poor credit rating.
- b. Approval for payment of invoices should be given by the local group leader or another designated person, along with the Treasurer.
- c. Invoices are to be checked for accuracy of items invoiced and addition.
- d. All invoices should be paid by cheque.
- e. The cheque number and date paid should be recorded on the invoice and in the financial records.

4. Filing

All financial records, such as used and unused cheques, contribution cards, offering envelopes, invoices and record books, are to be kept in a secure fireproof cabinet.

5. Cheques

- a. All cheques shall be countersigned before issuance.
- b. The Treasurer, along with one (1) other member of the executive committee, shall be the signing officers.

6. Offerings

- a. All donations (loose change, envelopes, banks, etc.) shall have a minimum of two people verifying the amount donated by each donor.
- b. The counters should ensure that the cash/cheque enclosed in each envelope matches the amount noted on the envelope.
- c. An appropriate form for recording the offering count should be used. See Schedule CM5 for sample.

7. Offering Envelopes

- a. The use of envelopes should be encouraged to assure accurate record keeping.
- b. Envelopes should be safely stored for future reference by the Treasurer, auditors and Revenue Canada.

Designated Offerings

1. All monies received for a specific project or fund must be used for the project or fund intended.
2. Designated offerings should be sent monthly to The Pentecostal Assemblies of Newfoundland and Labrador, with appropriate designation noted on a remittance form supplied by The Pentecostal Assemblies of Newfoundland and Labrador. See Schedule CM1.

Tithing

1. The Department of Church Ministries is dependent on local group contributions to offset some of the operating costs for each ministry.
2. A tithe of the general income shall be forwarded monthly to The Pentecostal Assemblies of Newfoundland and Labrador.
3. The tithe sent by each ministry shall be applied to that ministry.

Budget

1. Local Assembly

- a. The executive committee should prepare, by November 1st, an annual budget which shall include income and expenses.
- b. The recommended budget shall be submitted to the assembly Board for acceptance and approval.
- c. Strict adherence to the budget will demonstrate good stewardship to the membership. A quarterly review is strongly recommended.
- d. Any adjustments to the budget must have the approval of the assembly Board.

- e. Schedule CM2 shows a sample local group budget form which you may wish to use.
2. Church Ministries Department

Each of the Ministry Directors shall follow the procedures as outlined in Article VII of the Department of Church Ministries Constitution.
3. Events
 - a. Each event planned at all levels should prepare a budget to ensure that all appropriate costs will be cared for.
 - b. Schedule CM3 shows a sample event budget form which you may wish to use.
 - c. All surplus monies from events directed by the Ministry Directors shall be forwarded immediately, with approved remittance form, to The Pentecostal Assemblies of Newfoundland and Labrador.
 - d. Surplus monies from each ministry shall be applied to that particular ministry's operating expenses.

PARTNERSHIP IN MINISTRY

Where two (2) or more assemblies are located in close proximity and neither can operate one (1) or more viable ministries, the pooling of resources shall be implemented to form one (1) or more ministry groups.

PROCEDURES

Ministry Assessment

Assemblies may wish to minister to all the people in the assembly and community, but are unable as they assess the possibilities of operating one (1) or more viable ministries. Consider the following rationale as it relates to their situation. If applicable, then an implementation procedure should commence.

1. Personnel
 - a. Some local assemblies desirous to minister to a specific group of individuals in the assembly and community are unable because of a shortage of qualified personnel to give leadership.
 - b. In other instances, the lack of potential members for a specific group may discourage the local assembly from initiating such a ministry.
2. Resources/Facilities
 - a. The shortage of financial support to introduce or maintain a viable ministry may prove challenging or impossible.

- b. The inability to acquire resources is proving to be the case in some assemblies.
- c. Facilities to operate certain programs are unavailable for some assemblies.

Implementation

1. Pastoral Consultation

- a. Pastors affected by a shortage of personnel and/or resources should meet and discuss the possibility of partnering in ministry for specific areas.
- b. If the concept is agreeable, a common strategy in presenting an implementation plan to their assemblies, Boards and existing appropriate local ministry group should be prepared.

2. Assembly, Board and Group Consultation

- a. Where an assembly has a Board, they are first to discuss and agree to the concept before presentation to the congregation.
- b. In an assembly where no Board exists, the pastor shall initiate the process to consult with the congregation, seeking cooperation and approval.
- c. Where there may be an appropriate ministry group existing in one or more assemblies, that group's executive should be consulted to determine the feasibility of partnering with those from other assemblies.

3. Lead Team Consultation

- a. If necessary, the Lead Team for a particular ministry will be available for consultation as it relates to viability, quality of ministry and suggested programs and resources.
- b. Where advisable, the Lead Team may initiate the process, in consultation with existing group(s) and appropriate pastors.

4. Feasibility Study

- a. A feasibility study should be conducted to assess:
 - i. Potential membership for the group
 - ii. Potential leadership for the group
 - iii. Location of and suitable facilities
 - iv. Operating costs for group and/or assembly
 - v. Suitable curriculum and/or resources
 - vi. Cooperation of all stakeholders

5. Approval

- a. For all Developing Assemblies, the Executive Presbyter shall be informed, and approval shall be given prior to beginning this process.
- b. Where there may be a financial commitment by a Developing Assembly to implement this partnership in ministry, permission must be sought from the Executive Director of Home Missions through the Executive Presbyter.

PROJECTS

Projects to resource outreach, evangelism and special needs shall be encouraged, thus giving the group a sense of ownership and responsibility in extending Christ's Kingdom.

PROCEDURES

Identification

1. A project may relate to needs in the:
 - a. Group
 - b. Assembly
 - c. Community
 - d. Presbytery
 - e. Region
 - f. Province
 - g. Foreign Mission Field
2. A project may be identified as:
 - a. A tragedy affecting a member of the community which may prompt a special offering, or a commitment of human resources.
 - b. A special piece of equipment/furniture needed by the group or assembly.
 - c. Outreach and evangelism for a particular area of the presbytery, region, province or overseas.

Approval

1. Approval for all assembly-related projects should be given by the group executive, in consultation with the pastor and Board.

2. Presbytery projects, sponsored by a particular local assembly group, should seek prior approval from the Lead Team, in consultation with the Executive Presbyter.
3. Presbytery projects under the direction of the Lead Team must have prior approval from the Executive Presbyter. The Executive Presbyter may wish to consult with the Executive Director of Home Missions.
4. Provincial projects under the direction of a Provincial Director must seek prior approval from the Executive Directors of Church Ministries and Home Missions.
5. Overseas missions projects relating to The Pentecostal Assemblies of Canada/Newfoundland and Labrador mission fields shall follow appropriate protocol and procedures. The General Superintendent of The Pentecostal Assemblies of Newfoundland and Labrador should be the first point of contact.

Financing

1. All monies raised must be spent on the project for which the monies were raised. Any surplus funds are to be disbursed at the discretion of the Provincial Lead Team in consultation with the Church Ministries Director.
2. Fund raising for all projects sponsored by any ministry under the Department of Church Ministries must adhere to Article XVIII, Section 9 of the By-Laws of The Pentecostal Assemblies of Newfoundland and Labrador.
3. All fund raising at the local level must be in keeping with local assembly policies and procedures.
4. Presbytery Reps, Lead Team, and Provincial Directors may raise approved project monies at appropriate retreats, rallies and conventions.
5. Permission to approach any local assembly group for the purpose of soliciting project funds must be granted by the local pastor, and the Executive Directors of Home Missions or Church Ministries.

Implementation

1. Local projects should be implemented under the supervision of the group's executive and/or designated committee, upon consultation with the pastor(s).
2. Presbytery projects should be implemented under the supervision of the Executive Presbyter and/or designated committee(s).
3. Regional and provincial projects should be implemented under the supervision of the Executive Directors of Home Missions and Church Ministries and/or designated committee(s).
4. Approved overseas projects are supervised by the Overseas Missions Department of The Pentecostal Assemblies of Canada.

Evaluation

1. When finished, all local, presbytery, regional and provincial projects should be assessed as to:

- a. Its impact on the individual(s), Developing Assembly and/or community targeted
 - b. Its impact on the participants
 - c. Future involvement in similar or other projects
 - d. Financial commitment.
2. A project evaluation form (see Schedule CM4) should be submitted to the:
- a. Pastor and Board in the case of a local project
 - b. Executive Presbyter and appropriate Lead Team member in the case of a presbytery project
 - c. Executive Directors of Home Missions and Church Ministries, Provincial Director and appropriate Executive Presbyter in the case of a regional or provincial project.

PRESBYTERY MEETINGS

Each Lead Team Member/Presbytery Ministry Rep may participate in Presbytery meetings for the purposes of information sharing, interaction and exposure to all aspects of Presbytery activities.

Attendance

- 1. To lend significance to the ministry of the Ministry Rep, it is vital to accept all invitations to attend Presbytery meetings.
- 2. In the event you will be absent, a written report should be submitted.

Report

- 1. A report (oral or written) shall be given, upon request by the Executive Presbyter, at a Presbytery Meeting.
- 2. The report should contain:
 - a. Notice of upcoming events that are planned anticipating involvement of leaders/members in the local assembly.
 - b. An assessment of appropriate events which have occurred since the last report.
 - c. Updated and pertinent resources and information.

Interaction

1. Communicating with as many as possible during a Presbytery meeting will enhance your relationship and knowledge. Topics that could be discussed are:
 - a. Programs, ideas, etc. which are proving successful.
 - b. Ways in which assistance can be given to local leadership.
 - c. The possibilities of introducing appropriate ministry to the assembly.
 - d. The possibility of partnering with one (1) or more assemblies to have or maintain a viable appropriate ministry.
2. Individuals who should be targeted for interaction are:
 - a. Pastors, particularly those who are giving direct leadership to appropriate ministry.
 - b. Other Ministry Reps
 - c. Any of the lay representatives who may be involved with appropriate ministry.

RELATIONSHIPS/COMMUNICATIONS

Each Leader/Director shall maintain a positive relationship and consistent communications with all interested and related parties.

PROCEDURES

Local Assembly Committee Members

The sharing of vision and observations with each team member should happen both formally at executive meetings and informally.

Pastoral Staff

The local group leader should be encouraged to maintain interaction with the Pastoral Staff.

Church Board

It is recommended that each group leader meet with the assembly Board a minimum of twice annually for the purpose of updating and discussing the appropriate ministry.

Assembly Members

1. A report shall be presented at an annual congregational meeting.

2. Progress reports shall be shared with the parents of the children and youth who attend appropriate group meetings.
3. A minimum of one (1) meeting annually, with parents of the children and youth who attend appropriate group meetings, should take place.

Ministry Reps

The local group leader should communicate with the appropriate Ministry Reps a minimum of twice annually for the purpose of:

1. Sharing information and resources.
2. Updating what is happening with appropriate ministry.

EVENTS

Events shall be conducted at all levels of ministry for the purposes of leadership training and spiritual enhancement.

PROCEDURES

Definition

The following would be categorized as an event:

1. Rallies
2. Conventions
3. Retreats
4. Breakaways
5. Seminars
6. Workshops
7. Outreach

Purpose

The purpose of the event must be defined and reflected in the theme, content, format and personnel assigned.

Plans

Plans for all events should adhere to the following guidelines:

1. Lead Time

Begin planning a minimum of six (6) months before the event. This procedure will:

Allow ample time for:

- a. Contacting the personnel needed for participation.
- b. Confirming the appropriate venue.
- c. Informing assemblies, leadership and individuals affected.
- d. Ensuring the greatest participation possible.
- e. Preparing promotional materials.
- f. Scheduling deadlines.

2. Personnel

- a. Director (the person in charge)

The Director shall:

- i. Be responsible to put in place an event-planning committee.
- ii. Ensure that tasks given planning committee members are performed by those responsible.
- iii. Have the oversight of the event operations.
- iv. Carry out all other duties customary with the position.

- b. Speakers

The Director, through the event-planning committee, shall:

- i. Select appropriate speaker(s) who are qualified to minister at the particular event.
- ii. Seek approval through the individuals local church or if necessary, through PAONL Head Office personnel.
- iii. Inform speakers, prior to arrival, of the expenses that will be underwritten by the event and what can be expected regarding an honorarium.
- iv. Inform speakers of the theme and/or subject matter which needs to be emphasized and the number of times he/she will speak.
- v. Inform speakers of the accommodations to be provided.
- vi. Acquaint speakers regarding dress-code expectations.

- c. Other participants (worship leader/team, soloists)

The Director, through the event-planning committee, shall:

- i. Select appropriate participants who are qualified to minister for the particular event.
 - ii. Seek approval through the individuals local church or if necessary, through PAONL Head Office personnel.
 - iii. Inform participants, prior to arrival, of the expenses that will be underwritten by the event and what may be expected regarding an honorarium.
 - iv. For continuity, inform participants of the theme for the event.
 - v. Inform participants of the accommodations to be provided.
 - vi. Acquaint participants regarding dress-code expectations.
- d. Staff

The Director through, the event-planning committee, shall:

- i. Select staff who are qualified for the particular tasks.
- ii. Inform staff, prior to coming, of any expenses that may be underwritten by the event and what may be expected regarding an honorarium.
- iii. Inform staff what their task will be.
- iv. Inform staff of the accommodations to be provided.
- v. Acquaint staff regarding dress-code expectations.

Budget

1. Preparation

A budget should be prepared to ensure that all related operating costs are cared for by the anticipated related income. Items to be considered are:

- a. Expenses
 - i. Speaker(s)
(1) Travel (2) Accommodations (3) Meals (4) Honorarium (honoraria)
 - ii. Staff
(1) Travel (2) Accommodations (3) Meals (4) Honorarium (honoraria)

- iii. Promotion
(1) Printing (2) Mailing
 - iv. Meals for Registrants
 - v. Accommodations for Registrants
 - vi. Materials
(1) Handouts (2) Activity related
 - vi. Miscellaneous.
- b. Income
 - i. Registration Fee (may include i, ii and iii)
 - ii. Cost for meals
 - iii. Cost for accommodations
 - iv. Offerings.
- c. See Schedule CM3 for a sample Event Budget form.

2. Approval

- a. In the case of a local assembly event, approval may be required from the pastor and/or Board.
- b. In the case of a Presbytery-sponsored event, the Presbytery Ministry Rep/Lead Team Member of the related Ministries shall be informed.
- c. In the case of a Regional sponsored event, the Provincial Director of the related Ministries shall be informed.
- d. In the case of a Provincial sponsored event, the Executive Director of Church Ministries shall be informed.

3. Records

- a. Proper financial records must be kept for all events.
 - i. If a local assembly is the venue, the local assembly-related ministry shall maintain the financial records.
 - ii. When an event is held at another venue, the Presbytery Rep, Lead Team or Provincial Directors shall supply The Pentecostal Assemblies of Newfoundland and Labrador with all related monies, envelopes, cash journals, invoices, etc. and a complete financial report (see CM5 for sample).

- b. The records shall include:
 - i. Sources identified for all monies received.
 - ii. Cash journals for all offerings received. See Schedule CM5 for a sample.
 - iii. Invoices and cash vouchers on file for all monies spent.
4. Reports
- a. An event report form should be completed immediately following the event.
 - b. A copy of the report form should be sent to the:
 - i. Pastor and Presbytery Ministry Rep for local assembly event
 - ii. Lead Team and Executive Presbyter for Presbytery events
 - iii. Provincial Director for Regional Events
 - iv. Executive Director for Provincial Events.
 - c. See Schedule CM4 for sample.
 - d. See Schedule CM8 for sample Evaluation Form.

LOCAL ASSEMBLY MINISTRIES

All local assembly ministries shall be fully organized to realize the greatest efficiency in ministry.

PROCEDURES

Setting in Order

- 1. Assessment
 - a. Under the direction of the pastor, an assembly and community survey should be conducted to determine the need of a new ministry.
 - b. A survey to determine availability of leadership potential should to be conducted.

2. Formation

- a. Permission should be sought from the Pastoral Staff, Board and/or the congregation prior to implementing a new ministry.
- b. Consultation with the related Presbytery Rep would prove valuable.
- c. At the outset of a new ministry, the Executive members may be appointed by the pastor and Board.

Elections/Appointments

1. Elections

Elections shall occur as per local assembly policy and procedures, and in accordance with Article II, Section 5 of the Department of Church Ministries By-Laws.

2. Appointments

The Pastoral Staff, together with the Board, shall make appointments in accordance with local assembly policy and procedures.

Personnel

1. Local Assembly Ministry Leader

a. Qualifications

The qualifications for the position of Local Assembly Ministry Leader shall be based on the following criteria, as outlined in Article II, Section 5 of the By-Laws of the Department of Church Ministries of The Pentecostal of Newfoundland and Labrador:

- i. Be a member in good standing in the local assembly.
- ii. Be committed to advance the goals and objectives of the local assembly.
- iii. Have demonstrated a degree of potential and/or competence in areas such as organization, promotion, inter-personal skills, self-motivation, positive communication, leadership training and vision casting.
- iv. Have an understanding of and appreciation for all ministries in the local assembly.
- v. Be committed to personal growth and integrity.

b. Duties

The Local Assembly Ministry Leader

- i. Be accountable to the pastor.
- ii. Preside at and prepare agendas for all Lead Team meetings.
- iii. Have the oversight and promotion of the related ministry.
- iv. Plan and conduct regular ministry meetings and/or activities, in consultation with the Lead Team.
- v. Prepare a semi-annual report of activities for submission to the pastor, Church Board and Presbytery Rep.
- vi. Ensure that discipleship training is happening in the group.
- vii. Prepare an annual calendar of events by October 31st.
- viii. Serve on the local assembly Church Ministries Committee.
- ix. Communicate with the Presbytery Rep a minimum of twice annually.
- x. Support when possible all Provincial, Regional and Presbytery related events.

2. Local Assembly Team Members

a. Qualifications

The qualifications for the position of Local Assembly Team Member shall be based on the following criteria:

- i. Be a member in good standing in the local assembly.
- ii. Be committed to advance the goals and objectives of the local assembly.
- iii. Have demonstrated a degree of potential and/or competence in areas such as organization, promotion, inter-personal skills, self-motivation, positive communication, leadership training and vision casting.
- iv. Have an understanding of and appreciation for all ministries in the local assembly.
- v. Be committed to personal growth and integrity.

b. Duties

Local Assembly Team Member

- i. Perform such duties as may be requested by the Local Assembly Ministry Team Leader or Lead Team.
- ii. Preside at Lead Team meetings in the absence of the President.

c. Qualifications

The qualifications for the position of Lead Team members shall be based on the following criteria:

- i. Be a member in good standing in the local assembly.
- ii. Be committed to advance the goals and objectives of the local assembly.
- iii. Have demonstrated a degree of potential and/or competence in areas such as organization, promotion, inter-personal skills, self-motivation, positive communication, leadership training and vision casting.
- iv. Have an understanding of and appreciation for all ministries in the local assembly.
- v. Be committed to personal growth and integrity.
- vi. Record keeping of minutes of meetings and letter writing skills are preferred.

d. Duties

The Lead Team Member shall:

- i. Participate in all Lead Team Meetings.
- ii. Serve in other capacities as requested by the Lead Team.

3. Installation of Lead Team Members

As soon as Lead Team members are elected or appointed, they shall be recognized by the pastor and Board, during a Sunday service.

MEETINGS

The content of all meetings shall have an agenda that reflects purpose and direction in keeping with the Ministry's mission.

PROCEDURES

Meetings

All meetings shall be scheduled well in advance, and due notice shall be given to personnel expected to attend. An agenda shall be supplied in advance of all Lead Team meetings.

1. Regular Local Assembly Ministry Meetings

Regular Meetings shall:

- a. Be well planned with a purpose for the greatest success.
- b. Involve membership and Lead Team members in leading some or all the activities.
- c. When advisable, include:
 - i. Worship and prayer
 - ii. Sharing of God's Word
 - iii. Response to God's Word through an altar call or privately
 - iv. Fellowship
 - v. Offering
 - vi. Testimonies

2. Local Assembly/Presbytery/Provincial Ministry Advisory or Executive Committee Meetings

- a. The agenda of Lead Team meetings shall include:
 - i. Devotions
 - ii. Acceptance of minutes of the previous meeting
 - iii. Business arising from minutes

- iv. New Business
 - v. Other Business
 - vi. Date of next meeting
 - vii. Adjournment.
- b. A recording secretary shall record all proceedings of the minutes.
 - c. A copy of the minutes of the meeting shall be forwarded to all members within seven (7) days after the meeting.
3. Local Assembly Ministry Annual Meetings
- a. The time and venue of the annual meeting shall be determined by the Local Assembly Ministry Lead Team, in consultation with the pastor.
 - b. The pastor or his/her designate shall chair the meeting.
 - c. With the approval of members present, a recording secretary shall be appointed by the chair.
 - d. The agenda shall be prepared by the Ministry Lead Team, in consultation with the pastor and shall include:
 - i. Devotions
 - ii. Acceptance of minutes of previous meeting as circulated
 - iii. Business arising from minutes
 - iv. Reports from
 - (1) Ministry Lead Team
 - v. Election of Ministry Lead Team
 - vi. New Business
 - vii. Adjournment
 - e. A copy of the minutes of the annual meeting shall be made available to each member two (2) weeks prior to the next annual meeting.
 - f. The Ministry Lead Team shall receive a copy of the minutes within two (2) weeks after the meeting.

DISCIPLESHIP TRAINING

All Ministries shall adopt some form of Discipleship training for its members, in keeping with the Great Commission and the Mission of The Pentecostal Assemblies of Newfoundland and Labrador.

PROCEDURES

Curriculum

1. The Curriculum chosen should:
 - a. Be appropriate age level and ministry-focused materials.
 - b. Include the teaching of all aspects of discipleship, such as:
 - i. Biblically-supported belief statements which reflect The Pentecostal Assemblies of Newfoundland and Labrador Statement of Fundamental and Essential Truths.
 - ii. Effective follow-up tools.
 - iii. How to minister at the local and Presbytery levels.

2. The Instructor

The Instructor shall:

- a. Be able to teach and mentor.
- b. Be able to observe and assist each person participating in the discipleship program as it relates to:
 - i. Communication skills
 - ii. Understanding Curriculum
 - iii. Abilities to witness and/or minister
- c. Cooperate with the Ministry Teams Coordinator in arranging opportunities to implement the discipleship program.

Practices

The practices of discipleship training shall be implemented in the following manner:

1. Personal lifestyle and witnessing by each student.

2. Ministry involvement in the local assembly.
3. Participation in local community outreach.
4. Participation in Presbytery, Regional and Provincial outreach program.
5. Participation in a foreign field outreach and evangelism project.
6. The Discipleship training instructor will oversee items 1 and 2.
7. The Ministry Teams Coordinator will oversee items 3, 4 and 5.

Ministry Teams

1. Composition

Membership on Ministry teams shall include those:

- a. having the necessary skills for a particular ministry.
- b. who have completed or are participating in Discipleship training.
- c. recommended by the Discipleship training instructor.

2. Preparation

To achieve a degree of success, steps to be taken before the Ministry Teams' involvement at any level include:

- a. The approval of the pastor and Board for each project before taking further steps.
- b. Prior approval and consultation from the respective Director(s) must be sought for each project on the Presbytery, Regional or Provincial level.
- c. An assessment of potential ministry personnel involvement.
- d. Preparation of a budget for approval by the Lead Team and Church Board.
- e. Preparation of plans to carry out the project.

Local Assembly Church Ministries Committee

When advisable, each assembly should implement a Church Ministries Committee.

1. Composition

The composition of the committee shall be:

- a. The pastor who will serve as chairperson.
- b. All Pastoral Staff members.
- c. The Ministry Team Leader and one (1) other representative from each Ministry.
- d. One (1) representative of the Board, to be selected by the Board.

2. Purpose

The purpose of a local assembly Church Ministries Committee shall be to:

- a. Foster an appreciation for all ministries operating in the local assembly.
- b. Encourage unity of purpose.
- c. Enhance cooperation for special projects within and outside the local assembly.
- d. Coordination of dates and events.
- e. Sharing of related issues.

3. Meetings

There shall be a minimum of two (2) meetings annually.

Schedule CM1

Sample PAONL Remittance Form

GIFTS, BONUSSES & HONORARIA

Remuneration for Volunteer Ministry

Remuneration paid in cash or kind to all Directors, for volunteer ministry shall be discouraged, except for the Annual Christmas Recognition.

Volunteer Appreciation Event

Each assembly, if possible, shall have a Volunteer Appreciation event to coincide with (if feasible) the Volunteer Week emphasis which occurs annually in our province.

ANNUAL RECOGNITION OF MINISTRIES DIRECTORS

Recognition Refined

Each Ministry Director shall be recognized annually by the Executive Director of Church Ministries. The recognition should be something tangible (e.g. book, gift certificate).

Related Costs

The related costs of such recognition will be borne by each related ministry.

Annual Review

The amount given to each Ministry Director will be reviewed annually, through the budgetary process, by the Executive Director of Church Ministries.

EVENT HONORARIA

Budget Related

Honoraria must be included in the events budget. No obligation to pay the stated amount should be imposed if the budget cannot absorb the recommendations. Prior approval is required for exceptions in payment.

Payment Grid

Amounts per Service or Workshop	Presbytery Regional and Provincial Events
Speaker	\$125.00
Worship Leader/Special etc.	\$125.00

EVENT EXPENSES

Travel Expenses

Speakers' and Worship Leaders' expenses for travel (per km or actual cost), accommodations and meals shall be reimbursed.

Accommodations

All staff shall be provided accommodations, meals and out-of-pocket travel expense.

Director's Expenses

The respective Director's expenses shall be covered under the present travel expense policy of The Pentecostal Assemblies of Newfoundland and Labrador.

Invited Ministry Team(s), Staff etc.

Any member of the worship team, singing groups, staff and soloist, etc. who participates at an event will be reimbursed appropriate out-of-pocket expenses.

Exceptions

Notwithstanding present financial commitments for planned events, exceptions to the above recommendations will need prior approval from the Executive Director of Church Ministries.

REMITTANCE FORM**THE PENTECOSTAL ASSEMBLIES OF NEWFOUNDLAND AND LABRADOR**

57 Thorburn Road • P.O. Box 8895, Station 'A' • St. John's, NL • A1B 3T2

Name _____ Date _____
 Address _____
 Assembly # _____ Presbytery # _____ Pastor # _____
 Pastor's Name _____

ASSEMBLY CONTRIBUTIONS

\$

1 Assembly Share Group Insurance
 2 Property Insurance
 3 "Good Tidings"
 4 Assembly Loan – Repayments
 5 Home Missionary Investment Fund
 7 Assembly – Missions (Home & Foreign)
 8 Special – Missions (designated)
 10 Assembly Tithes
 11 Pastors Benevolent Fund
 12 Living Memorial Fund
 13 Emmanuel Convention Centre
 14 Master's College & Seminary
 15 Supplementary Offset
 16 Famine Relief
 20 Offerama
 38 Capital Projects
 Operating/Current
 Labrador Outreach
 9 Other

Mature Adult Ministries

36 Missions
 37 Tithes
 41 Provincial Events
 42 Regional Events
 44 Presbytery Events

Men's Ministries

54 Tithes
 55 Missions
 56 Provincial Events
 57 Special Projects
 58 Regional Events
 59 Presbytery Events
 60 Other

Family Ministries

34 Provincial Events
 35 Regional Events
 68 Other

CHURCH MINISTRIES

\$

Christian Education Ministries

25 Christian Education Missions
 26 Christian Education Tithes
 21 Christian Education Offerama
 22 Provincial Events
 23 Regional Events
 24 Presbytery Events
 17 Other

Women's Ministries

45 Literature Fund
 46 Pennies for Pioneers
 47 Turkana Nursery School Fund
 48 Missionary Outfit
 49 Christmas Fund
 50 L.I.T.E.
 51 Provincial Events
 52 Tithes
 53 ChildCare Plus
 Regional Events
 62 Presbytery Events
 63 Other

Youth Ministries

28 Missions
 29 Tithes
 64 Provincial Events
 65 Regional Events
 66 Presbytery Events
 67 Other

PASTOR'S CONTRIBUTIONS

\$

70 Pastor's Group Insurance
 90 Pastor's Group R.S.P.
 72 Tithes
 73 Missions
 74 Emmanuel Convention Centre
 75 Benevolent Fund
 83 Voluntary Contributions RSP
 88 Optional Life Coverage
 89 Optional AD&D Coverage

TOTAL: \$ _____**N^o**

WHITE and YELLOW copies—return with remittance; PINK copy—for your file.

LOCAL MINISTRY ANNUAL BUDGET

Name of Assembly _____ Name of Community _____
 Name of Ministry _____

Description	2011	2012
RECEIPTS:		
Regular Offerings		
Missions		
Designated Projects/Ministries (specify)		
1. Outreach/Evangelism		
2. Designated Fund		
3. Missionary Fund		
4. Other (specify)		
Total Income		
DISBURSEMENTS:		
Missions (minimum amount - same as indicated above)		
Designated Projects/Ministries (specify)		
1. Outreach/Evangelism		
2. Designated Fund		
3. Missionary Fund		
4. Other (specify)		
Tithes of Regular Income		
Office Supplies/Postage		
Bank charges		
Social events		
Magazine Subscription(s)		
Program Materials		
Speaker(s) Expenses		
Miscellaneous		
Total Disbursements		
Surplus/Deficit		

The Pentecostal Assemblies of Newfoundland and Labrador
CHURCH MINISTRIES DEPARTMENT
Ministry Event Budget

Name of Ministry _____ Name of Director _____

Provincial _____ Presbytery # _____

Name of Event _____ Date of Event _____ Location _____

	BUDGET	ACTUAL	PREVIOUS YEAR
INCOME:			
Registration	\$	\$	\$
Offerings	\$	\$	\$
Project/Missions	\$	\$	\$
Other (specify)	\$	\$	\$
Total		\$	\$
EXPENSES:			
Travel: Speaker(s)	\$	\$	\$
Worship Leader/Team	\$	\$	\$
Event Staff Members	\$	\$	\$
Other (specify)	\$	\$	\$
Honorariums: Speaker(s)	\$	\$	\$
Worship Leader/Team	\$	\$	\$
Event Staff Members	\$	\$	\$
Other (specify)	\$	\$	\$
Accommodations (includes all of the above & Registrants)	\$	\$	\$
Meals (includes all of the above & Registrants)	\$	\$	\$
Promotion	\$	\$	\$
Telephone	\$	\$	\$
Postage	\$	\$	\$
Activities Related Supplies	\$	\$	\$
Projects/Missions (Forward to PAONL Immediately)	\$	\$	\$
Other (specify)	\$	\$	\$
Miscellaneous	\$	\$	\$
Total	\$	\$	\$
Excess Income over Expenses (Forward to PAONL)	\$	\$	\$

The Pentecostal Assemblies of Newfoundland and Labrador
CHURCH MINISTRIES DEPARTMENT
Ministry Event Evaluation

Name of Ministry _____ Name of Director _____
 Provincial _____ Presbytery # _____
 Name of Event _____ Date of Event _____ Location _____

Attendance - Registrants/Visitors/Staff

Number registered _____ Approximate number of Visitors _____ Number on Staff _____

Note evaluation with a ✓

Format Evaluation	Excellent	Very Good	Satisfactory	Needs Improvement
Services				
Morning Activities				
Afternoon Activities				
Late Night Activities				
Altar Call Response				

Number of Re-commitments _____ Saved _____ Baptized _____ Healed _____ Delivered _____

Rate the following: E - excellent, V - very good, S - satisfactory, N - Needs improvement

	Evening Speaker	Morning Speaker	Workshop Speaker #1	Workshop Speaker #2	Workshop Speaker #3	Workshop Speaker #4
Speaking						
Topics relevant to theme						
Sensitive to Newfoundland Culture						
Interacted with audience						
Overall Ministry						

Continued on page 2.

Note evaluation with a ✓

Staff Duties	Excellent	Very Good	Satisfactory	Needs Improvement
Director				
Assistant Director				
Prayer				
Worship				
Musicians				
Chaperone				
Registrar				
Activities				
Ushering				
Security				
Food Services				
First Aid				

Budget:

Paid all Expenses budgeted? ____ Yes ____ No

If no, explain _____

Designated Offerings and Surplus sent to PAONL Central Finance? ____ Yes ____ No

Recommended Changes:

1. _____

2. _____

3. _____

4. _____

Copy this report to appropriate ✓ Person(s):

Local Pastor	_____	Date _____
Presbytery Ministry (Rep)	_____	Date _____
Provincial Director	_____	Date _____
Director of Home Missions	_____	Date _____
Director of Church Ministries	_____	Date _____



Cash Journal
Offering and/or Registration Income Verification

Pentecostal Assemblies of Newfoundland and Labrador

Box 8895, Station A
St. John's NL A1B 3T2

CASH JOURNAL

A. DATE _____ Department _____

B. EVENT/ACTIVITY – _____

C. BILLS

____ X 5 = _____
____ X 10 = _____
____ X 20 = _____
____ X 50 = _____
____ X 100 = _____ (1)

D. CHEQUES

Total Number of Cheques _____

Total Amount _____ (2)

F. COIN - LOOSE

____ X .01 = _____
____ X .05 = _____
____ X .10 = _____
____ X .25 = _____
____ X 1.00 = _____
____ X 2.00 = _____ (4)

E. COIN-ROLLS

____ X .01 = _____
____ X .05 = _____
____ X .10 = _____
____ X .25 = _____
____ X 1.00 = _____
____ X 2.00 = _____ (3)

G. TOTAL CASH (1+2+3+4) _____

H.

Signature

Signature

MONEY MUST BE COUNTED BY TWO (2) PEOPLE AND SIGNED BY THE SAME TWO (2) PEOPLE.

Event Planning ✓ Checklist

PRE-EVENT

- ☐ Event Director selected
- ☐ Event Planning Committee Members selected
- ☐ Assistant Director selected
- ☐ Treasurer/Registrar selected
- ☐ Secretary selected
- ☐ Games/Recreation Director selected
- ☐ First Aid Supervisor selected
- ☐ Security Director selected
- ☐ Head Usher selected
- ☐ Sound System operator selected
- ☐ Specify responsibilities of Committee and Staff members
- ☐ Speaker(s) selected
- ☐ Date ☐ Theme ☐ Location ☐ Schedule
- ☐ Prepare Budget as per Schedule CM3
- ☐ Have budget approved
- ☐ Prepare promotional materials
- ☐ Related costs for registrants
- ☐ Applications with deadline date
- ☐ Sent out promotional materials
- ☐ Accommodations ☐ Meals ☐ Expense claim forms
- ☐ Arrange to pickup speaker(s)/other invited participants
- ☐ Other _____
- ☐ Other _____

POST EVENT

- ☐ Statement of Income and Expenses
- ☐ Evaluation
- ☐ Letters of thanks, etc.
- ☐ Send Designated monies to PAONL Central Finance
- ☐ Send Surplus monies to PAONL Central Finance
- ☐ Send copy of Event report to appropriate Pastor and/or Director
- ☐ Other _____
- ☐ Other _____

EVENT PLANNING TIME LINE

10 Months:

1. Select Planning Committee
2. Select Event dates and notify Pastor and/or appropriate Director
3. Select and confirm Speaker(s)
4. Select and Reserve Venue

8 Months

1. Select and confirm Worship Leader and/or team
2. Select and confirm staff members
3. Select theme and format
4. Review staff role expectations

6 Months

1. Give preliminary notice to group/assemblies of time of event

4 Months

1. Prepare Budget for approval by Executive Committee/Pastor & Board/Director
2. Review on-site rules for registrants
3. Prepare promotional materials/registration form

3 Months

1. Send out promotional materials

1 Month

1. Review checklist
2. Process applications

2 Weeks

1. Request cheques for speaker(s), staff, etc.
2. Review checklist
3. Process applications

EVENT FEEDBACK FORM

Event Name: _____ Date: _____

Location: : _____

Please answer all questions and return to the registration table before you leave. If you would like to mail it in later send to the address below:

Pentecostal Assemblies of Newfoundland and Labrador
Box 8895, Station A
St. John's, NL A1B 3T2

Please rate the following sessions, 1 - 5

(1- poor, 2 - fair, 3 - good, 4 - very good, 5 - exceptional)

1. Session 1	1	2	3	4	5
2. Session 2	1	2	3	4	5
3. Session 3	1	2	3	4	5
4. Session 4	1	2	3	4	5
5. Session 5	1	2	3	4	5
6. Workshop 1	1	2	3	4	5
7. Workshop 2	1	2	3	4	5
8. Workshop 3	1	2	3	4	5
9. Workshop 4	1	2	3	4	5
10. Workshop 5	1	2	3	4	5

The "practical take-home value" to me.	1	2	3	4	5
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The things I enjoyed most about the event were:

The things I enjoyed least about the event were:

Other Suggestions/Comments:
