Getting on the Ship!

**auxiliaries in ministries handbook**

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**Word of Life Temple Inc.**

**A Keep it R.E.A.L Ministry**

# **Auxiliaries in Ministries Handbook**

Greetings in the name of our Lord and Savior Jesus Christ,

We are honored that you have chosen to be part of the spiritual heartbeat of **Word of Life Temple Inc.**, where our mission is to advance the Kingdom of Heaven while here on earth, by reaching, restoring, and rebuilding lives through relationship with Jesus Christ. This handbook is designed to serve as a guide and foundational resource for all members who participate in the vital work of ministry through our church auxiliaries and divisions.

Every ministry at Word of Life Temple Inc. operates under one of five primary divisions we affectionately call "ships":

* **Stewardship**
* **Discipleship**
* **Fellowship**
* **Friendship**
* **Worship**

These ships are not simply categories—they represent the spiritual vessels through which we serve God’s people, meet community needs, and grow in the knowledge and grace of Jesus Christ. Each ministry within these ships plays a distinct and critical role in the life of our church. Whether you serve in hospitality, sound, education, prayer, outreach, or administration, you are helping to carry the mission of WOLT forward.

This handbook outlines the responsibilities, expectations, and structure of each ministry, with clear descriptions and guiding principles to ensure operational excellence and spiritual accountability. Every ministry is led by a Director, Assistant Director, Secretary, and Treasurer, supported by a team of committed members who serve together in unity and love. **All church officers MUST be involved in one teaching ministry: bible study or Sunday school.**

### Our Goals Through This Handbook:

* To clearly define each ministry's role in the church's overall mission.
* To unify all auxiliaries under one vision, voice, and standard of excellence.
* To provide a framework that fosters both accountability and spiritual growth.
* To encourage participation that is purpose-driven, Spirit-led, and Kingdom-focused.

We pray that as you read through this handbook, you will be inspired to serve with intentionality, equipped to lead with excellence, and challenged to walk worthy of the calling placed upon your life. Together, let us build, serve, and worship as one body—advancing the Kingdom here on earth for the glory of God.

## 🔴 **Division of Stewardship**

***Mission of the Ship: To steward the resources, leadership, and structure of the church with integrity and spiritual accountability.***

### **• Pastor**

* Serves as the **spiritual overseer**, visionary leader, and chief servant of Word of Life Temple Inc., called by God to shepherd the congregation with wisdom, love, and truth.
* Casts the vision and sets the spiritual tone of the ministry in alignment with God's Word, ensuring that every aspect of the church fulfills its mission to reach the lost, restore the broken, and rebuild lives through relationship with Jesus Christ.
* Leads in preaching and teaching the uncompromised Gospel with authority, clarity, and compassion—rightly dividing the Word to edify, correct, and empower the Body of Christ.
* Provides pastoral care through counseling, prayer, and presence, walking with members through life’s transitions, challenges, celebrations, and spiritual milestones.
* Oversees all auxiliaries, ministries, and leadership teams—guiding, mentoring, and equipping them for service through training, accountability, and biblical instruction.
* Intercedes continually for the church, the community, and the leadership, serving as a spiritual covering and watchman over souls (Hebrews 13:17).
* Models Christ-like character in public and private life, demonstrating humility, holiness, and integrity as a standard for the church family to follow.
* Presides over sacred ordinances including baptisms, communion, weddings, baby dedications, and funerals, maintaining reverence and spiritual responsibility.
* Collaborates with the Board of Directors, Finance Team, and Planning Team to ensure administrative, financial, and operational stability and compliance.
* Develops and implements long-term goals and strategic plans for church growth, outreach, discipleship, and leadership development.
* Represents Word of Life Temple in the community, fostering partnerships, outreach opportunities, and Kingdom influence beyond the church walls.
* Leads by example in stewardship, worship, and service, inspiring others to live boldly for Christ through teaching, lifestyle, and relational leadership.
* Entrusts ministry duties to capable leaders, while remaining spiritually in tune with all facets of church life to protect the vision, the people, and the move of God.
* Ultimately serves as a spiritual parent to the flock—nurturing, correcting, empowering, and loving with the heart of a shepherd and the mantle of divine assignment.

### **• Board of Directors**

* Serves as the governing body responsible for providing spiritual oversight, legal stewardship, fiduciary accountability, and strategic direction for Word of Life Temple Inc.
* Works closely with the Senior Pastor to ensure that all major decisions, ministry initiatives, and financial undertakings align with the church’s mission, values, and biblical foundation.
* Upholds the spiritual and organizational integrity of the ministry by reviewing policies, managing risks, protecting church assets, and ensuring legal compliance with local, state, and federal regulations.
* Oversees the budgeting process, approves financial reports, monitors stewardship practices, and ensures transparency and responsibility in the handling of tithes, offerings, and designated funds.
* Provides accountability and spiritual counsel to the Pastor, serving as trusted advisors while respecting and upholding the divine order of pastoral leadership.
* Reviews and approves large-scale ministry plans, property acquisitions, long-term contracts, and building projects, ensuring they reflect the church’s growth vision and Kingdom priorities.
* Collaborates with ministry leaders and staff to establish clear policies, operational systems, and governance documents (e.g., bylaws, handbooks) that protect the church’s mission and ministry.
* Meets regularly to assess the spiritual health and operational effectiveness of the church, providing wisdom and insight during seasons of transition, expansion, or restructuring.
* Maintains strict confidentiality, unity, and spiritual maturity, modeling servant leadership and decision-making guided by prayer, discernment, and the Holy Spirit.
* Supports the mission of WOLT by reaching the vision through godly governance, restoring trust through transparency, and rebuilding legacy by sustaining the church for generations to come.

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| Board Member/Title | Duties |
| President & CEO | * Serves as the **executive and spiritual leader** of Word of Life Temple Inc., providing vision, oversight, and accountability for both the ministerial and administrative arms of the church. * Leads the organization in fulfilling its mission to reach the lost, restore the broken, and rebuild lives through holistic, Christ-centered strategies that impact the church, community, and global ministry initiatives. * Functions as the **chief decision-maker** in all matters of vision implementation, staff leadership, ministry alignment, and public representation of the church. * Presides over all board meetings and major organizational gatherings, ensuring that strategic planning, policy development, and fiduciary oversight are conducted in accordance with the church’s bylaws and legal structure. * Oversees the pastoral staff, administrative teams, auxiliary directors, and department heads to ensure organizational unity, operational effectiveness, and spiritual growth across all areas. * Collaborates with the Board of Directors and key leaders on long-range planning, capital projects, staffing needs, and ministry expansion efforts, ensuring all align with the church's mission and values. * Maintains the public and spiritual integrity of the church by modeling a lifestyle of holiness, transparency, excellence, and humility—serving as both servant and steward. * Ensures compliance with all state and federal nonprofit laws, insurance requirements, and financial practices in conjunction with the church's legal, finance, and planning teams. * Leads strategic partnerships, community engagement efforts, and outreach expansion opportunities on behalf of the church—building networks that amplify the Kingdom impact of WOLT. * Protects and promotes the culture of the ministry through staff development, brand management, and consistent communication of the church's mission and vision. * Advances the mission of WOLT by reaching the organizational potential of the church, restoring operational excellence where needed, and rebuilding a strong infrastructure that supports sustained Kingdom growth. |
| Vice President | * Serves as the **second-in-command** to the President/CEO (typically the Senior Pastor), assisting in the overall leadership and governance of Word of Life Temple Inc. with a focus on operational support, strategic execution, and ministry continuity. * Provides **executive oversight** to ministry departments and administrative functions, ensuring that all activities and programs align with the church’s mission, vision, and values. * Acts on behalf of the President/CEO when delegated or during times of absence—presiding over meetings, managing critical decisions, and offering guidance to ministry leaders. * Collaborates with the Board of Directors, Finance Team, Planning Team, and Pastoral Staff to execute long- and short-term goals, including special projects, events, and expansion efforts. * Facilitates communication between ministry leaders, auxiliary directors, and staff to ensure clarity, accountability, and operational unity across all departments. * Provides coaching, mentorship, and support to ministry leaders and department heads—reinforcing excellence, spiritual discipline, and alignment with WOLT’s standards. * Assists in the evaluation and implementation of church policies, administrative systems, and ministry protocols to improve effectiveness and efficiency. * Oversees select committees or ministries as assigned by the President/CEO, serving as a spiritual and administrative point of contact. * Plays a critical role in **succession planning** and **leadership development**, helping to train and position future leaders who will carry the vision forward. * Operates with integrity, discretion, and spiritual sensitivity—upholding confidentiality, biblical standards, and the sacred trust of executive leadership. * Advances the mission of WOLT by reaching across ministries to support and strengthen leaders, restoring unity and excellence in operations, and rebuilding leadership capacity for sustained growth and impact. |
| Executive Secretary | * Serves as the **primary administrative liaison** to the Senior Pastor (President/CEO), Vice President, and Board of Directors, ensuring smooth, efficient, and professional day-to-day operations in support of church leadership. * Manages the church’s **executive calendar**, coordinating appointments, meetings, and ministry engagements with accuracy, discretion, and foresight. * Prepares agendas, records detailed minutes, and maintains official documentation for leadership meetings, board sessions, and executive planning gatherings. * Handles confidential correspondence and sensitive information with the highest level of integrity, trustworthiness, and professionalism. * Drafts letters, reports, forms, and executive communications—ensuring clarity, consistency, and alignment with WOLT’s voice, vision, and values. * Oversees executive filing systems (digital and physical), including contracts, ministry policies, leadership documentation, legal records, and strategic plans. * Serves as the **first point of contact** for inquiries directed to the executive office—filtering requests, managing communication flow, and maintaining a welcoming yet efficient presence. * Coordinates with ministry leaders, staff, and external partners to ensure timely follow-through on assignments, deadlines, and special projects initiated by executive leadership. * Assists with travel planning, hospitality coordination, and protocol preparation for visiting speakers, guest ministers, and high-level events. * Maintains a prayerful and Spirit-led posture, understanding that administrative excellence is a ministry in itself and essential to the health of the overall vision. * Supports the mission of WOLT by reaching leadership needs with excellence, restoring order through intentional administration, and rebuilding ministry momentum through behind-the-scenes faithfulness and structure. |
| Executive Treasurer/CFO | * Serves as the **chief financial officer** of Word of Life Temple Inc., overseeing all fiscal matters of the church in alignment with its mission, bylaws, and legal obligations as a nonprofit religious organization. * Manages the **church’s financial systems**, including budgeting, reporting, account reconciliation, auditing coordination, payroll processing, and cash flow management with accuracy and transparency. * Works closely with the Senior Pastor (President/CEO), Vice President, Board of Directors, and Finance Ministry to develop, implement, and monitor the church’s annual operating budget. * Prepares and presents **monthly, quarterly, and annual financial reports** to executive leadership and the Board of Directors, offering clear summaries, insights, and actionable recommendations. * Oversees the recording and proper allocation of all tithes, offerings, donations, and fundraising income—ensuring they are handled in accordance with IRS standards and biblical principles. * Manages the church’s financial software, banking relationships, and investment strategies (if applicable), while ensuring all financial records are accurate, secure, and auditable. * Establishes and enforces **internal financial controls** to safeguard the church’s assets, prevent misuse, and promote accountability across all ministries and departments. * Ensures timely submission of required financial documents such as 990s, employee tax forms, vendor reports, charitable contribution statements, and grant-related filings. * Advises ministry leaders on budget planning, spending guidelines, and financial best practices—equipping them to steward their ministry resources effectively. * Maintains strict confidentiality and models the highest standards of integrity, discretion, and fiscal responsibility. * Supports the mission of WOLT by reaching financial goals that enable ministry expansion, restoring financial integrity through clear practices, and rebuilding a foundation of trust and transparency within the Body of Christ. |

### **• Ministerial Staff**

* Assists the Senior Pastor in the spiritual leadership and development of the congregation through preaching, teaching, pastoral care, and ministry oversight.
* Supports the execution of the church’s vision and mission by actively participating in worship services, altar ministry, revivals, teaching assignments, and special events.
* Provides spiritual counsel, prayer, and encouragement to members in need—offering biblical guidance, faith-based support, and compassionate presence during life transitions, crises, and celebrations.
* Helps equip and train leaders within various auxiliaries and ministries, ensuring each area of the church is operating under sound doctrine, spiritual maturity, and effective leadership.
* Conducts and assists in ceremonies such as weddings, funerals, baby dedications, and baptisms, maintaining reverence and pastoral excellence in every sacred moment.
* Participates in ongoing theological and leadership development to remain sharp, relevant, and biblically grounded in service to the Body of Christ.
* Holds one another accountable in character, integrity, and faith, operating with humility, unity, and submission to the spiritual authority of the Senior Pastor and overall vision of WOLT.
* Regularly meets with the pastoral team for prayer, planning, and evaluation to ensure the needs of the flock are being addressed and future ministry goals are aligned.
* Assists in new member follow-up, spiritual growth tracking, and discipleship development to ensure people are not just joining the church but maturing in their walk with Christ.
* Prepares and delivers sermons, Bible teachings, and devotionals when called upon, with sensitivity to the Spirit and commitment to rightly dividing the Word of Truth.
* Leads by example in worship, giving, service, and personal holiness, modeling a life that reflects the transforming power of Jesus Christ.
* Embodies the mission of WOLT by reaching the lost with love, restoring the broken with truth, and rebuilding lives through empowered leadership and sound teaching.

### • **Elders & Pastors**

* Serve as senior spiritual advisors to the Pastor, offering wisdom, intercession, and counsel based on years of proven faithfulness and maturity in Christ.
* Assist in church governance, conflict resolution, and sensitive matters requiring spiritual discernment and discretion.
* Provide oversight to younger ministers and developing leaders, helping to cultivate sound doctrine, accountability, and balanced decision-making.
* Lead in prayer, fasting, and revival initiatives to help steer the spiritual climate of the church.
* Preach, teach, and preside over services as appointed, with a tone of authority that reflects years of service, faithfulness, and fruit-bearing.
* Support the Pastor in vision implementation while remaining rooted in the values and legacy of WOLT.

### • **Associate Ministers**

* Work alongside the Pastor in delivering the Word, ministering during altar call, teaching Bible Study, and helping oversee day-to-day ministry operations.
* Are assigned to specific ministries (e.g., Youth, Evangelism, Men’s/Women’s Ministry) as spiritual liaisons, providing pastoral support and spiritual oversight.
* Coordinate preaching rotations, leadership development seminars, and assist with new member development and discipleship programming.
* Offer pastoral care to members, including follow-ups, counseling, and hospital or bereavement visits under the direction of the Senior Pastor.
* Maintain a lifestyle of study, submission, and servanthood while representing WOLT publicly and privately.

### • **Licensed Ministers**

* Individuals who have been examined and recognized as having a call to preach the Gospel but are still under active training, mentorship, and development.
* Expected to attend all Ministerial Staff meetings, participate in ongoing training, and demonstrate maturity, teachability, and accountability.
* May be called upon to pray, teach, or speak in services or events based on availability, spiritual preparedness, and approval of pastoral leadership.
* Assist during altar calls, baptisms, communion, and other sacred ordinances while being mentored in proper ministry protocol.
* Must exhibit a lifestyle of consistent spiritual growth, public integrity, and commitment to service.

### • **Ministerial Training Protocols**

* All ministers, regardless of title, must submit to regular spiritual development through reading assignments, theological workshops, mentorship, and service evaluations.
* Periodic training sessions will be held to address preaching mechanics, pastoral ethics, protocol, counseling boundaries, and doctrinal soundness.
* Ministers are expected to tithe faithfully, attend leadership meetings, and serve the church in both platform and behind-the-scenes capacities.
* An annual review will be conducted by the Senior Pastor or designee to evaluate ministerial effectiveness, personal growth, and role alignment.
* A spirit of humility, excellence, and servant leadership is required at every level—those who lead must first serve.

### **• Finance**

* Oversees the financial operations of the church with integrity, transparency, and excellence to ensure every dollar sown is handled with Kingdom purpose.
* Manages all tithes, offerings, special donations, and contributions received during services, online giving, and fundraising efforts, ensuring accurate counting, documentation, and deposit.
* Works in collaboration with the Board of Directors, Pastor, and ministry leaders to prepare annual budgets, manage accounts, and authorize expenditures in alignment with WOLT’s mission and vision.
* Keeps clear and up-to-date financial records, including income statements, balance sheets, and monthly financial reports that can be reviewed by leadership and the congregation when necessary.
* Advises on and implements internal controls and financial systems to prevent misuse of funds, ensuring compliance with nonprofit legal standards and church bylaws.
* Coordinates with external accountants or auditors to complete annual reviews, audits, and filings with transparency and professionalism.
* Supports fundraising efforts and stewardship campaigns by helping ministries establish financial goals, record donations, and maintain accountability in spending.
* Encourages a culture of biblical generosity by educating the congregation on the spiritual significance of tithing, offering, and financial stewardship through workshops, materials, and testimony.
* Ensures proper documentation and receipting of giving for tax purposes, including year-end statements and charitable donation letters.
* Maintains strict confidentiality regarding all financial matters, protecting the privacy of members while honoring the trust placed in the ministry.
* Participates in regular training and leadership development to stay informed about nonprofit financial best practices, fraud prevention, and budgeting tools.
* Advances the mission of WOLT by ensuring the church has the financial stability and integrity to effectively reach the lost, restore the broken, and rebuild families and communities.

### • **Deacons and Deaconesses**

* Serve as spiritual caregivers who assist the pastoral staff in meeting the practical, emotional, and spiritual needs of the congregation.
* Provide compassionate support through prayer, counseling, visitations, and benevolence assistance—especially to widows, the sick, the elderly, and those in crisis.
* Assist in sacred ordinances such as communion, baptism, baby dedications, and altar services, ensuring reverence and preparedness.
* Participate in funeral and bereavement support by offering care to grieving families and coordinating repast services, sympathy calls, and home visits.
* Demonstrate spiritual maturity and integrity in leadership, upholding biblical standards and serving as examples of godly living both in the church and the community.
* Support the upkeep and sanctity of the worship experience by helping maintain order, preparing the sanctuary, and assisting with service flow and transitions.
* Regularly pray with and for church leadership, congregants, and ministry teams, interceding for spiritual growth, healing, and breakthrough.
* Attend and participate in regular training, ministry meetings, and leadership development to remain aligned with the evolving needs of WOLT and its vision.
* Collaborate with other ministries, when necessary, especially in missions, outreach, and fellowship events, ensuring that care and follow-up are present at every level.
* Empower and nurture younger generations in service and faith by mentoring and modeling humility, wisdom, and servant leadership.
* Function as an extension of pastoral care—never replacing but reinforcing the shepherd’s reach through hands-on support and presence.
* Uphold confidentiality and discernment, creating safe spaces for members to heal, receive counsel, and rebuild their lives through love and accountability.
* Advance the mission of WOLT by actively reaching those in need, restoring hope through service, and rebuilding faith through consistent, loving ministry.

### **• Security**

* Maintains a safe and welcoming environment for all worship services, ministry activities, and church events, ensuring that every person feels protected and respected.
* Monitors all entry points, parking lots, hallways, and sanctuary spaces to prevent disruptions, respond to emergencies, and safeguard the physical well-being of members and guests.
* Provides direct support to pastors, leaders, guest speakers, and vulnerable populations (e.g., children, youth, elderly) by overseeing protective movement and crowd management.
* Remains calm, discreet, and spiritually grounded when managing incidents, ensuring that peace and order are preserved without creating fear or tension.
* Collaborates with Ushers, Hospitality, and Children’s Ministry to ensure seamless transitions, controlled access to restricted areas, and child safety protocols.
* Receives regular training in conflict resolution, CPR/first aid, emergency procedures, and legal protocols relevant to church safety.
* Maintains a visible but respectful presence that communicates strength and approachability—serving as both guardian and greeter.
* Oversees incident reporting, loss prevention, and cooperation with local law enforcement or medical personnel when needed.
* Leads pre-service and post-service security sweeps, locks/unlocks church property, and monitors for suspicious activity or unattended items.
* Guards not only the premises but the atmosphere of worship, ensuring nothing hinders the free move of the Spirit or distracts from the message of Jesus Christ.
* Exemplifies servant leadership, spiritual maturity, and accountability in every assignment, always remembering that true protection starts with prayer and discernment.
* Reinforces the mission of WOLT by creating a safe space where people can be reached, restored, and rebuilt without fear or distraction.

### **• Armor Bearers**

* Serve as spiritual and physical support to the Pastor and ministerial leadership, helping to guard their time, space, and focus so they can minister effectively without distraction.
* Assist with preparing the pulpit, Bible, water, sermon materials, and other necessary items before and during worship services and events.
* Remain prayerfully alert during services and functions, covering the Pastor and leadership in intercession while maintaining order and flow.
* Accompany the Pastor and/or guest ministers when traveling, speaking, or attending engagements, ensuring safety, preparation, and protection at all times.
* Handle logistical needs before, during, and after services—including seating arrangements, garment and towel placement, and assisting during altar ministry moments.
* Exhibit confidentiality, discretion, and maturity when privy to sensitive matters concerning the Pastor or leadership team.
* Attend all assigned trainings on protocol, spiritual warfare, and etiquette to ensure the ministry operates in excellence and unity.
* Coordinate with Security, Deacons, and Ministerial Staff to maintain a sacred and undisturbed worship environment around the altar and pulpit.
* Model servant leadership, humility, and submission—not seeking spotlight or praise but faithfully executing their assignment behind the scenes.
* Understand that this is not a position of status but of spiritual posture—serving as Aaron and Hur did to uphold the hands of Moses (Exodus 17:12), helping the visionary remain strong.
* Advance the mission of WOLT by creating a protective, prayerful atmosphere that allows ministry to flow freely—reaching souls, restoring leaders, and rebuilding trust through dependable support.

### • **Planning Team**

* Serves as the organizational backbone for events, services, conferences, and major church initiatives, ensuring all logistics are executed with excellence and alignment to WOLT’s vision.
* Collaborates with the pastor, leadership team, and ministry directors to schedule and structure church-wide activities, maintaining clarity and coordination across departments.
* Oversees timelines, budgets, vendor coordination, venue logistics, and post-event evaluations to ensure smooth execution and Kingdom impact.
* Ensures that every planned activity reinforces WOLT’s mission to reach, restore, and rebuild, by designing experiences that foster spiritual growth, community connection, and outreach.
* Creates event proposals, timelines, and run-of-show documents, and follows up with ministries to ensure preparation and post-event debriefing.
* Acts as a liaison between ministries when planning joint events, avoiding overlap and ensuring resource availability.
* Maintains a church-wide calendar and assists with long-term strategic planning to align church growth, ministry milestones, and seasonal focus areas.
* Embodies excellence, foresight, and faith-based leadership, trusting the Holy Spirit’s guidance while remaining organized and detail-driven.

## 🟡 **Division of Discipleship**

***Mission of the Ship: To educate and equip believers to grow in faith, knowledge, and maturity in Christ.***

### **• Christian Education: Sunday School & Bible Study**

* Serves as the foundation for biblical literacy and spiritual growth within the church by developing structured opportunities for learning, reflection, and application of God’s Word.
* Designs and oversees curricula for all levels of spiritual maturity—from new believers to seasoned disciples—ensuring that all materials reflect biblical truth and doctrinal soundness.
* Coordinates Christian growth tracks such as foundational classes, leadership development, spiritual disciplines, and theological workshops to support well-rounded faith formation.
* Equips teachers, facilitators, and instructors through ongoing training in instructional methods, classroom management, and effective communication of the Gospel.
* Provides educational support and resources to other ministries (e.g., Youth, Women’s, Men’s) to ensure that discipleship is integrated throughout the church.
* Collaborates with the Pastor and Ministerial Staff to ensure all teachings align with WOLT’s vision, core beliefs, and scriptural integrity.
* Implements innovative teaching strategies such as interactive classes, group discussions, devotionals, and digital learning platforms to reach diverse learners.
* Oversees and evaluates Sunday School, Bible Study, and WOLT University (New Members Orientation), ensuring consistency and doctrinal flow.
* Develops quarterly or seasonal themes to promote intentional study church-wide, fostering unity and collective growth in the Word.
* Hosts educational events such as seminars, forums, and faith-based book studies to expand biblical worldview and deepen theological understanding.
* Tracks participant engagement, spiritual progress, and class attendance for evaluation and targeted discipleship support.
* Works to reach those who are spiritually curious, restore those disconnected from biblical truth, and rebuild strong, informed believers equipped to live and share the Gospel.
* Provides structured, age-appropriate biblical instruction every Sunday to help individuals grow in faith, deepen their understanding of Scripture, and apply the Word of God to everyday life.
* Divides classes by age or stage (e.g., children, teens, adults, seniors) to ensure lessons are relevant, relatable, and tailored for optimal learning and spiritual engagement.
* Equips students with foundational teachings in salvation, prayer, the Holy Spirit, Christian living, and the character of God to build strong spiritual roots.
* Offers a safe and welcoming space for open dialogue, biblical questions, and practical faith discussions, fostering relational discipleship within each class.
* Empowers teachers through training and preparation, ensuring that lessons are delivered with clarity, theological accuracy, and passion.
* Encourages active participation and accountability by engaging students with memory verses, homework challenges, group activities, and class recaps.
* Maintains a consistent teaching schedule, attendance records, and student engagement tracking to ensure no one is overlooked or left behind.
* Supports families by reinforcing biblical values that can be discussed and practiced beyond Sunday morning, creating continuity between church and home.
* Hosts seasonal Sunday School reviews or celebrations to recognize growth, reinforce key teachings, and promote excitement for learning God’s Word.
* Collaborates with the Christian Education Ministry to ensure curriculum consistency, doctrinal soundness, and effective delivery.
* Acts as a vital arm of the church’s discipleship strategy by helping to reach those seeking understanding, restore confidence in the Word, and rebuild faith through consistent, transformative teaching.
* Serves as a central pillar of weekly spiritual nourishment by offering in-depth, interactive exploration of the Word of God for all members, regardless of biblical background or spiritual maturity.
* Creates a safe, engaging space for believers to ask questions, receive revelation, and gain practical understanding of Scripture that leads to real-life transformation.
* Offers thematic series, verse-by-verse teachings, and topical studies that are Spirit-led, culturally relevant, and rooted in sound doctrine.
* Empowers members to develop strong personal study habits by teaching biblical interpretation, context analysis, and life application techniques.
* Encourages participation through open dialogue, group discussion, note-taking, small breakout sessions, and Q&A, making learning accessible and inclusive.
* Builds spiritual discipline and community by fostering consistent attendance, shared accountability, and collective hunger for God's Word.
* Equips facilitators, teachers, and ministers to rightly divide the Word of Truth (2 Timothy 2:15) with theological integrity and Holy Spirit dependence.
* Offers hybrid options (in-person and virtual) to increase accessibility for members who may be unable to attend in person due to work, health, or distance.
* Incorporates multimedia tools, worksheets, guided devotionals, and companion resources to reinforce lessons and encourage ongoing reflection.
* Supports WOLT’s evangelistic mission by opening Bible Study to the community and newcomers as an accessible point of entry into the church.
* Functions as a tool to reach the spiritually curious and hungry, restore biblical clarity in a world of confusion, and rebuild solid foundations of faith in every believer.

### • **Evangelism**

* Leads the charge in fulfilling the Great Commission by equipping the church to boldly proclaim the Gospel and introduce people to salvation through Jesus Christ.
* Trains members to confidently share their faith through workshops, witnessing techniques, testimony development, and scriptural grounding.
* Organizes regular outreach efforts—including door-to-door witnessing, street ministry, prayer walks, and community events—to engage those outside the walls of the church.
* Establishes evangelism teams that target specific areas (e.g., neighborhoods, campuses, shelters, prisons, hospitals) with the intention of building relationships and planting seeds of hope.
* Partners with other ministries to incorporate evangelism into church activities such as food drives, back-to-school events, youth rallies, and holiday services.
* Follows up with new believers and visitors through calls, letters, and intentional connection points to ensure that decisions made are nurtured and not forgotten.
* Maintains a prayer-based approach, interceding for souls weekly and creating a spiritual covering over outreach efforts before, during, and after engagement.
* Distributes biblically sound literature, tracts, and digital media that present the Gospel in a clear, loving, and relatable way.
* Encourages lifestyle evangelism—empowering every believer to be a witness at work, school, home, and in their everyday lives.
* Tracks outreach data (decisions for Christ, follow-ups, testimonies) to celebrate impact, evaluate effectiveness, and refine strategy.
* Operates with boldness, compassion, and cultural awareness, ensuring that the message of Jesus is delivered in both truth and love.
* Actively works to reach the unreached, restore the spiritually disconnected, and rebuild faith in the hearts of those who feel lost or forgotten.

### **• WOLT University**

* Serves as the primary onboarding experience for all new members (also called partners) of Word of Life Temple Inc., ensuring they are spiritually grounded, relationally connected, and fully aligned with the church’s vision and values.
* Offers a structured once-a-week course introducing new members to the foundational beliefs, mission, leadership structure, and ministry opportunities at WOLT.
* Provides biblical teaching on salvation, baptism, the Holy Spirit, tithing, spiritual gifts, prayer, and church covenant, helping individuals grow in faith and purpose.
* Helps members identify where they fit in the Body of Christ by administering spiritual gift assessments, personality tools, and guided self-reflection.
* Facilitates connection between new members and ministry leaders, helping them transition from visitors to active participants in the life and work of the church.
* Equips new members with practical tools for Christian living, church engagement, and ongoing discipleship after the orientation course concludes.
* Encourages a strong foundation in the Word and consistent church attendance as essential parts of restoration and long-term growth.
* Organizes graduation recognition or celebration at the conclusion of each session to honor new members for completing their orientation.
* Maintains records of participation, follow-up progress, and ministry placements to support the next steps of discipleship and service.
* Collaborates with Christian Education, Evangelism, and Ministerial Staff to ensure theological consistency, spiritual depth, and relational impact.
* Fulfills WOLT’s mission by creating a welcoming and intentional pathway for new believers and church joiners to be reached with truth, restored through teaching, and rebuilt into fully functioning members of the Body of Christ.

## 🔵 **Division of Fellowship**

***Mission of the Ship: To create meaningful connections and support systems within the church through Christ-centered fellowship.***

### **• Women’s Ministry**

* Empowers women of all ages to grow spiritually, emotionally, and relationally through biblical teaching, mentorship, and sisterhood rooted in faith.
* Hosts regular fellowships, conferences, prayer gatherings, and Bible studies that speak directly to the needs, roles, and responsibilities of women in today’s world.
* Provides a safe, nurturing environment where women can share life experiences, overcome past hurts, and find healing and restoration through God’s Word and community.
* Offers mentorship opportunities by connecting mature, seasoned women of faith with younger women who are seeking guidance, wisdom, and accountability.
* Encourages women to discover and walk boldly in their God-given purpose—at home, in the church, in the marketplace, and in ministry.
* Addresses issues unique to women—such as identity, self-worth, motherhood, singleness, marriage, grief, and mental wellness—through workshops and group discussions.
* Partners with other ministries (such as Youth, Outreach, or Evangelism) to serve the community through drives, empowerment events, and acts of compassion led by women.
* Creates platforms for women to minister through speaking, teaching, writing, creative arts, and leadership roles in alignment with their spiritual gifts and WOLT's vision.
* Hosts annual retreats and gatherings designed to recharge, refocus, and rekindle spiritual intimacy with God and fellowship with one another.
* Uplifts the WOLT mission by intentionally reaching women in every season of life, restoring broken places through prayer and teaching, and rebuilding identity, confidence, and purpose through Christ-centered community.

### **• Men’s Ministry**

* Builds strong, spiritually mature men who lead their homes, church, and communities with integrity, courage, and Christ-centered conviction.
* Provides a safe, supportive environment where men can gather to grow in their faith, be challenged in their walk with Christ, and hold one another accountable.
* Hosts prayer breakfasts, men’s Bible studies, retreats, and service projects that focus on developing godly character, spiritual discipline, and brotherhood.
* Offers mentorship opportunities where seasoned men pour into younger generations, modeling manhood, fatherhood, and leadership in alignment with Scripture.
* Addresses real-life issues such as fatherhood, marriage, finances, emotional health, addiction, purpose, and personal holiness through honest conversations and workshops.
* Encourages men to embrace their identity in Christ while stepping boldly into their divine assignments as protectors, providers, priests, and leaders.
* Facilitates hands-on community service and outreach projects that allow men to demonstrate servant leadership and fulfill the biblical call to care for others.
* Creates a brotherhood of support where men can be transparent about their struggles, celebrate their wins, and sharpen each other through love and truth (Proverbs 27:17).
* Challenges men to model the fruit of the Spirit, pursue spiritual excellence, and leave a legacy of faith for their families and future generations.
* Uplifts the mission of WOLT by reaching men from all walks of life, restoring broken areas through truth, prayer, and accountability, and rebuilding strong men who walk in kingdom purpose and power.

### **• Children’s Ministry**

* Provides a safe, nurturing, and spiritually enriching environment where children (typically ages 2–11) are introduced to the love, power, and truth of Jesus Christ in ways that are age-appropriate and life-shaping.
* Offers dynamic Bible lessons, worship, crafts, games, and hands-on activities designed to engage young minds while planting seeds of faith, identity, and purpose.
* Equips children to know God, love others, and grow in character through clear biblical instruction, memory verses, storytelling, and relatable life applications.
* Partners with parents and guardians as the primary faith developers, offering resources and encouragement to continue faith conversations at home.
* Implements high safety standards including secure check-in/check-out systems, background-checked volunteers, and age-specific classrooms to give families peace of mind.
* Trains all Children’s Ministry staff and volunteers in child development, communication skills, teaching techniques, and appropriate spiritual care.
* Celebrates milestones such as birthdays, graduations, and spiritual decisions (e.g., salvation or baptism readiness) to affirm each child’s journey with Christ.
* Hosts seasonal events like Fall Festivals, Easter Celebrations, and Family Sundays to create joyful and memorable moments centered in faith.
* Offers tailored programming for special needs or differently abled children, ensuring that every child is welcomed, included, and loved.
* Receives regular training in conflict resolution, CPR/first aid, emergency procedures, and legal protocols relevant to children.
* Reinforces WOLT’s mission by reaching children early in life with Gospel truth, restoring their understanding of love, safety, and identity, and rebuilding a generation that knows, serves, and trusts the Lord.

### **• Youth & Young Adults**

* Ministers to middle schoolers, high schoolers, college students, and young professionals (typically ages 12–30) through biblically grounded, culturally relevant, and spiritually empowering experiences.
* Creates a space where youth and young adults can explore their faith, ask tough questions, grow in identity, and develop a personal relationship with Jesus Christ.
* Offers weekly gatherings, small groups, mentorship, and leadership development opportunities that address real-life issues such as purpose, relationships, peer pressure, mental health, and career decisions.
* Equips participants to live out their faith boldly in schools, on campuses, in workplaces, and within their peer circles through intentional discipleship and practical teaching.
* Encourages spiritual growth through youth and young adult-led Bible studies, worship nights, service projects, mission trips, and creative arts ministries.
* Hosts conferences, retreats, and empowerment events that revive, challenge, and awaken a generation to walk in boldness, purity, and power.
* Provides mentorship from older, spiritually mature leaders who offer guidance, accountability, and encouragement throughout key seasons of life.
* Supports parents and guardians by fostering a shared vision for raising godly sons and daughters who are Christ-centered, confident, and committed to purpose.
* Collaborates with other church ministries to integrate youth and young adults into worship services, outreach efforts, and volunteer opportunities—training them to serve now, not just later.
* Promotes leadership development by identifying, training, and activating youth and young adults to lead in ministry, media, worship, teaching, and community influence.
* Receives regular training in conflict resolution, CPR/first aid, emergency procedures, and legal protocols relevant to children.
* Advances the WOLT mission by reaching a generation in search of meaning, restoring lost confidence in God and self, and rebuilding bold believers who will carry the mantle of ministry into the future.

### • **Singles** **Ministry**

* Provides a Christ-centered community for unmarried individuals (including never married, divorced, and widowed) to grow in spiritual maturity, emotional wholeness, and relational purpose.
* Offers biblical teaching, interactive discussions, and relevant workshops that address the unique experiences of singles—such as identity, dating, loneliness, self-worth, and contentment.
* Encourages spiritual wholeness by helping individuals discover and walk confidently in their God-given purpose before marriage, without shame or comparison.
* Builds strong fellowship through social gatherings, service projects, retreats, and peer-to-peer support that foster healthy relationships, accountability, and belonging.
* Equips singles to thrive in every area of life—spiritually, financially, emotionally, and professionally—while honoring their season with joy and expectation.
* Addresses real-life challenges such as purity, forgiveness, healing from past relationships, and setting boundaries through transparent conversation and faith-based guidance.
* Supports those who are divorced or widowed with compassion and care, creating space for healing, restoration, and renewed confidence in God's plan.
* Prepares individuals for godly relationships and marriage (for those who desire it), offering pre-marital education, mentorship, and intentional discussions on kingdom partnership.
* Empowers singles to serve in ministry, lead boldly, and use their time, talents, and availability to impact the church and community.
* Reflects the mission of WOLT by reaching singles with love and truth, restoring joy and value in their current season, and rebuilding identity and vision through intimacy with Christ.

### **• Seniors Ministry**

* Serves adults typically aged 60 and older by providing fellowship, spiritual enrichment, and meaningful engagement within the church and community.
* Honors the wisdom, experience, and legacy of senior members by creating opportunities for them to remain active, valued, and respected within the life of the church.
* Offers Bible studies, prayer groups, and discussion forums tailored to the unique life experiences, spiritual questions, and concerns of older adults.
* Hosts luncheons, outings, wellness events, and enrichment activities that promote health, joy, connection, and continued purpose.
* Organizes intergenerational events where seniors can mentor and share life lessons with younger members, bridging the gap between generations.
* Provides emotional and spiritual support through phone calls, home visits, and hospital check-ins, ensuring that no senior is overlooked or isolated.
* Assists members in navigating practical matters such as grief, caregiving, retirement transitions, and maintaining independence with dignity.
* Collaborates with other ministries (e.g., Deacons, Transportation, Food Service) to support the mobility, safety, and holistic well-being of senior partners.
* Celebrates milestones such as birthdays, anniversaries, and legacy awards to publicly affirm the impact of seasoned saints within the WOLT family.
* Receives regular training in conflict resolution, CPR/first aid, emergency procedures, and legal protocols relevant to children.
* Fulfills the mission of WOLT by reaching seniors with intentional ministry, restoring value and joy in their later years, and rebuilding community through wisdom, service, and love.

### **• Food Service & Hospitality**

* Serves as the frontline of care and welcome at Word of Life Temple Inc., creating warm, nourishing, and memorable experiences for members, guests, and visitors through food, fellowship, and hospitality.
* Provides well-prepared, high-quality meals for church services, events, funerals, fellowships, and outreach initiatives—using food as a form of ministry that comforts, connects, and uplifts.
* Ensures all food preparation, service, and cleanup meet health, safety, and presentation standards—reflecting excellence in every plate served and every guest interaction.
* Welcomes every person who enters the church with joy, warmth, and intentionality—offering greetings, information, directions, and follow-up materials to make guests feel seen, valued, and included.
* Manages reception areas, greeting stations, and special guest accommodations, ensuring first-time visitors, speakers, and VIP guests have a pleasant and meaningful experience.
* Works collaboratively with the Planning Team, Deacons, and other ministries to support major events and special moments through seamless hospitality and meal coordination.
* Trains all volunteers in professional etiquette, servant leadership, and communication skills to ensure a unified and consistent culture of love, care, and excellence.
* Maintains a clean, organized, and aesthetically pleasing environment in entryways, dining areas, kitchens, and gathering spaces, enhancing the overall worship and fellowship experience.
* Supports bereaved families and members during times of loss by preparing comfort meals and coordinating repasts with compassion and sensitivity.
* Serves as the frontline of care and welcome at Word of Life Temple Inc., creating warm, nourishing, and memorable experiences for members, guests, and visitors through food, fellowship, and hospitality.
* Provides well-prepared, high-quality meals for church services, events, funerals, fellowships, and outreach initiatives—using food as a form of ministry that comforts, connects, and uplifts.
* Upholds **strict food safety standards**, ensuring that all food preparation, handling, and storage follow local health regulations and ServSafe protocols. This includes proper sanitation, temperature control, allergen awareness, and cleanliness in all kitchen and serving areas.
* Requires all volunteers and team members involved in food handling to complete food safety training, wear appropriate attire (gloves, aprons, hair coverings), and follow best practices to protect the health and well-being of those served.
* Welcomes every person who enters the church with joy, warmth, and intentionality—offering greetings, information, directions, and follow-up materials to make guests feel seen, valued, and included.
* Manages reception areas, greeting stations, and special guest accommodations, ensuring first-time visitors, speakers, and VIP guests have a pleasant and meaningful experience.
* Collaborates with the Planning Team, Deacons, and other ministries to support major events and special moments through seamless hospitality and coordinated food service.
* Trains all volunteers in professional etiquette, servant leadership, and communication skills to ensure a unified and consistent culture of love, care, and excellence.
* Maintains a clean, organized, and aesthetically pleasing environment in entryways, dining areas, kitchens, and gathering spaces, enhancing the overall worship and fellowship experience.
* Supports bereaved families and members during times of loss by preparing comfort meals and coordinating repasts with compassion and sensitivity.
* Embodies the mission of WOLT by reaching people with kindness and generosity, restoring dignity and warmth through intentional service, and rebuilding relationships and community around the table.

## 🟠 **Division of Friendship**

***Mission of the Ship: To extend love, support, and hospitality that reflects the heart of Christ to every person who walks through WOLT’s doors.***

### **• Food Bank**

* Serves as a vital outreach arm of Word of Life Temple Inc., providing nutritious food and basic necessities to individuals and families experiencing hardship or food insecurity.
* Demonstrates the love and compassion of Christ by meeting practical needs with dignity, respect, and a nonjudgmental spirit, regardless of background or belief.
* Organizes food distributions on a regular basis (weekly, bi-weekly, or monthly), offering fresh produce, canned goods, household items, and hygiene essentials to the community.
* Maintains accurate inventory and ensures all donated and purchased items are stored properly and distributed in a safe, sanitary, and efficient manner.
* Operates in compliance with all food handling regulations and safety standards, with volunteers trained in proper sorting, packaging, expiration date tracking, and clean storage practices.
* Collaborates with local food banks, grocery partners, schools, and nonprofit organizations to expand reach and increase access to needed resources.
* Offers spiritual care alongside material assistance—praying with recipients, sharing devotional materials, and inviting individuals to worship services and Bible study.
* Protects the privacy and dignity of all recipients through discreet service processes and a spirit of hospitality and grace.
* Tracks service impact through logs, reports, and testimonies to evaluate effectiveness and maintain organizational accountability.
* Provides opportunities for church members to serve regularly in hands-on ministry that directly reaches the hungry, restores hope to the struggling, and rebuilds trust in the church as a place of provision and love.

### **• Ushers & Greeters**

* Serves as the first impression of Word of Life Temple Inc., creating a welcoming, orderly, and Spirit-filled atmosphere from the parking lot to the pew.
* Greeters extend warm, sincere welcomes at the entrances of the church, making guests and members feel valued, seen, and at home as soon as they arrive.
* Ushers maintain the flow and order of worship services by assisting with seating, distributing programs, managing offering collection, and guiding congregants during altar calls and communion.
* Demonstrates hospitality, attentiveness, and sensitivity to the needs of individuals—including seniors, families, first-time visitors, and persons with disabilities—helping with grace and discretion.
* Works in coordination with the Security, Hospitality, and Media teams to ensure service logistics are handled seamlessly, respectfully, and without disruption.
* Provides a calming and professional presence in the sanctuary and hallways, addressing distractions or disruptions with wisdom, kindness, and confidence.
* Trains regularly in church protocol, emergency response procedures, ushering etiquette, and guest service standards to uphold consistency and excellence.
* Maintains a spiritually ready posture by praying before services, walking in unity, and ensuring their attitude reflects the joy and peace of the Lord.
* Keeps a keen awareness of seating availability, room flow, and transitions to help facilitate a distraction-free worship experience.
* Uplifts WOLT’s mission by reaching people with the love of God from the moment they enter the building, restoring the sense of belonging and reverence for God’s house, and rebuilding the church’s culture of love, unity, and excellence—one greeting and one seat at a time.

### **• Library & Archives**

* Serves as the knowledge and preservation hub of Word of Life Temple Inc., offering biblical, theological, devotional, and historical resources to support spiritual growth, ministry training, and legacy awareness.
* Maintains a curated collection of printed and digital materials—including Bibles, books, commentaries, sermons, devotionals, teaching manuals, and study guides—for all ages and levels of spiritual maturity.
* Assists members, teachers, students, and leaders in locating study tools and reference materials for classes, Bible study, sermon preparation, and personal enrichment.
* Offers a welcoming space for quiet reading, study, and reflection, promoting biblical literacy and intellectual engagement with the Word of God.
* Preserves the church’s historical documents, photos, sermon archives, bulletins, special programs, and leadership records to honor WOLT’s legacy and protect its institutional memory.
* Organizes and catalogs materials using clear systems for easy check-out, return, and tracking, ensuring all items are accessible, maintained, and in circulation.
* Digitizes key records and messages for preservation and online access, ensuring the church’s teachings and milestones can be passed on to future generations.
* Hosts occasional reading challenges, featured book displays, author spotlights, and literacy events to promote engagement across the church body.
* Upholds the mission of WOLT by reaching the mind through biblical study, restoring understanding through doctrinal clarity, and rebuilding legacy through preserved history and accessible resources.

### **• Transportation**

* Provides safe, reliable, and respectful transportation to and from church services, ministry events, outreach programs, and special functions for members and guests with transportation needs.
* Ensures access to worship, fellowship, and spiritual growth opportunities by eliminating transportation barriers for seniors, youth, disabled individuals, and families without personal vehicles.
* Operates a fleet of church-owned vans or designated vehicles, maintaining them with regular inspections, clean interiors, proper licensing, and up-to-date insurance in accordance with state and church guidelines.
* Recruits and trains qualified, courteous drivers who possess valid licenses, clean driving records, and a heart for service.
* Coordinates weekly pickup schedules, event transportation logistics, and special requests with timeliness and professionalism, maintaining clear communication with passengers and ministry leaders.
* Maintains a transportation request system (via phone, form, or app) to efficiently schedule rides, confirm availability, and accommodate special mobility needs.
* Works closely with the Planning Team, Youth Ministry, Seniors Ministry, and Outreach Ministries to ensure smooth transportation coverage for targeted events and age groups.
* Trains team members in safety protocols, emergency preparedness, proper loading/unloading procedures, and customer care to ensure every rider’s safety and comfort.
* Upholds confidentiality and compassion, treating every passenger with dignity and spiritual care—often praying with riders or offering encouragement during the commute.
* Advances WOLT’s mission by reaching individuals who would otherwise be disconnected, restoring independence and inclusion through transportation access, and rebuilding consistent participation in the life of the church.

### **• McFadgion Scholarship**

* Honors the legacy and vision of the McFadgion family by supporting the educational aspirations of graduating high school seniors and college students who are active members of Word of Life Temple Inc.
* Provides financial assistance through annual scholarships to help offset the cost of tuition, books, and educational expenses at accredited institutions, including universities, trade schools, and community colleges.
* Encourages academic excellence, spiritual commitment, and community service by evaluating applicants based on academic achievement, church involvement, moral character, financial need, and future goals.
* Oversees the full application and award process—including promotional efforts, application collection, review and selection, award disbursement, and scholarship recognition events.
* Hosts workshops and informational sessions on college preparation, scholarship writing, FAFSA navigation, and career readiness to equip students for success beyond high school.
* Partners with the Youth & Young Adults Ministry to stay connected with students during and after their college years, offering mentorship, prayer support, and spiritual accountability.
* Celebrates recipients annually during a Scholarship Recognition Sunday or similar program, publicly affirming the importance of education, excellence, and kingdom advancement through learning.
* Encourages the church body to invest in the next generation by supporting the scholarship fund through donations, sponsorships, and ongoing prayer.
* Maintains records of past recipients, impact stories, and academic progress to track the long-term effectiveness of the ministry and honor the legacy it represents.
* Fulfills the mission of WOLT by reaching students with opportunity, restoring hope through education access, and rebuilding futures through Kingdom-minded academic advancement.

### **• Pastor’s Aide**

* Serves to honor, encourage, and support the Senior Pastor and pastoral family through intentional acts of love, service, and spiritual covering, ensuring their physical, emotional, and ministerial needs are met with care and confidentiality.
* Assists with preparing and maintaining the Pastor’s space, pulpit materials, garments, and personal items for worship services, conferences, revivals, and travel engagements.
* Coordinates expressions of appreciation and honor during pastoral anniversaries, birthdays, holidays, and special milestones—on behalf of the congregation and ministry partners.
* Provides practical support before, during, and after services, including water, towels, seating, and private moments of prayer or recovery, without intrusion or distraction.
* Maintains a spirit of discretion, humility, and confidentiality when managing any pastoral-related needs, upholding the integrity and sacredness of the assignment.
* Works closely with Armor Bearers, Hospitality, Planning, and Security Ministries to ensure all details involving the pastor’s comfort and functionality are handled in excellence and unity.
* Raises funds as needed to support the mission of the ministry and help provide for pastoral travel, gifts, hospitality, or tokens of encouragement throughout the year.
* Serves as a spiritual covering through intercession, praying consistently for the pastor’s health, strength, family, and leadership decisions in alignment with Scripture.
* Trains all team members in professionalism, etiquette, and spiritual maturity to maintain the highest standard of honor and service in their role.
* Supports the mission of WOLT by reaching the heart of leadership through care, restoring strength through service, and rebuilding longevity in ministry through unwavering support and honor.

## 🟢 **Division of Worship**

**Mission of the Ship:** **To create an atmosphere for the presence of God to dwell and transform lives through sound, media, and creative arts.**

### **• Audio, Visual, Media, Marketing (Sound Room)**

* Oversees all audio systems during worship and events to ensure clarity, balance, and excellence.
* Manages mics, monitors, recording equipment, and live mixing.
* Works with worship leaders and musicians to prepare sound checks and resolve technical issues.
* Manages visual presentations, livestreams, and digital content creation for services.
* Operates cameras, projection, and social media to broaden WOLT’s reach.
* Ensures professionalism, accuracy, and anointing through all digital expressions.
* Develops and executes strategies to communicate the vision, events, and spiritual messages of Word of Life Temple Inc. to both members and the wider community.
* Oversees branding, graphic design, and digital content creation to ensure all visual and verbal messaging reflects the excellence and integrity of the ministry.
* Manages social media platforms, email marketing, and printed publications to keep the congregation informed, inspired, and engaged.
* Collaborates with all other ministries to promote their events, initiatives, and services in a way that is consistent, timely, and effective.
* Identifies creative opportunities for outreach through advertising, community partnerships, and strategic campaigns that amplify the reach of WOLT’s mission.
* Trains and equips ministry leaders in best practices for announcements, promotion timelines, and message consistency.
* Uses analytics and feedback to refine communication efforts, ensuring that every message reaches the right audience with clarity and purpose.
* Advances the church’s mission to reach, restore, and rebuild by creating communication pathways that draw people closer to Christ and to community.

### **• Praise and Worship**

* Leads the congregation into the presence of God through passionate, Spirit-led worship that prepares the atmosphere for the Word of God and the move of the Holy Spirit.
* Ministers through song with humility, excellence, and authenticity—creating an environment where burdens are lifted, chains are broken, and hearts are turned toward Jesus.
* Carefully selects and rehearses songs that are biblically sound, theologically rich, and spiritually sensitive, ensuring they reflect the heart of God and the vision of Word of Life Temple Inc.
* Works in close partnership with the Musicians, Sound Room, and Media Team to ensure worship services are executed with unity, flow, and excellence.
* Holds regular rehearsals, vocal training, and spiritual development sessions to strengthen team cohesion, musical skill, and personal consecration.
* Encourages a lifestyle of worship beyond the platform—requiring members to maintain spiritual discipline, prayer life, and integrity as worshippers first, not performers.
* Serves during regular services, revivals, conferences, and special events, remaining flexible and responsive to the Holy Spirit’s direction and the pastoral flow.
* Upholds punctuality, preparedness, and a teachable spirit—recognizing that effective worship leading begins with submission and servant leadership.
* Embraces diverse musical expressions (contemporary, traditional, gospel, etc.) to engage all generations while maintaining a standard of reverence and honor for God.
* Serves as section leaders of the mass choir
* Supports the mission of WOLT by reaching people through Spirit-filled sound, restoring brokenness through worship encounters, and rebuilding hearts by lifting the name of Jesus in unity and excellence.

### **• Mass Choir**

* Serves as a dynamic musical force that unites the voices of the congregation to offer powerful, Spirit-filled praise and worship that glorifies God and ministers to His people.
* Functions as a multi-generational choir composed of members from all backgrounds and walks of life who are committed to lifting the name of Jesus in harmony, unity, and power.
* Ministers during select services, special occasions, and high-impact events such as Holy Convocation, Easter, Christmas, and church anniversaries to magnify worship through collective sound.
* Participates in scheduled rehearsals focused on vocal blending, song interpretation, diction, stage presence, and spiritual preparation to ensure excellence and anointing.
* Offers a musical experience that complements the preached Word, preparing hearts for transformation and celebrating the goodness and faithfulness of God.
* Encourages participation from individuals who may not serve on the Praise & Worship Team but have a desire to use their gift of singing in a committed and organized capacity.
* Collaborates with the Musicians, Sound Room, and Media Team to ensure smooth transitions, balanced sound, and effective worship flow during all performances.
* Promotes team unity, spiritual accountability, and worship-focused attitudes, requiring choir members to exemplify humility, punctuality, and a Spirit-led lifestyle.
* Provides mentorship opportunities for younger or newer singers and helps build musical and spiritual confidence among emerging vocalists.
* Advances the WOLT mission by reaching the hearts of worshippers through collective praise, restoring joy and unity through song, and rebuilding a vibrant worship culture rooted in biblical truth and musical excellence.

### **• Men’s Choir**

* Offers a powerful expression of worship through the voices of men who are committed to glorifying God and leading others into His presence through music.
* Ministers during special services, men’s conferences, and designated Sundays—uplifting the congregation through strong, heartfelt, and Spirit-led vocal performance.
* Provides an outlet for men of all ages to use their vocal gifts in service to God, promoting unity, brotherhood, and spiritual leadership through song.
* Encourages men to take their rightful place as worshippers and leaders, modeling strength, humility, and reverence before God.
* Rehearses regularly to ensure vocal excellence, clarity, and preparation, while also incorporating prayer, devotion, and encouragement as part of spiritual development.
* Cultivates an atmosphere where men can grow in confidence, vocal ability, and spiritual boldness, regardless of prior musical experience.
* Serves as a mentoring space where seasoned men can guide and support younger brothers in both music and life, reinforcing principles of faith, character, and integrity.
* Collaborates with the Musicians, Media, and Sound Room teams to ensure seamless execution and sound balance during performances.
* Requires members to uphold a standard of punctuality, preparation, and consecration—understanding that the anointing comes not just from talent, but from a lifestyle of worship.
* Supports the WOLT mission by reaching men through the bond of music, restoring confidence and identity in their role as worshippers, and rebuilding families and communities through visible, vocal, Spirit-filled leadership in worship.

### **• Youth Choir**

* Provides a vibrant platform for children, pre-teens, and teens to express their love for God through music while growing in spiritual maturity, confidence, and purpose.
* Engages youth in active ministry by teaching them how to worship freely, boldly, and respectfully through age-appropriate songs, harmonies, and vocal training.
* Creates a nurturing environment that builds teamwork, self-esteem, and discipline through consistent rehearsals, spiritual devotions, and positive peer interaction.
* Offers opportunities for youth to lead in worship during designated youth services, holidays, special programs, and intergenerational worship experiences.
* Encourages spiritual growth by incorporating short Bible teachings and prayer into rehearsal time, helping young singers understand the meaning behind the songs they sing.
* Provides mentorship and coaching by adult choir leaders and worship mentors who model Christian character, worship leadership, and vocal excellence.
* Celebrates the creativity and energy of youth by occasionally incorporating movements, skits, or spoken word into musical selections, while still honoring reverence and biblical principles.
* Partners with the Youth Ministry and Praise & Worship Team to help young people transition smoothly into other areas of worship leadership as they mature in both age and faith.
* Emphasizes character over performance, reminding youth that they are worshippers first and that their praise has power to shift atmospheres and touch hearts.
* Fulfills the WOLT mission by reaching the next generation with opportunity, restoring confidence and joy in worship, and rebuilding a culture of praise that spans every age group in the Body of Christ.

### **• Dance & Mime**

* Ministers to the hearts of God’s people through expressive, Spirit-led movement that brings the Word of God and worship to life in a visual, emotional, and powerful way.
* Uses dance and mime as sacred forms of worship—not performance—to glorify God, edify the Body, and usher in the presence of the Holy Spirit through prophetic movement and interpretation.
* Trains members in choreography, technique, stage presence, and spiritual preparation, ensuring that every piece presented is biblically grounded, anointed, and excellent.
* Incorporates a variety of styles (liturgical, contemporary, interpretive, cultural) while maintaining modesty, reverence, and alignment with WOLT’s worship standards.
* Presents at services, revivals, conferences, youth events, holidays, and special occasions—enhancing worship through dynamic presentations that reflect biblical themes, testimonies, and Scripture.
* Holds regular rehearsals that include devotionals, prayer, and group reflection, reinforcing that purity of heart and spiritual readiness are just as important as physical preparation.
* Encourages youth and adults alike to discover and use their creative gifts in worship, offering age-appropriate training groups and mentorship for growth in both artistry and anointing.
* Collaborates with the Praise & Worship Team, Youth Ministry, and Planning Team to ensure cohesion and alignment for scheduled performances and worship flows.
* Upholds excellence in appearance, timeliness, and spiritual focus, requiring members to represent Christ with humility, passion, and discipline both on and off the platform.
* Advances the mission of WOLT by reaching people through the language of movement, restoring emotion and depth to the worship experience, and rebuilding broken hearts by showing the Gospel through powerful visual ministry.

### **• Musicians**

* Serves as the foundational sound of worship at Word of Life Temple Inc., providing Spirit-filled musical support that enhances praise, ushers in the presence of God, and sets the tone for every worship experience.
* Ministers through excellence in instrumentation—covering keys, drums, bass, lead guitar, organ, strings, and more—to create a seamless and anointed worship atmosphere for services, revivals, and special events.
* Works closely with the Praise & Worship Team, Choirs, Dance Ministry, and Media Team to ensure unity in timing, transitions, sound quality, and worship flow.
* Attends scheduled rehearsals and sound checks consistently, prepared and punctual, understanding that excellence in worship begins with preparation and submission.
* Demonstrates spiritual maturity by living a lifestyle of consecration, accountability, and humility—knowing that their gift is a sacred offering, not a performance.
* Remains sensitive to the move of the Holy Spirit, flowing spontaneously when led, while also being skilled in structured musical arrangements and diverse worship styles (gospel, contemporary, hymns, prophetic flow, etc.).
* Maintains all instruments and equipment with care and communicates proactively about technical needs or improvements to ensure uninterrupted worship ministry.
* Trains and mentors emerging musicians, helping to develop the next generation of church instrumentalists who combine skill with spiritual depth.
* Upholds confidentiality, respect, and professionalism—avoiding distractions, disruptions, or conversations that interfere with the sacredness of worship.
* Advances the mission of WOLT by reaching hearts through sound, restoring spiritual hunger through instrumental worship, and rebuilding atmospheres that are conducive to healing, breakthrough, and deliverance.

**Required Trainings Per Ministry**

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| --- | --- | --- |
| **Division** | **Ministry** | **Training** |
| Stewardship | Pastor | * Theological Continuing Education (annually) * Leadership Development & Vision Casting * Spiritual Renewal Retreats * Crisis & Conflict Management |
| Stewardship | Board of Directors | * Nonprofit Governance & Legal Compliance * Financial Stewardship & Risk Management * Church Bylaws and Policy Training * Confidentiality & Ethical Leadership |
| Stewardship | Ministerial Staff | * Biblical Doctrine & Hermeneutics * Preaching & Teaching Techniques * Pastoral Care & Counseling Ethics * Leadership Development & Conflict Resolution * Ministerial Protocol Training |
| Stewardship | Finance | * Background Check |
| Stewardship | Deacons and Deaconesses | * Altar Ministry & Communion Protocol * Pastoral Support & Member Visitation |
| Stewardship | Security | * Church Safety & Threat Assessment * Emergency Response & First Aid (CPR certified) * De-escalation & Conflict Prevention * Child Protection & Sanctuary Safety Protocol |
| Stewardship | Armor Bearers | * Ministerial Protocol & Platform Etiquette * Confidentiality & Discretion Training * Spiritual Warfare & Intercessory Prayer * Servant Leadership and Humility |
| Fellowship | Children’s Ministry | * Child Development & Behavior Management * Age-Appropriate Bible Teaching * Child Safety & Mandatory Reporting * Creative Engagement Strategies * CPR/First Aid * Background Check |
| Fellowship | Food’s Ministry | * ServSafe® Food Safety Certification * Hospitality & Guest Experience Training * Event Setup & Service Etiquette * Kitchen Sanitation and Health Compliance |
| Friendship | Food Bank | * Food Distribution Safety & Handling * USDA/Community Food Program Compliance * Inventory Management Training * Customer Service with Dignity |
| Friendship | Ushers & Greeters | * Hospitality & First Impressions Training * Sanctuary Seating & Traffic Flow * Emergency Evacuation Procedures * Guest Follow-Up & Communication Protocol |
| Friendship | Transportation | * Church Vehicle Operations & Safety |
| Worship | Praise and Worship | * Vocal Training & Stage Presence * Worship Leading Theology & Flow * Mic Technique & Team Harmony * Lifestyle of Worship & Devotion |
| Worship | Sound Room | * Audio Mixing & EQ Basics * Microphone & Monitor Management * Feedback Prevention & Live Troubleshooting * Recording and Livestream Coordination * Camera Operation & Live Stream Setup * Presentation Software (e.g., ProPresenter) * Lighting, Graphics & Visual Aesthetics * Social Media Messaging and Branding |