



Word of Life Temple Inc.

Auxiliaries in Ministry Handbook 2025

Bishop Arthur Tripp, Senior Pastor

Word of Life Temple operates auxiliaries called ministries or formally auxiliaries in ministries. There are five divisions, informally known as ships that make up one large ship - which is Word of Life Temple Inc. Those divisions are the following:

- Division of Stewardship
- Division of Discipleship
- Division of Fellowship
- Division of Friendship
- Division of Worship

The job descriptions listed in the book, are basic job descriptions. More detailed descriptions can be found, at the request of the Executive Pastor. Each ships defined by a color.

Stewardship is red, discipleship is yellow, fellowship is blue, friendship is orange and worship is green.

Each division is made up of the different auxiliaries in ministries such as: youth, men, praise and worship and more. Each division has an executive director, which is an ex-officio member of the specific division, which serves as a leader and representative from the Board of Directors. Each ministry has a ministry director and assistant director along with a secretary, treasurer and members. Each auxiliary in ministry belongs to a division or “ship” and they are as follows:

- **Division of Stewardship**
 - Board of Directors
 - Senior Pastor
 - Executive Pastor
 - Ministerial Staff
 - Finance
 - Deacons
 - Security
 - Armor Bearer's
- **Division of Discipleship**
 - Christian Education
 - Sunday School

- Evangelism
- Bible Study
- **Division of Fellowship**
 - Women's Ministry
 - Men's Ministry
 - Children's Ministry
 - Youth & Young Adults Ministry
 - Single's Ministry
 - Hospitality & Food Service
- **Division of Friendship**
 - Food & Clothing Bank
 - Usher's Ministry
 - Library and Archives
 - Transportation
 - McFadgion Scholarship
 - Pastor's Aide
- **Division of Worship**
 - Praise and Worship Team
 - Choir(s)
 - Audio, Media and Marketing
 - Musicians
 - Drama
 - Praise Dance
 - Mime Ministry

Division of Stewardship

The purpose of the Division of Stewardship is to ensure all other operations and ministries of the church are operating in a spirit of excellence. The Division of Stewardship oversees all other divisions and ministries within our church.

Board of Directors: The Board of Directors serve as the leadership board of the church and organization. The BOD handles day-to-day operations, church administration, church policy and legal efforts.

Senior Pastor: The Senior Pastor is the leader of the church and organization who oversees the day to day operations.

Associate Pastor: The associate pastor shall serve as a right hand to the senior pastor and shall assist in carrying out the ministry of the church. The main responsibilities will involve assuming the pastoral role in senior pastor's absence; in reach through building relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed; and outreach to assimilate newcomers and visitors into the body of the church.

Executive Pastor: The executive pastor is responsible for day-to-day church management and operations and will assist the senior pastor as needed with the ministry of the church.

Elder: The elders make up the church board—leading, shepherding and serving the church. Each elder heads a ministry committee in such areas as missions, youth, worship and senior ministry.

Treasurer: The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Financial Secretary: The financial secretary/bookkeeper is responsible for keeping the church's general ledger and financial records and will prepare related forms and reports as necessary, in addition to preparing all checks for the treasurer to sign. This person will help ensure that the church's finances are in accord with legal, ethical and biblical standards.

Finance Committee: The Financial Committee Member plays a crucial role in supporting the financial health and stewardship of the church. This position involves collaborating with other committee members to oversee the church's financial management, including budgeting, financial reporting, and ensuring that church funds are used in a manner that aligns with the church's mission and vision.

Trustees: The Trustee is a key leadership role within the church, entrusted with overseeing the church's property, finances, and legal matters to ensure the long-term sustainability and well-being of the congregation. This individual works collaboratively with the Pastor, Board of Trustees, and other church leadership to make important decisions regarding church operations, infrastructure, and ministry support. The ideal candidate will have strong organizational skills, a commitment to the church's mission, and a sense of responsibility for maintaining and enhancing the church's legacy and resources.

Deacons: The Deacon serves as a spiritual leader and servant within the church, supporting the pastoral team, assisting with the physical and spiritual needs of the congregation, and ensuring the smooth functioning of church ministries. The role is modeled after the biblical qualifications and responsibilities outlined in Scripture, particularly in **1 Timothy 3:8-13** and **Acts 6:1-6**. Deacons are entrusted with duties that promote the welfare of the church body, the preaching of the gospel, and the demonstration of Christ's love through service. The ideal candidate will be a person of strong faith, integrity, and humility, dedicated to serving others and furthering God's kingdom.

Security: The Church Security Officer is responsible for ensuring the safety and security of the church property, staff, and congregation during worship services, events, and other church activities. This role involves maintaining a visible security presence, monitoring activities around the church premises, responding to any security-related incidents, and providing assistance as needed. The ideal candidate will be observant, proactive, and able to handle security situations with calm and professionalism, all while maintaining a welcoming and respectful atmosphere.

Executive Assistant: The executive assistant is responsible for helping maintain an efficiently run office and assisting the executive pastor in the day-to-day office operations as well as with special projects.

Armor Bearer's: An Armor Bearer is a servant leader who provides physical, spiritual, and logistical support to the church's Pastor or other spiritual leaders. The role is based on biblical principles, especially as seen in the stories of David and Saul, where an armor bearer served closely with the leader, offering support and protecting them in their mission. Armor Bearers are responsible for assisting with various practical and ministry needs, allowing the Pastor to focus on their spiritual duties and leadership responsibilities.

Network Administrator: The Network Administrator is responsible for the design, implementation, maintenance, and management of the church's IT network systems. This includes ensuring the stability, security, and optimal performance of all network infrastructure, such as routers, switches, servers, and wireless access points. The Network Administrator will also manage network user accounts, troubleshoot network issues, and provide technical support to staff and volunteers.

James O. Cunningham Family Life Center Director: The Director of the James O. Cunningham Family Life Center is responsible for overseeing the operations, management, and administration of the Family Life Center (FLC), a multi-purpose facility with a 1,500 seating capacity, offices, ballroom, boardroom, and classrooms. This role involves ensuring that the FLC functions smoothly and effectively to serve the needs of the church and its community, including coordinating events, managing facility resources, supervising staff and volunteers, and maintaining the building.

Division of Discipleship

The Division of Discipleship is a key ministry within the church that focuses on guiding and equipping individuals to grow in their faith, deepen their understanding of Scripture, and actively live out their Christian beliefs in everyday life. This division is designed to provide spiritual formation, education, and opportunities for personal development, fostering a community of believers who are committed to following Christ and making disciples. The Division of Discipleship aims to nurture a holistic approach to spiritual growth, emphasizing prayer, Bible study, service, and accountability.

Sunday School Superintendent: The Sunday School director will lead and oversee the ministry of the Sunday School. This person will ensure proper staffing, training and operation of the department.

Sunday School/Bible Study Teacher: Properly teach lessons, based off biblical principle and academic merit.

Director of Evangelism: The evangelism director is responsible for overseeing and implementing the church evangelism program, training volunteers and actively participating in the evangelism ministry to influence others for Christ and bring them into the church.

Division of Fellowship

The Division of Fellowship is responsible for overseeing and coordinating all fellowship activities and events within the church. This division is designed to build strong relationships, foster a sense of community, and encourage spiritual growth through social gatherings, group activities, and outreach programs. The division will organize opportunities for church members to connect, serve one another, and grow together in Christ. The primary goal of this position is to create an inclusive, welcoming environment that promotes unity and discipleship within the congregation.

Women's Ministry Director: The women's ministry director will provide direction and vision and will organize, coordinate and oversee the women's ministries of this church.

Men's Ministry Director: The men's ministry director will organize and lead a ministry that builds up and helps the men of the church become spiritual leaders and provides an avenue of outreach to men in the community.

Children's Ministry Director: The children's ministry director is responsible to oversee the entire children's ministry to ensure a smoothly operating, safe and effective program. The director will recruit and train leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people—laying a foundation that will keep children interested in the things of God and involved in church.

Youth and Young Adult Ministry Director: The youth director will direct and oversee the youth ministry; educate, minister to and include teens in the ministry of the church and follow up with teen guests.

Senior's Ministry Director: The senior's ministry director will direct and oversee the seniors ministry, minister to senior adult members and follow up with senior adult guests. The senior ministry director must have a heart for seniors ministry and be willing to work to include this valuable group of people in the ministry of the church.

Single's Ministry Director: The singles ministry director will direct and oversee the singles ministry; educate, minister to and include single adult members in the ministry of the church and follow up with single adult guests.

Hospitality & Food Service Director: The food-service director is responsible for planning and coordinating all meals served on church grounds. This includes working in conjunction with the fellowship coordinator when fellowship events involve meals.

Division of Friendship

The Division of Friendship is a vital ministry within the church that focuses on creating and nurturing meaningful, supportive, and lasting relationships among church members and newcomers. The goal of this division is to foster a spirit of warmth, unity, and love, ensuring that everyone feels welcomed, valued, and included in the life of the church. This ministry emphasizes the importance of fellowship, hospitality, and mutual care, while also seeking to extend the love of Christ to those who may be seeking a place of belonging.

Food and Clothing Bank Ministry Director: The Church Food and Clothing Bank Director oversees the church's food and clothing bank operations, ensuring the compassionate distribution of resources to those in need within the community. This position involves managing inventory, coordinating volunteers, organizing donation drives, and maintaining partnerships with local organizations. This person will also form and keep healthy relationships with food lion, second harvest food bank, and other entities and corporate partnerships.

Usher Board Director: The Usher Board Director is responsible for overseeing and coordinating the usher team to ensure a welcoming, organized, and spiritually supportive environment during all church services and events. This role involves scheduling, training, and supervising ushers, as well as ensuring that all members and visitors feel welcomed and assisted as they enter the church. The ideal candidate will possess strong organizational and leadership skills, along with a heart for service and hospitality.

Library and Archives Director: The librarian is responsible for organizing and maintaining the church library. The librarian is also responsible for keeping accurate records and photos of church events and milestones and organizing the information to preserve a historical library of the church's heritage.

Transportation Director: The Church Transportation Director is responsible for overseeing and coordinating all transportation services for the church, ensuring the safe, reliable, and timely movement of church members, staff, and visitors to and from church events, services, and outreach activities. This role includes managing a fleet of vehicles, scheduling drivers, and ensuring that all transportation operations comply with safety regulations.

McFadgion Scholarship Director: The Church Scholarship Director oversees all aspects of the church's scholarship program, including fund development, application processing, award distribution, and program evaluation. This position is responsible for identifying eligible candidates, supporting applicants throughout the scholarship process, and promoting educational opportunities within the church community.

Pastor's Aide Director: The Pastor's Aide Committee Director leads the Pastor's Aide Committee in providing ongoing support, appreciation, and care for the pastor and their family. This position is responsible for coordinating activities, organizing events, and managing resources to meet the needs of the pastor, ensuring they feel valued and cared for by the congregation.

Division of Worship

The Division of Worship is a vital ministry of the church dedicated to creating an environment where the congregation can experience the presence of God and offer heartfelt praise and worship. This division is responsible for coordinating and facilitating all aspects of worship services, ensuring that each service provides an opportunity for spiritual renewal, growth, and connection with God. The Division of Worship works collaboratively with pastoral leadership, musicians, worship teams, and other ministries to create a worship experience that is biblically centered, culturally relevant, and spiritually enriching.

Minister of Music: The Minister of Music leads and oversees the music ministry of [Church Name], creating an inspiring, inclusive, and worshipful atmosphere that aligns with the church's mission and enhances the worship experience. This role includes directing and coordinating choirs, musicians, and worship teams, selecting music, and leading congregation in worship during services and special events. The ideal candidate has strong musical talent, leadership skills, and a passion for using music to uplift and connect with the congregation spiritually.

Audio Technician: The audio technician will record messages and special music presented during regular church worship services and occasional special services; keep an organized library of recordings; The sound technician will adjust and maintain the sound system to ensure a clear and comfortable sound level within the church facilities.

Photographer: The photographer will take photographs for church publications and historical archives and of all new members to display on the bulletin board.

Videographer: The video technician will record messages, special services and events; keep an organized library of tape recordings; and provide duplicate videos for the tape ministry.

Graphic designer: The public relations graphic designer will contribute to good public relations of the church by using graphic design skills to help develop printed media.

Music Director: The music director will organize and lead the music ministry of the church and assist the pastor during worship services.

Musician: The Musician plays a key role in the church's music ministry by providing instrumental support to enhance the worship experience. This role involves playing various instruments (e.g., piano, keyboard, guitar, drums, bass, etc.) during worship services, special events, and rehearsals. The Musician works closely with the worship team, choir, and music director to create a spiritually engaging atmosphere that invites the congregation into meaningful worship.

Praise and Worship Director: The Praise Team Director leads the church's praise and worship team to create an engaging and uplifting worship experience that brings the congregation into a spirit of praise. This role involves selecting music, leading rehearsals, coordinating musicians and vocalists, and ensuring that the praise team is spiritually prepared and musically skilled. The ideal candidate is a talented musician and worship leader with strong organizational skills and a heart for guiding others in worship.

Praise and Worship Member: A Praise Team Member plays a vital role in leading the congregation in worship through music, creating an atmosphere of praise and connection to God. This position involves participating in weekly services, special events, and rehearsals. Members should have a heart for worship, a strong musical ability, and a willingness to serve the church community by offering their talents. Ideal candidates are committed to growing both spiritually and musically, and work well as part of a team.

Male Choir Director: The Male Choir Director leads the male choir in delivering powerful and inspirational worship through music. This role involves selecting appropriate music, directing rehearsals, and fostering a cohesive and spiritually enriching environment for choir members. The Male Choir Director will use their musical and leadership abilities to develop a choir that brings energy, joy, and worshipful reverence to church services and special events. The ideal candidate has a deep passion for music ministry, strong organizational skills, and a commitment to spiritual growth.

Mass Choir Director: The Mass Choir Director leads the church's mass choir, bringing together vocalists to deliver powerful and moving musical performances that enhance the worship experience. This role includes selecting music, directing rehearsals, organizing special performances, and nurturing the musical and spiritual growth of choir members. The Mass Choir Director will use their musical talent, leadership skills, and passion for worship to create a vibrant, cohesive, and spiritually uplifting choir. Ideal candidates have experience in choir direction, a strong faith, and the ability to inspire and unify a large group of singers.

Praise Dance Ministry Director: The Praise Dance Ministry Leader is responsible for leading and guiding the church's praise dance ministry to express worship through movement, creating a powerful, spiritual atmosphere during services and special events. This position involves selecting music, choreographing dances, leading rehearsals, and fostering a positive, spiritually enriching environment for dancers.

Mime Ministry Director: The Mime Ministry Director leads the church's Mime Ministry, using the art of mime to creatively express the gospel message through movement, gesture, and performance. This position involves selecting appropriate music and themes, choreographing mime performances, leading rehearsals, and fostering spiritual growth and unity within the ministry. The Mime Ministry Director will work closely with other worship leaders to integrate mime performances into worship services and special events, ensuring the performances are impactful, respectful, and spiritually uplifting for the congregation.

Drama Team Director: The Drama Director is responsible for overseeing the church's drama ministry, including planning, directing, and producing drama presentations that support the church's mission, vision, and spiritual goals. This role involves guiding and training actors, coordinating performances, and ensuring that the drama productions effectively communicate biblical messages in an engaging and creative manner.

