THE SOCIETY OF THE CHURCH OF GOD IN JAMAICA

Policies and Procedures

Manual for Pastors
Policies and Procedures

Manual for Pastors

Developed and Adopted by
The Ministers’ Conference
March 20, 2004
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Title Page</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>3</td>
</tr>
<tr>
<td>Purpose of the document</td>
<td>4</td>
</tr>
<tr>
<td>COG001 Procedure for Accession to the Pastoral Ministry</td>
<td>5</td>
</tr>
<tr>
<td>COG002 Job Description of the Pastor</td>
<td>6-7</td>
</tr>
<tr>
<td>COG003 Levels of Pastoral Ministry</td>
<td>8</td>
</tr>
<tr>
<td>COG004 Code of Ethics of the Pastor</td>
<td>9-11</td>
</tr>
<tr>
<td>COG005 Evaluation and Assessment of the Pastor</td>
<td>12</td>
</tr>
<tr>
<td>COG006 Disciplinary Code for Pastors and Leaders</td>
<td>13</td>
</tr>
<tr>
<td>COG007 In-Service Training and Professional Development</td>
<td>14</td>
</tr>
<tr>
<td>COG008 By-Laws of Congregation (Reference)</td>
<td>15</td>
</tr>
<tr>
<td>COG009 By-Laws of Ministers’ Conference (Reference)</td>
<td>15</td>
</tr>
<tr>
<td>LIST OF APPENDICES:</td>
<td>16</td>
</tr>
<tr>
<td>Appendix 1 The Organizational Structure</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 2 Pastor's Annual Evaluation Form</td>
<td>18-19</td>
</tr>
<tr>
<td>Appendix 3 Pastor's Quarterly Report Form</td>
<td>20</td>
</tr>
<tr>
<td>Appendix 4 The Agreement</td>
<td>21</td>
</tr>
</tbody>
</table>
This Manual is intended to serve as a guideline to the Pastors of the Society of the Church of God in Jamaica, with regards to the requirements, performance standards and accountability of all persons in the pastoral ministry.

It comprises all documents prepared and disseminated prior to the promulgation of this Manual, and is effective as of the date agreed on by the Executive Council and the Ministers’ Conference.

This Manual incorporates all the policies and procedures that the Pastor/Leader of the Church of God is required to follow and to uphold, thereby ensuring standardisation throughout the national Church.

Continuous review and maintenance of these policies and procedures will therefore be the responsibility of the National Office, in collaboration with the Ministers’ Conference, and the Executive Council.
COG001  PROCEDURE FOR ACCESSION TO THE PASTORAL MINISTRY

Procedure
1. The candidate desirous of becoming a pastor within the Church of God in Jamaica should first of all be an active member in the Church of God in Jamaica, with proven documented membership of at least one year.

2. The candidate should have a clear sense of, and demonstrate a “calling” to the pastoral ministry.

3. The candidate should be willing to submit to the prescribed selection process for training towards the pastoral ministry, and that is if the candidate has not been trained in accordance with the Church’s requirements.

4. The prospective pastor must then undergo the approved course of pastoral training, and be successful in the requisite examinations and/or assessment procedures.

5. The successful candidate, above, will apply to the Executive Council to be considered as a pastor of the Church of God in Jamaica.

6. The Ministers’ Conference and the Ordination Committee will follow the procedures as set out in the Ordination Procedure.

7. The newly designated minister will be available for a call by any local congregation, to be a pastor, associate pastor or assistant pastor. [See “Levels of Pastoral Ministry” in COG003].

8. It is the local congregation that calls the pastor into ministerial service. However, the matter should be discussed with the appropriate Regional Chairman and the Vice-Chairman of the General Assembly, who are in charge of the Region within which the congregation falls.

9. The matter of a formal and official call to pastors should also be reported to the Head Office of the national church to facilitate its record keeping.

10. Upon accepting the call, the pastor should sign the Agreement [see Appendix 4] in quintuplicate, and distribute as follows: - To the Regional Chairman, the Vice-Chairman responsible, the congregation, the national office for records, and copy for his or her personal file.
TITLE   Pastor

DEPARTMENT The Region

FUNCTION The main objective of the Pastor’s role is to lead the congregation in fulfilling the mission of the church as set out in the Bible, and to ensure that all the administrative support necessary to achieve this objective is provided.

SCOPE OF WORK Full-time

AUTHORITY

A. Responsible to - The local congregation through the Church Council

B. Responsible for -
   Directly – Qualitative and quantitative Church growth
   Indirectly – Staff employed to the church

DUTIES AND RESPONSIBILITIES

1. To have general “oversight” of the congregation.

2. To preach and teach the word of God.

3. To coordinate the effective conduct and execution of all public services, including weddings, dedication of infants, baptisms and funerals.

4. To administer / coordinate visitation and counseling, especially for those individuals with special needs, and upon request.

5. To enlist and train members of the congregation to fill various areas of need and ministry within the church.

6. To call and conduct periodical meetings with the Diaconate, Eldership or equivalent Team and the Church Council, where the need for such meetings arises.

7. To conduct annual and other members’ meetings.

8. To operate as ex officio member of all departments, but to delegate responsibility for areas to other members of the Diaconate, Eldership or equivalent Team.

9. To submit written quarterly reports to the local Church and to the Regional Chairman as required.
JOB SPECIFICATIONS

A. Minimum basic qualifications  Those required for entry into the Leadership Training Institute.

B. Skills required –  Strong interpersonal skills
   Good supervisory skills

C. Knowledge required -  Knowledge of the Church of God in Jamaica
   Basic understanding of the doctrines of the Church

D. Experience required  At least three years as a Christian actively participating in the Church

CONCLUSION

It is expected that the pastor would have sensed a strong and definite call into the pastoral ministry. He or she would have sought the guidance and counsel of an experienced colleague to determine the optimal use of the identified talents and gifts that have been bestowed upon the individual by God.
General
The antecedents of the Church of God in Jamaica have led to the situation where the Pastors serving the church now represent varying levels of (a) training (b) experience (c) tenure and (d) professional expertise.

In an effort to regularize this, the Executive Council has identified three levels of pastoral ministry to be implemented with immediate effect.

Levels of Pastoral Ministry

1. **Assistant Pastor.** The assistant pastor is the individual who is called to service by a congregation, in whose assessment the individual would need to be so appointed for a period of at least four (4) to five (5) years before being able to accede to full pastoral ministry.

   An assistant pastor may be advanced to the level of associate pastor after three (3) years of demonstrated growth and sound performance.

2. **Associate Pastor.** The associate pastor is the individual who is called by a congregation, in whose assessment he or she could in the short run be called to full pastoral ministry, should the occasion arise.

3. **Pastor.** An individual who meets the job specifications may be requested to act as a pastor in a Church of God congregation without first going through the levels of associate and/or assistant.

4. **Reverend.** The term “Reverend” shall apply to the pastor after his or her ordination.

   However, the Church of God in Jamaica uses the one term “Pastor” to refer to the leader of the congregation.

   The term “Pastor” may also be used to designate all three levels described above in addressing the individual.

5. **Gender Issues.** The Church of God in Jamaica does not practice gender bias, and therefore welcomes ladies as well as men into the pastoral ministry.
General
In addition to his or her duties and responsibilities as set out in the Job Description [see COG002], the Pastor will also be evaluated and assessed on other areas of conduct. Therefore, each pastor must be aware of the several areas in which he or she is to be accountable.

The following areas are covered in the minister's code of ethics.

A. Personal Conduct
B. Relationship with the local Church one serves
C. Relationship with fellow pastors
D. Relationship with the community you serve
E. Relationship with the Church of God in Jamaica
F. Relationship with the Church Universal

A. PERSONAL CONDUCT

The Pastor should -

1. Seek to maintain a vital spiritual relationship with God by personal discipline in daily devotions, by prayer, by meditation, and by reading the Scriptures.
2. Be honest and fair with all in family relationships, to be always a devoted spouse and parent, giving the family members the time and consideration to which they are entitled.
3. Act as a Christian in conduct toward others regardless of race, class or creed.
4. Be modest in success, and contrite in failure.
5. Be a good steward of treasure, time, and talent, using his or her time properly and to benefit the ministry.
6. Seek to live within his or her income and not leave debts unpaid.
7. Be careful about personal health, hygiene and appearance.
8. Strive to grow intellectually by studying, reading, attending conferences and seminars, listening and reflecting with others.

B. RELATIONSHIP TO THE LOCAL CHURCH

The Pastor should –

1. Remember that he or she is their Spiritual leader and not a dictator. [Titus 1:7; - “not overbearing”]. Be sensitive to the feelings, opinions and convictions of others.
2. Keep before the Church a challenging programme of devotion, study, and service. [I Tim. 3:9 and Titus 1:9 – holding firmly to Scriptural truth].
3. Preach the word, be true to his or her convictions, and exercise compassion for all persons. [I Tim. 3:2; 5:17; & Titus 1:9].
4. Be objective in dealing with the whole church, not showing favouritism to anyone.
5. Defend the name of the congregation that he or she serves.
6. Keep confidences as sacred in order to build trust and security of the believer.
C. RELATIONSHIP WITH FELLOW PASTORS

The Pastor should –
1. Cultivate friendship with fellow pastors and work cooperatively with them as far as possible.
2. Seek to uphold the dignity of the Christian ministry.
3. Refrain from gossiping about fellow pastors or speaking disparagingly about predecessors or successors.
4. Give the successor every advantage possible, and avoid unnecessary and inappropriate visits to former Pastorate. Notwithstanding the foregoing, the role and function of “Pastor emeritus” is recognized.
5. Refrain from entering into unfair competition with fellow pastors to secure Pastorates or to gain recognition.
6. Respect pastoral relationships of fellow pastors when visiting their parishes.

D. RELATIONSHIP WITH THE COMMUNITY YOU SERVE

The Pastor should –
1. Lend influence and support to community agencies and activities that will promote the mutual well-being and health of the community.
2. Speak for right in moral issues and work for human equality and justice for all.
3. Fulfill one’s obligation as a good citizen.
4. Respect responsibilities imposed through school, home, and work, with persons living in the parish.

E. RELATIONSHIP WITH THE CHURCH OF GOD

The Pastor should –
1. Uphold the policies, programmes, and doctrine as projected by the General Assembly, keeping oneself informed regarding courses, and striving to support them, through the resources of the local church.
2. Seek to foster close relationships with the churches in the Region, the Ministerial colleagues, and the General Assembly.
F. RELATIONSHIP WITH THE CHURCH UNIVERSAL

Ecumenical accountability is the living out concretely of Christ’s irrevocable mandate to espouse unity at all times and in all places.

Our accountability to each other should lead us to be sensitive and to avoid any speech and/or action that would make the living out of this call more difficult. Humility should enable us as individuals and church to look honestly at ourselves and to renew and reform the elements that make us stumbling blocks to one another.

Accordingly, the Pastor should –

1. Seek to extend his or her hands in fellowship and with concern to members of the Universal Church regardless of colour, race, national origin or denominational affiliation.

2. Endeavour to maintain cooperation and fellowship with those ecumenical organisations whose purposes are to promote the unity and growth of the Body of Christ.

3. Reach out to the poor, the powerless and the abused, wherever they are, and wherever they may be, as a representative of all believers.
General
The Church of God in Jamaica practices what is termed “congregational government” in which
the congregation hires and fires its pastors. The call to serve is issued to the pastor, who may
or not wish to respond positively to the particular congregation.

However, it is important to institute a process of standardized assessment and evaluation of
pastors in the “field”, and to effect the requisite training and development, or separation [as a
last resort], which may result in the process.

Procedure

A. Congregational assessment

1. Each congregation should carry out its annual appraisal and evaluation of the
   performance of the pastor.

2. The process should be accessible to every single member desirous of stating his or
   her opinion regarding the pastor’s performance over the year.

3. The Performance Evaluation Form shown in Appendix 3 should be used to capture
   the congregation’s assessment.

4. A summary report should then be sent to the Regional Chairman, copied to the
   national office for recordkeeping.

5. Actions arising out of the performance evaluation should be documented and
   monitored, to ensure the validity of the process. Allow for discussions with the
   congregations, Church Councils to have final say in this. The final destination will be
   the national Head Office on an annual basis.

6. Each pastor will be held accountable for the actions and consequent follow-up
   arising out of each evaluation.

B. Self assessment and Peer assessment

1. Each Pastor should seek to establish a support relationship with one or more of his
   or her colleagues in the ministry, who would serve as the “sounding board” regarding
   areas of weakness in the performance.

2. Ongoing self-assessment should be the hallmark of each pastor as he or she seeks
   to develop and to mature spiritually, and in service.

3. Use of the evaluation instrument will help to keep the pastor focused in terms of the
   congregation’s expectations of ministry.

4. Self-assessment and peer assessment may lead to advanced leadership training
   and development of the individual.
Disciplinary Code for Pastors and Leaders

General
The Code of Ethics for the Pastor deals with the behaviour required from the persons who have committed themselves to the ministry of the Word. However, there are instances when the individual commits a breach of contract or other infraction that affects the ministry, the membership and the witness of the Church and that needs to be addressed. Due attention should be paid to the existing Constitution and By-Laws of the national church and Ministers' Conference the procedure should be as follows:

Procedure

1. Documentation must come from the person/congregation/circuit preferring the charge

2. The succession of investigation is itemized below

3. If the matter is satisfactorily resolved at a level it needs not be escalated to the next level:
   - The minister and congregation/circuit
   - Regional Chairman/Executive
   - Board of Church Relations
   - Ordination Committee

Investigate charges preferred against ministers and after due consideration, and on the basis of their findings, decide his status and report to the Executive Council to carry out the action recommended by the committee, provided that, if any minister is dissatisfied with the decision, he shall have the right of appeal to the Minister’s Conference which shall hear the cause and report its findings to the Executive Council.

If his conduct is deemed worthy of the ministry, the Assembly shall cease to recognize him as a minister of the Church of God in Jamaica, until there is full restoration to the Ministers’ Conference.

Disciplinary Code

<table>
<thead>
<tr>
<th>OFFENCES</th>
<th>First occurrence</th>
<th>Second occurrence</th>
<th>Third occurrence</th>
<th>Fourth occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General

The continued development of Pastors is of paramount importance if they are to continue to lead successfully and develop the people of God. This section of the Ministers' Manual is designed to promote the Pastors’ continued education along with other necessary resources which he or she can utilise in their professional development.

Procedure

The Christian Education Director therefore recommends the following:-

1. Pastors of the Church of God in Jamaica would be required to complete a minimum of a three-day continuing education course, for example, Thursday night through Saturday evening, each year to remain in good and regular standing.
   - The Leadership and Development commission would be mandated to provide such a course once a year at three Regional centers; e.g. Region 1&2, 3&4, 5&6.
   - The Leadership and Development Commission would decide on the required hours necessary for the completion of a yearly course.
   - Each course should also include allotted hours necessary for theological reflection (Theological discussion in the handling of difficult problems or cases).

2. Pastors who are pursuing further degrees / diplomas equal to or beyond their current degrees / diplomas would be exempted, if they so desire, from the courses being offered by the Leadership Development Commission.

3. Pastors who are teaching the Leadership and Development courses along with other courses in religion, counselling or management at the college level and above would also be exempted if they so desire.

4. Pastors who provide evidence of having taken courses, seminars or workshops planned by their respective workplaces, other than our National Church, could also be exempted if the content and hours are synonymous with those of the Leadership and Development Commission programme, since they are designed for the Pastor’s growth.

5. Pastors are encouraged to have their respective churches budget a certain amount of the churches’ income each year for their professional development.

6. The Ministers’ Conference should also allocate a certain amount of their annual budget to purchase needed resources: books, journals, tapes, magazines etc. for the continued development of the ministerial body, as was done during the tenure of the Reverend George Olson.
COG008  BY-LAWS OF LOCAL CONGREGATION

TO BE INSERTED INTO THIS MANUAL AS APPROPRIATE SEE

“BY-LAWS OF LOCAL CONGREGATION”

COG009  BY-LAWS OF MINISTERS’ CONFERENCE

TO BE INSERTED INTO THIS MANUAL AS APPROPRIATE SEE

"CONSTITUTION AND BY-LAWS OF THE MINISTERS' CONFERENCE"
LIST OF APPENDICES

Appendix 1  The Organizational Structure
Appendix 2  Pastor’s Annual Evaluation Form
Appendix 3  Pastor’s Quarterly Report Form
Appendix 4  The Agreement
CHURCH OF GOD IN JAMAICA

Organizational Chart

THE GENERAL ASSEMBLY

EXECUTIVE CHAIRMAN

1ST VICE-CHAIRMAN

REGIONAL CHAIRMEN

CONGREGATIONS

PASTORS

2ND VICE-CHAIRMAN

REGIONAL CHAIRMEN

CONGREGATIONS

PASTORS
The following questionnaire is designed to capture the feedback of members of the congregation regarding the Pastor’s performance of his duties for the period January _______ to December _______.

Name of Congregation _____________________________  Name of Pastor _____________________________

1. Duties and Responsibilities  Please tick ( √ ) the column which best describes your response to each responsibility below:

The Pastor - (Please tick ( √ ) on a scale of 1-5)

<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conducted Worship Services for the Sundays and other days as scheduled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Made appropriate arrangements for days absent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Was present and on time for the Morning Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Was present for the Evening Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Conducted Bible Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Conducted Discipleship Classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Visited members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Visited non-members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Conducted Fasting and Prayer Meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Conducted weddings, funerals, baptisms, and dedication of infants as necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Led the congregation in an evangelistic thrust</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Gave support to the Auxiliaries (Youth Fellowship, MCG &amp; WCG)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Gave support to the Sunday School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Conducted training sessions for the members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Observed Office Hours for persons to make individual contact and for counselling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Interacted with the community and other external agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Satisfaction Survey

Please tick ( √ ) the column that best represents your satisfaction in the following areas of ministry:

<table>
<thead>
<tr>
<th>No.</th>
<th>Ministry</th>
<th>WEAK</th>
<th>GOOD</th>
<th>EXCELLENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preaching and handling of doctrine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pastor’s ability to teach and train</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bible Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Discipleship Classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Office Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Visitation to members and non-members alike</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fasting and Prayer Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other events and services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Delegation of duties to leaders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Problem-solving of sensitive issues and concerns</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Overall assessment

(a) I am □ satisfied □ not satisfied with the Pastor’s performance for the year.
(b) I would rate Pastor’s performance as: □ POOR □ GOOD □ EXCELLENT
(c) I think the Pastor’s areas of weakness are:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
(d) I think the Pastor’s areas of strength are:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
(e) Additional comments:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Name of Authorized Personnel:................................................................................................................................

Signature of Authorized Personnel:.............................. Position:...................................................................................

Date:.................................................................................................
## CHURCH OF GOD IN JAMAICA

### PASTOR’S QUARTERLY REPORT FORM

[Please tick (√) the relevant period]

**YEAR:** 2006

<table>
<thead>
<tr>
<th>Period</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan to Mar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr to Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul to Sep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct to Dec</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF PASTOR** __________________________

**CONGREGATION** __________________________

[Please complete one form for each congregation under your care]

<table>
<thead>
<tr>
<th>DESCRIPTION OF ACTIVITIES</th>
<th>PLANNED OBJECTIVES</th>
<th>ACTUAL RESULTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* PREACHING ENGAGEMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Local Church / Circuit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Non Church of God</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) COG – Non Circuit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* BIBLE STUDIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* OPEN AIR MEETINGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* TRAINING SEMINARS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* COUNSELLING - (a) Formal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Informal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* DISCIPLESHIP CLASSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* HOSPITAL MINISTRY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* PRISON MINISTRY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* VISITATION – (a) Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Non Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* COMMUNION TO SHUT-INS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* HOLY COMMUNION SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* BAPTISMAL SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* WEDDINGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* FUNERALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* FEET WASHING SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* CHILDREN’S MINISTRIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* VACATION BIBLE SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* BASIC SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* AUXILIARIES –(a) Youth Fell.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) MCG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) WCG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* CAMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* SUNDAY SCHOOL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* OFFICE HOURS (approximately)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* PERSONS ACCEPTING CHRIST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* PERSONAL DEVELOPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* COMMUNITY INVOLVEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* EMERGENCY CALL-OUTS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be submitted to the local Church Council, Regional Chairman, and Zone Supervisor (Assembly Vice-Chairman) each Quarter, by the 10th working day of the months of April, July, October, and January for the preceding period. Copy to be sent to the National Office as well.
I undertake to abide by the following requirements of the Society of the Church of God in Jamaica.

1. To live and serve by the Code of Conduct set out in the Pastors’ Code of Ethics.

2. To observe and practise Church Administration as formulated in the Constitution and By-Laws of the Society of the Church of God in Jamaica and the local congregation.

3. To serve to the best of my ability in the Pastoral Ministry of the Church of God in Jamaica.

4. To submit a quarterly report of my work, together with a proposed plan for the quarter following to the local Church Council, Regional Chairman, and Zone Supervisor (Assembly Vice-Chairman) each Quarter, by the 10th working day of the months of April, July, October, and January for the preceding period. Copy to be sent to the National Office.

5. To accept the emoluments agreed upon between the local congregation and me subject to annual reviews and subject to the policy of the National Church as adopted from time to time.

6. To accept or give three (3) months’ Notice in writing to the Local Church in the event of the termination of my services and to abide by the contractual agreement of the congregation in the termination of my services.

7. To do all in my power to see that my attitude to, and relationship with, my colleagues will be such as to glorify my Lord at all times.

8. To seek to maintain a Christ-like and peaceful relationship with the Officers and members with whom I work, and to conduct myself in a Christ-like manner before everyone at all times.

9. To be respectful and submissive to those in administrative authority in the Church of God in Jamaica.

10. To maintain a course of personal study and development, seeking always to make the pursuit of lifelong learning my goal towards excellence for the Lord.

11. To commit myself to the service of the local congregation and community to which I am called.

NAME ____________________________________________________________ (Please print)

SIGNATURE ____________________  DATE __________________________