The Redeemed Christian Church of God
Rehoboth Assembly, Calgary

CHURCH OPERATIONAL MANUAL FOR

WELFARE DEPARTMENT

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1 Welfare Department Operational Manual

1.1 Introduction

This has been put together to provide guidelines on what is expected from the leaders and members of the Welfare Department in fulfilling their ministry as being part of the Welfare Department of Rehoboth Assembly. The document may be used by existing and new members of the Department for them to understand how the welfare programme of the Church is administered.

Any questions as regard Welfare administration in the Church should be directed to the leadership of the Welfare Department or the Pastorate.

1.1.1 The Welfare Department

The Welfare Department is an arm of the church with responsibility to care for and serve the poor and needy members within the church primarily, and others in the community it is located. The Vision of the Welfare Department

The Welfare department of RCCG Rehoboth Assembly is a ministry of service and the fundamental principles upon which the department is based are Love – Love of God & neighbor, and Service.

1 John 3:17 (MSG) – “If you see some brother or sister in need and have the means to do something about it but turn a cold shoulder and do nothing, what happens to God’s love? It disappears. And you made it disappear”.

1 John 4:11-12 (MSG) - My dear, dear friends, if God loved us like this, we certainly ought to love each other. No one has seen God, ever. But if we love one another, God dwells deeply within us, and his love becomes complete in us—perfect love!

Based on this, the vision of the Welfare Department is:

“To reach out to needy children & adults, male & female, irrespective of nationality or background, within and outside the church, to extend the Love of God to them as much as we can”.

1.1.2 The Goals of the Welfare Department

- To assist members of the church in need of assistance to meet their basic needs.
- To periodically support needy members of the community with basic necessities through established charities / shelters, within our means by distributing non-perishable food stuff, clothing, blankets, towels, toiletries, etc.
To demonstrate the Love of God through active support and volunteering at shelters, supporting the community in times of natural disasters.

1.1.3 The Core Values of the Welfare Department
The Welfare Department has core values which every member should demonstrate. Every Welfare Member should be:

1. **SPIRITUAL**: Since we understand that the physical is controlled by the spiritual, the Welfare Department takes our spiritual lives especially prayers and studying of the word very seriously. John 6:63 (NKJV) “It is the Spirit that gives life, the flesh profits nothing”;

2. **POLITE AND CHEERFUL**: As we will be interacting with people from different backgrounds the Welfare Members will always maintain a polite and cheerful countenance with all.

3. **EXCELLENT**: Our Welfare Members are committed to efficiency and excellence, always looking for ways to improve - because our God is a God of Excellence.

4. **PATIENT**: Our Welfare Members are committed to exhibiting patience at all times having in mind that a lot of people come with different burdens. (Gal 5:22-23)

5. **MODEST**: It is important that members display an attitude of humility that seeks to please God rather than man or self. Members should be characterized by restraint and self-control and dignity in dress, speech and actions. (I Timothy 2:8-10, 1 Peter 3:1-4, 1 Peter 5:5-6)

1.2 Expectations from Welfare Members

1.2.1 Spiritual Responsibility
All members of the Welfare Department are expected to maintain a high level of spirituality at all times to enable them effectively minister to those who love and care is being shared with (1 Peter 4:9-11). However, each member of the department is expected to:

a) Spend quality time praying and studying the Word of God Acts 6:4 “But we will give ourselves continually to prayer, and to the ministry of the word”

b) Be full of the Holy Ghost such that it shows in the level of excellence of your work - Daniel 6:3 “Then this Daniel was preferred above the presidents and princes, because an excellent spirit was in him”

c) Be committed to the life of service as demonstrated by Our Lord Jesus Christ. (Matthew 20:25-28, John 13:4-10, Revelation 7:15)

d) Be led by the Holy Spirit to witness and win souls as exemplified by the following disciples;

   i. **Philip**: Who preached Christ all over Samaria and turned many to the saving grace of Jesus Christ. (Acts 8:5-40)

   ii. **Stephen**: Being full of Holy Ghost focused his attention to heaven as he ministered irrespective of the threat to his life. (Acts 7:51-58)
1.2.2 Responsibility to Self Improvement

All Welfare Members are expected to continually seek ways to improve themselves in the area of service of the Welfare Department.

While the church will provide opportunities for the members to improve themselves, each member is also encouraged to take it as a personal responsibility. Therefore each member is expected to

a) Find out better ways of performing the duties of the Welfare department.

b) Continue to seek faster and better ways of performing tasks for excellent service delivery.

c) Attend seminars and programmes that will assist in improving his/her skills and effectiveness in assigned areas.

1.2.3 Responsibility to Rehoboth Assembly

The Welfare Department as a unit of the Rehoboth Assembly is expected to abide by the regulations of the Church. Accordingly, every member of the department is expected to be:

a) Subject to Authority: Heb.13:17 “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you”. The kingdom of God is a Theocracy and not a democracy as such every member is expected to obey instructions given by the Pastorate and the Leader of the Welfare Department.

b) Involved in Church Activities: Heb.10:25 “Not forsaking the assembling of ourselves together, as the manner of some is”. As responsible workers in His vineyard, members are expected to come regularly and punctually for church services and meetings. These meetings include:

- Workers’ Meeting
- Midweek Services
- Sunday Services
- House Fellowships
- Sunday School Classes
- Special Services/Meetings
- Wednesday Meetings

1.3 Welfare Department Activities

The activities performed by members of the department includes but not limited to;

a) Identifying those in need within the congregation and discretely approaching them.

b) Arrange for clothing and non-perishable food items drive to assist those in need within and outside the church

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a) Identifying those in need within the congregation and discretely approaching them.

b) Arrange for clothing and non-perishable food items drive to assist those in need within and outside the church

c) Identifying charitable organizations / shelters that the church can partner with.
d) Arrange for volunteer opportunities for church members with partner organizations / shelters

e) Work with the Teens and children church on developing opportunities for them to volunteer and thereby learning more about the Love of God
End of Welfare Department

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