

# KORLE BU COMMUNITY CHAPEL

## STRATEGIC PLAN

2015 - 2024



DECEMBER 2014

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## FOREWORD

A Strategic plan should guide an institution to achieve its aims and objectives within a specified period of time; in the case of Korle-Bu Community Chapel, it is ten years on this occasion. Previously our strategic plans have covered five years. This plan should by no means replace a conscious reliance on the Lord's guidance moment by moment.

It has been obvious that the church led by Council has not used the more recent strategic plan strictly as guide in running its activities. Several interventions however were implemented successfully despite this shortcoming. It should indeed be an attitude of the past since the strategic plan has been well thought and prayed through during its preparation, thus we can confidently say it is Spirit guided and must therefore be used to guide God's church.

My sincere desire is that members will own this plan together with the vision and mission of KBCC and commit themselves to achieving the objectives set out in the thirteen Thematic Areas of the Plan. These should not be seen as mere activities, but let us seek the Lord's face with unity of purpose for Him to reveal the spiritual pathway we have to tread to lead us to the expected outcomes that will bring glory to His mighty name. May we see and hear Him clearly as He guides and leads. I see it timely that the beginning of this plan is the same year in which the Church's theme summons all of us to "continue to work out our salvation with fear and trembling":

*"Therefore, my dear friends, as you have always obeyed – not only in my presence, but now much more in my absence – continue to work out your salvation with fear and trembling." Philipians 2:12*

I, on behalf of the Church thank the three-member committee and Mr. Kofi Antwi sincerely for their tireless effort in producing this valuable document.

It is hoped that by using this strategic plan the church will achieve its objectives and each member will grow to become more like Christ our Lord while we work to bring the lost into His fold.



Grace Parkins (President of Council)

2013, 2014

## Message from the Senior Pastor

“Write down the revelation and make it plain on tablets so that a herald may run with it. For the revelation awaits an appointed time...” (Habakkuk 2:2 – 3)

Plan for nothing, plan to fail, plan for something, plan to achieve, even though partially. The church's Strategic Plan put together in 2010 has ran out its five-year course. Some of its thematic areas were not realized but many of its major goals were achieved to the glory of God.

Rolling out a new Strategic Plan for the church should not be considered a routine automatic task because one has expired and therefore a new one has to replace it. Set goals that were not achieved in the previous one have to be reexamined to see their continued relevance and why they were missed. There may arise the need to re-engineer or seek alternative options. On the other hand, achieved goals might not have brought the church to where the Lord expects it to be and therefore the need to prayerfully seek ways of making the Lord's church more fruitful and even more relevant in our time and the future arises.

This Strategic Plan, though not cut in stone to put the church in some straight jacket, is meant

1. to guide us all in the direction the Lord Jesus wants us to go in the years ahead as a church,
2. to remind us to remain focused, after every milestone towards the next task,
3. to not allow complacency any room because relishing only in past glories is a serious hindrance to growth, and
4. to help each of us see ourselves as part of the workers called into the Lord's vineyard with a divine task for us to accomplish.

Each of us will need to determine and declare our commitment to being agents of growth and progress or agents of stagnation and deterioration in the church KBCC and GEC at large.

Let us pray that the Lord, by His Spirit, will enable us by this new Strategic Plan to move His church in the coming five to ten years to the very heights He has determined for it.

Our appreciation goes to the Strategic Planning Committee and all who in diverse ways sacrificed to make the document what it is, and on behalf of the congregation I pledge that we are determined to run with the tenets of the new Strategic Plan to help collectively bring into reality its ideals.

The Lord Jesus grant all of us that grace in His Service. Amen.

**Rev. Emmanuel Osae- Addo**

### **Acknowledgements by Strategic Plan Committee**

To God be the glory for enabling us all to produce this document as a continuation of what He has begun in times past till date.

I pay tribute to members of previous strategic plan committees whose earlier work has culminated in this new plan from 2015-2024.

All committee chairpersons, group leaders and indeed the rest of the congregation of GEC, KBCC deserve commendation for their contribution in sharpening this final product.

I wish to also acknowledge the President and other members of council for the support throughout the process of developing the plan.

Big appreciation goes to colleague members of the committee Mr. Geoff Anno, Mrs. Emelia Monney and Mr. Kofi Antwi our external resource person in particularly for ably steering the development of this comprehensive blue print for the next ten years.

I wish on behalf of the committee to thank the Senior Pastor for the privilege to serve.

May the Lord renew our passion, strengthen and use us to transform these contents into reality in His own good time. We are indeed only instruments in the hands and grace of our Lord Jesus Christ for the execution of His purposes and plan to His glory and honour forever.

Dr. Stephen Ayisi Addo

**Convener**

### **Other Committee Members**

Mrs. Emelia Monney

Mr. Geoff Anno

Mr. Kofi Antwi (Resource Person)

## 1.0 Introduction

According to the *2010 Housing and Population Census* the religious profile of Ghana is as follows: Christians 71.2%, Muslims 17.6%, Traditionalists 5.2%, Others 0.8% and Non-Religious 5.2%. In spite of the different religious persuasions, and the fact that the Constitution describes Ghana as a secular state, it can be said that, Ghana still remains a predominantly Christian country.

Though Ghana is touted as a Christian country there is still a very high rate of nominalism. In recent times there has been an explosion on the media landscape of all kinds of “Christian ministry” that takes advantage of gullible, insecure and badly grounded Christians. In depth teaching that supports and practices practical Christian living is yet to make the needed impact.

The phenomenon of “denominational musical chairs” needs to come to an end. This is the situation where people move from church to church seeking a kind of spiritual “fix”. The church must be seen preparing the body of Christ for service anywhere anytime. This is the role of the New Testament church. It is in times like this God has positioned Korle Bu Community Chapel as one of His instruments by which His purposes would be realized.

This Strategic Plan, which sets the course for Korle Bu Community Chapel for the next ten years, takes into consideration the mandate of the church as articulated in the Vision and Mission Statements.

In putting this Strategic Plan together, the Strategic Planning Committee held several meetings, heard inputs from the Pastoral team, the Council, Generational and Ministry groups, committees within KBCC as well as leaders of branch churches of the GEC. The Committee also looked at the Korle Bu community and its environs, its current conditions, as well as a future in which the church will be able to accomplish its God given role and thereby glorify the name of God.

A Strategic Plan articulates the desired future with a clear set of goals which are both broad and deep. These are complemented by strategic initiatives whose purpose is to define where KBCC is going as a congregation and how it proposes to get there. It represents the best efforts of KBCC to impact its environment while remaining relevant. The ultimate purpose of this Strategic Plan, however, is not just its goals or the means through which KBCC will fulfill them but that the implementation of the plan will glorify the Lord Jesus Christ.

## 2.0 Methodology and Organization

### 2.1 Introduction

The main reason for this work as spelt out in the Terms of Reference (TOR), (refer to Appendix 1), is the preparation of a Strategic Plan for the Korle Bu Community Chapel (KBCC) to consolidate the gains made in the 2010 -2014 strategic plan. The preparation of a strategic plan for a Church such as the KBCC is not alien to Churches and denominational groups both locally and internationally. The Christian Council of Ghana, the Uganda Joint Council of Churches as well as the Christ Congregation KNUST of the Presbyterian Church of Ghana have all completed strategic plans to help guide their operations to achieve a desired future. Their plans harnesses the lessons learned, experiences gained and the new practices that have been accumulated over the years. This was done with the active participation of stakeholders at every stage of the process.

### 2.2 Methodology

This document commenced with a survey of the history and growth of the KBCC. This was done by reviewing all available literature. The literature included the Constitution of the Ghana Evangelical Convention and its Constituent Branches, the Constitution of the KBCC, the Strategic Plan of 2010 - 2014, some reports submitted to the Church Council, observations from the ministry groups etc. The list of documents reviewed is listed in Appendix 2.

In the process of the review, there was consultation with the Senior Pastor and the Church Administrator to fill in some gaps as well as provide some answers to questions that came up. Consultation with the various generational and ministry groups, committees as well as leaders of GEC branch churches was also undertaken. This was to ensure that the plan when finished would be owned and its implementation supervised by its members thus ensuring that the final product would not be left on the shelves to gather dust.

It must be stated that attaining the future that is described herein demands two key things. All stakeholders must accept and own the plan as theirs and demonstrate goodwill and active participation in supporting the implementation of the plan. This will include supporting the Church Council, the Senior Pastor, the Committee of Chairpersons and Group Leaders to create and provide the supportive framework within which the strategic plan would be implemented.



### 2.3 Organization

This final Plan is organized into eleven sections.

**Section One** provides a general introduction to the Korle Bu Community Chapel and the environment in which it is situated. **Section Two** follows by outlining the methodology used for the study and the way the final report is organized. The history and growth of KBCC is traced in **Section Three**. **Section Four** examines the profile of the KBCC. It reviews the current structure, the statement of Faith, the various ministries as well as its commitments.

**Section Five** examines the identity of the KBCC as it reflects in its Vision and Mission Statements as well as its Core Values. This is followed by **Section Six** which evaluates the success or otherwise in the implementation of the 2010 – 2014 strategic plan. The problems so far identified with its subsequent analysis are also presented. The SWOT (Strength Weakness Opportunity Threat) matrix of problem analysis is also used to better understand how the problems and opportunities relate to each other.

**Section Seven** outlines the key thematic areas set out for the ten-year future and discusses them. It also defines the strategies, activities, and time lines for implementation, outcomes, indicators and the schedule of responsibilities. **Section Eight** identifies the critical issues that need to be addressed for realizing the plan by proposing a detailed plan for the two years. In order to ensure the plan is translated into reality **Section Nine** sets out a Monitoring and Evaluation Framework while **Section Ten** then concludes the report.

The Plan ends with Appendices.

### 3.0 History

The Korle-Bu Community Chapel (KBCC), formerly Accra Chapel Trust (ACT), was established in March 1967 with Dr. & Mrs. Felix Konotey Ahulu, Mr. & Mrs. Gottfried Osei Mensah, Rev & Mrs. George Anim Addo and Rev & Mrs. John Bergen as the founding fathers. These with a few others started meeting in the TV Room of the Korle-Bu Nurses Training College to establish a place of worship where biblical truths could be taught.

During the time of its inception, preaching of the gospel was limited and converts had little opportunity to meaningfully contribute to the ministry of the Local Church. Thus ACT met a real need with its focus on Bible study and exposition. As a fellowship without a fixed membership, meetings were organized weekly till it became a local church in 1973.

In 1990, the church applied for and was granted a plot of land within the Hospital compound designated as a place of worship. Construction started in earnest and in November 1996 the ACT moved into its current place of worship.

From its quiet beginnings, the church has supported Missions. The month of August is set aside every year as a Missions Emphasis Month to raise funds for missions. In addition to that ten percent, or a tithe, of the General funds is transferred into the Missions Fund.

Following recommendations that proceeded from a review of the first strategic plan, the name was changed to Korle Bu Community Chapel of the Ghana Evangelical Convention. This was to enable the Church better reflect current realities of the religious landscape and also be able to relate well with having branches across Ghana. This restructuring was completed by December 2011.

The vision of the church has been to disciple its members, ground them in the faith while equipping them to go out and serve the Lord in the power of the Holy Spirit wherever the Lord may lead them.

## 4.0 Profile

### 4.1 Location

One of the unique strengths of KBCC is its location within the Korle Bu Compound. This location is strategic in that over the years it has given the church access to impact some great personalities such as Specialists and Consultants while also being blessed by their knowledge. This has contributed to both the spiritual and intellectual growth of the church. The presence of some of these personalities provide a scope for the introduction of programmes such as career as well as Family Life counseling to benefit different needs of the members.

Also this location has provided a steady and ready mission field in terms of the many students who pass through the Korle Bu community on a yearly basis. The added dimension is all the foreign students who pass through on exchange programmes or for actual courses. Indeed KBCC is well positioned to have a global impact from the comforts of its current home location.

The immediate environs of Korle Bu are also an available mission field. The willingness to reach the immediate environs with the word of God has the potential to start up many satellite branches and subsequently independent churches.

### 4.2 Structure

KBCC is one of the Constituent Branches of the Ghana Evangelical Convention (GEC). The GEC is “the recognized church organization/body for the fulfillment of Korle Bu Community Chapel and all other constituent branches/members”.

KBCC is governed by a Local Church Council which is the highest decision making body at the Local level. The Local Church Council is responsible for both policy formulation and review as well as oversight responsibility in its implementation.

The Pastoral Team headed by the senior Pastor has overall spiritual and administrative oversight of the church. The Senior Pastor is assisted by Assistant and associate Pastors and the Pastoral Team is supported by an Administrator, treasurer and the Secretary. The Administrator is responsible for managing all the other staff of KBCC e.g. the driver, janitors etc. The Committee of Chairpersons support the pastoral team and council to administer the church's programmes. Please refer to appendix 3 for the organogram.

#### 4.3 Statement of Faith

KBCC has clearly defined its articles of faith. This encapsulates what KBCC believes which is absolutely non-negotiable. Anyone who subscribes to be a member of KBCC must understand and affirm the statement of faith as reproduced below.

We believe in:

- i. The full inspiration of the Holy Scriptures; their authority and sufficiency as not only containing, but being in themselves, the Word of God; the reliability of the New Testament in its testimony to the character and authorship of the Old Testament; and the need of the teaching of the Holy Spirit to a true understanding of the whole.
- ii. The unity of the three Persons of the Godhead and the divine co-equality of the Father, the Son, and the Holy Spirit, the Sovereignty of God in creation, Providence and Redemption.
- iii. The utter depravity of human nature as a consequence of the fall and the necessity for regeneration.
- iv. The true and proper Deity of our Lord Jesus Christ; His virgin birth; His real and perfect manhood; the authority of his teaching, and the infallibility of all His utterances; His work of atonement for sinful mankind by His vicarious sufferings and death; His bodily resurrection and His ascension into Heaven; and His present priestly intercession for His people at the right hand of the Father.
- v. The justification of the sinner solely by grace through faith, through the atoning merits of our Lord and Saviour Jesus Christ.
- vi. The necessity of the Work of the Holy Spirit in regeneration, conversion and sanctification; also in ministry and worship.
- vii. The ordinances of Baptism and the Lord's Supper as being instituted by Our Lord Jesus Christ, but not in Baptism as conveying regenerating grace, neither in the Lord's Supper as being a sacrifice for sin, nor involving any change in substance of the bread and wine.
- viii. The one Holy Universal Church which is the body of Christ and to which all true believers belong.
- ix. The personal and imminent return of the Lord Jesus Christ in glory.

- x. The resurrection of the body; the judgment of the World by our Lord Jesus Christ, with the eternal blessedness of the righteous and the punishment of the wicked.

#### 4.4 Ministries

There exist two main categories of ministries in KBCC. These two are the Generational and Ministry groups. Currently participation of the generational groups is not encouraging. The ministry groups rather have encouraging participation.

The Generational Groupings are as follows:

- Children's Ministry (up to 12years);
- Youth Ministry (13 to 19 years);
- Young Adults Ministry (20 to 24 years);
- Women's Fellowship (25 years and above); and the
- Men's Fellowship (25 years and above).

The Ministry Groupings, however, comprise the following:

- Deacons Ministry;
- Christian Education;
- Welfare Ministry;
- Ushers Ministry;
- Music Ministry;
- Prison Ministry; and the
- Hospital Ministry.

#### 4.5 Committees

There also exists Committees in KBCC by which specific schedules are undertaken and executed.

The current schedule of Committees is as follows:

- Committee of Chairpersons
- Building Committee
- Finance Committee
  - Fund Raising Sub – Committee
- Prayer Committee
- Youth Committee
  - Sunday School Sub – Committee
  - Awana Sub – Committee

- Christian Education Committee
  - First Time Comers Sub – Committee
- Welfare Committee
- Missions and Evangelism Committee
  - Receptions Sub – Committee
- Publicity Committee
- Deacons Committee
  - Arrangement of church Hall Sub – Committee
  - Catering/Banquet Sub – Committee
  - Decorating Sub – Committee
  - Communion Sub – Committee
  - Usher Sub – Committee
  - Maintenance Sub – Committee
- Equipment Committee
- Strategic Planning Committee
- Area Fellowships Committee
- Music Committee

The amended responsibilities of these groups and committees are detailed in appendix 5.

#### 4.6 Commitments

Korle Bu Community Chapel is currently pursuing a set of core commitments that helps to define it. These commitments are as follows:

- Influencing generations by the power of our vision and by modeling the way;
- Being accountable for our every word and action;
- Treating each other with dignity and respect;
- Encouraging personal growth by developing and empowering our people;
- Improving the organization by improving ourselves;
- Capitalizing on our strength of ethnic diversity and teamwork; and
- Leaving a legacy of hope and promise to future generations.

## 5.0 Evaluation of Strategic Plan 2010 – 2014

KBCC is currently in the last few months of its second Strategic Plan. The first Strategic Plan run from 2005 – 2009. It had as its major goals the following:

- Church Attendance;
- Music Ministry;
- Church Building Project;
- Finance;
- Human Resource Development;
- Name of Church;
- Educational Assistance;
- Umbrella Organization;
- First Time Comers;
- Maintenance;
- Fund Raising;
- Equipment; and Prayer.

The performance review of this plan was stated as “though not perfect, was encouraging”. Subsequent to this, areas were identified for greater attention to be focused in the 2010 – 2014 Strategic Plan.

### 5.1 Review of SP 2010 – 2014

As a prelude to the preparation of the 2010 – 2014 Strategic Plan, the Strategic Plan spanning 2005 – 2009 for the then Accra Chapel Trust was reviewed. The review pointed to the progress that had been made in the areas of Bible Study, Prayer, Fellowship and Evangelism. Other areas that did not perform so well were identified for greater attention in the next Strategic Plan.

The 2010 – 2014 Strategic Plan was to focus on three main issues. These were:

- To reach out to souls with the salvation message;
- To equip members to be effective witnesses; and
- Supporting the churches structures to fulfill these goals.

This focus stayed true to the vision of the founding fathers of KBCC.

In line with this, four Strategic Goals with its attendant objectives were defined. These were:

- Developing Strong Leaders and Staff;
  - Leadership: Create a Leadership Culture; and

- Staff Development: Learn and Adopt Best Practices.
- Church Ministry;
  - Strengthen the Church's Youth and Children Programmes;
  - Support Ministry to those in particular need of Prayer and Pastoral Care;
  - Identify and Provide for other Specialized Ministries within the Congregation;
  - Promote the Worship of God through Services that both inspire and challenge the Congregation;
  - Provide effective Christian Education Programmes that nourish the spiritual growth of Parishioners;
  - Strengthen Evangelism and Outreach Programmes;
  - Improve Communication within the Congregation and Community; and
  - Strengthen the Ministry of Deacons in the Church.
- Physical Resources; and
  - Review the Master Site Plan; and
  - Ensure the Completion, Preservation and Maintenance of the Buildings and Grounds.
- Financial Resources
  - Maintain fiscally sound procedures; and
  - Identify and implement appropriate Church Fundraising Activities.

In evaluating the 2010 – 2014 Strategic Plan, the general impression was that it was basically a one year plan that was to be rolled over in the subsequent four years. Unfortunately, though very well intended, the plan was not adequately pursued. Consultation with Stakeholders, the various Committees and Groups, suggested that this was due to the lack of adequate ownership and appropriate consistent supervision. However, several of the interventions that were implemented and success chalked were not realized as a result of strict adherence to the Plan.

Some of the key interventions that were not realized but are critical for the growth and survival of KBCC are the following:

- The recruitment to fill identified staffing gaps, namely; Additional Pastors, Coordinator for Evangelism and Missions as well as a Coordinator for Area Fellowships;
- The development of an intercessory team of lay persons within the church;
- The establishment of programmes for students on the Korle Bu compound (including the primary schools in the community)



Overall the Church has made strides within the plan period. These strides cannot however be attributed directly to the implementation of the Strategic Plan 2010 -2014. In order to ensure that the same fate does not befall the 2015 – 2024 Strategic Plan, the twin issues of ownership and supervision would have to be addressed in a sustainable way.

## 6.0 Problem Identification and Analysis

KBCC operates within an environment that has factors that both limits and aids the realization of its aims and objectives. A proper understanding of the potentials and problems that confronts it will help KBCC position itself towards realizing its vision.

### 6.1 SWOT Framework

The potentials as well as problems that impact the realization of KBCC's aims and objectives arise from both the internal and external environment. The internal and external environments of KBCC have been analyzed through the application of the SWOT.

Through the SWOT analysis the strengths, weaknesses, opportunities and threats (or challenges) of KBCC have been identified. It is of utmost importance to identify areas of opportunity where the strengths of the Church could be applied to achieve good results. Notwithstanding, this must be done while managing the constraints and threats/challenges. The weaknesses represent internal deficiencies that need to be corrected if KBCC is to adequately harness the opportunities that are present in the external environment.

The results of the SWOT analysis are presented as follows:

### 6.2 Summary of Internal Context

These are the issues that pertain to the internal operations of KBCC. The significant challenge of these issues is that KBCC has complete control over these variables. Internal systems and control mechanisms are all that is needed to adequately address them.

#### 6.2.1 Internal Strengths

- A strong doctrinal basis founded on scripture;
- The availability of mature spiritual leadership;
- A well-grounded Bible ministry;
- A consistent focus on missions and evangelism;
- Location within the Korle Bu community;
- Availability of senior members and professionals;
- A good number of potentially well-endowed persons in the congregation;
- Physical assets owned by the church; and
- A strong ICT department.

#### 6.2.2 Internal weaknesses

- Seeming waning commitment on the part of some members;

- Welfare and fellowship structure that may not be meeting felt needs;
- A weak ministry to the Korle Bu community;
- Relocation of members from within the Korle Bu compound;
- The presence of financially less endowed members in the satellite congregations;
- The presence of group interests, alliances and cliques;
- Weak relationships with other churches and faiths within the community;
- Lack of structure guiding the upward progression into “generational” groups;
- A weak specific pastoral focus on the Youth and Vernacular services; and
- Challenges with information flow during periods of leadership transition.

### 6.3 Summary of External Context

The difficulty with the external environment is that KBCC has absolutely no control over the factors that exist there. KBCC can only anticipate and position itself to respond appropriately. Our internal conduct serves to influence the external environment.

#### 6.3.1 External Opportunities

- Favorable perception among Korle Bu community;
- Pool of knowledgeable and teachable persons for leadership and ministry;
- The presence of a large number of students within the vicinity;
- The area fellowships as potential growth points; and
- The location of the church in a built up area that offers immense opportunity for evangelism.

#### 6.3.2 External Threats

- Proliferation of other churches within the area;
- Development of doctrines alien to evangelical doctrine; and
- Reduced patronage of church programmes by members both living within and outside the Korle Bu compound.

#### 6.4 Identity

In order for any institution to survive and make impact it must have, as well as maintain a unique identity. In spite of the problems enumerated in the previous section, KBCC continues to hold on to its unique identity and that is the reason for its continued existence and relevance. This unique identity finds expression in the vision and mission statements of KBCC as well as the core values that guide its pursuits and endeavors. Let us examine these three components of this identity.

##### 6.4.1 Vision Statement

The Vision Statement is the desired future state or picture of the point stakeholders of an organization would want to see the organization reach by an agreed time in the future. This is very different from the Mission Statement in that the Mission Statement is basically motivational and encourages the members of the organization to move on.

The Vision Statement as captured in the Constitution of the GEC is as follows:

“Evangelizing souls and equipping saints for service”.

This Vision statement has basically two elements. These are:

- Evangelizing souls; and
- Equipping saints for service.

Following from this vision statement, it is important to note that, as long as the need to evangelize and equip the saints exist, the Vision of KBCC remains timely and relevant. This ensures that KBCC will never get to that point of saying their work is done and as such cease to be relevant.

##### 6.4.2 Mission Statement

A Mission Statement is the statement of purpose for the continued existence of the organization. It spells out the overall goal and provides the context for which the goals, objectives and strategies that justify the existence of the organization would be formulated.

The Mission Statement for the KBCC as stated in the GEC Constitution is reproduced below:

“Ghana Evangelical Convention seeks to provide spiritual nurture and care for its members and associates, through the study of the word of God, prayer and fellowship,

who empowered by the Holy Spirit shall become mature and effective witnesses for Christ.”

The key elements of the statement are the following:

- The provision of spiritual nurture and care for its members;
- Providing the platform for Bible Study, Prayer and Fellowship; and
- The reliance on the Holy Spirit in order to remain effective witnesses for Christ.

These three key issues in the Mission Statement serve as a guide in focusing the activities of KBCC. It provides a good reference point for formulating operational policies as well as relevant benchmarks for evaluating what KBCC does. The three key issues provide the framework that helps prepare Congregants for attaining the Vision of KBCC.

#### 6.4.3 Core Values

KBCC is founded on a number of Core Values that should not, in any way, be compromised in the achievement of its strategic objectives. The Key Core Values are:

- To remain Evangelical;
- Teaching and Preaching of Biblical Truths;
- Discipleship;
- Godly Mentoring;
- Missions Worldview.

Some of the other values that have been added over time are the following

- Model the future for current generations;
- A life of biblical accountability;
- Respect and dignity for all;
- People centered development; and
- Embracing ethnic diversity and teamwork.

## 7.0 Thematic Areas and Direction

The direction of the Strategic Plan of KBCC for the next ten years will play an important role in whether KBCC remains relevant or not. The focus must consider the main concerns for which the founding fathers came together. It must also recognize the changing dynamics in the environment within which KBCC operates.

The Thematic Area is a broad area that needs to be focused on. It is broad so as to enlist intentional emphasis. Though there may be some overlaps, the broad areas ensure that key issues are **not** subsumed under others thereby losing the emphasis it so needs.

The Thematic Areas for the next Ten years are derived primarily from Acts 2:42 – 47. KBCC wants as much as possible to reflect the New Testament Church as seen in the Acts of the Apostles. Consequently, thirteen main thematic areas have been identified which when addressed would enable KBCC to realize its defined and desired future.

These are:

1. Church Growth;
2. Evangelism and Outreach;
3. Church Planting;
4. Disciple Making;
5. Stewardship;
6. Worship and Church Environment;
7. Welfare Services;
8. Economic Empowerment;
9. External Church Relations;
10. Leadership, Management and Administrative Development;
11. Prayer;
12. Fellowship; and
13. Financial resource mobilization.

The thirteen Thematic Areas listed above are discussed in detail subsequently in this section of the report. In the discussion the objectives and strategies are highlighted with key responsibility schedules. However in the end the objectives, strategies, activities, timeframe, outcomes, indicators and responsibility schedules are all outlined and placed in a preliminary Log frame matrix which is generated out of the discussion.

## 7.1 Thematic Area One: Church Growth

When the Church is growing it shows in two main ways. As Congregants mature and reflect increasing Christlikeness while new souls are added to the number, the Church is said to be growing.

This is also realized when congregants understand their faith and are committed to imitating Christ. The result is that others will be attracted to Christ and the church. This is the testimony of real growth that ensures our Lord is glorified.

The Objectives, Strategies and Activities are as follows:

- i. To deepen the understanding of members in the basics of our faith
  - Ensure sound biblical teaching on practical Christian living (Teaching Service)
    - Teach the basics of our faith
    - Teach on how to use the Bible
  - Equip Congregants to discern and confront heresy, evil and sin in which ever environment they find themselves
    - Complement sound biblical teaching through effective Bible Study
    - Restructure and expand Library and Bookshop
- ii. To strengthen commitment to the Lordship of Jesus Christ through our service
  - Rebranding of all the groups with strong emphasis on activities that meet the real needs
    - Leadership of KBCC and the groups to “market” the groups to Congregants
    - Identify and clearly define potential areas for shared responsibility
  - Ensure the Pastoral needs of Congregants are met
    - Train and build capacity of Church Leaders in pastoral care and welfare service delivery
    - Undertake regular follow-up and visitation of Congregants

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Church Council, the Pastoral Team and the various Group Leaders. (Refer to Table One)

## 7.2 Thematic Area Two: Evangelism and Outreach

The Great Commission as stated in Matthew 28:20 positions Evangelism and Outreach as Our Lord Jesus Christ's last command to His Disciples. This involves both personal and corporate witness of the gospel. The other sheep Jesus spoke about, who are near us and with whom we interact almost on a daily basis but remain unevangelised is the primary target.

The Objectives, Strategies and Activities are as follows:

- i. To build Spirit empowered members with passion and a sense of responsibility for the salvation of others
  - Establish a sustainable training programme schedule for all Congregants
    - Identify and contact "specialized" groups or individuals who can be of help
    - Determine terms of engagement so training schedule is drawn up
    - Build a local core of gifted members who can eventually facilitate training
  - Target annual church growth of 5% over the plan period
    - One to one evangelism by the generational groups
    - Pursue outreaches to various locations and groups within the Korle Bu area
    - "Follow up" ministry to help new members settle quickly while seeking to bring back "missing" members
  - Consolidate and establish satellite congregations into full-fledged churches
    - The respective committees to plan a schedule for discipleship and targeted leadership development to be implemented within 2 to 3 years
- ii. To mobilize Congregants for effective evangelistic ministry
  - Develop a Plan for reaching out to Korle Bu and its environs
    - Map out Korle Bu and surrounding areas
    - Missions and Evangelism Committee to craft an outreach programme based on the peculiar characteristics of each area
  - Provide alternative user friendly evangelism materials
    - Contact known organizations for such materials
    - Constitute a small group to prepare home grown material
    - Purchase and/or produce enough materials for Congregants



- Mobilize teams for evangelism, prayer and follow up focusing on the spiritual gifts inventory
  - Undertake Spiritual Gifts Inventory of Congregants
  - Constitute evangelism, prayer and follow up teams
  - Ensure evangelism and follow up are major prayer items for all groups
  
- Admonish all groups to factor evangelism into their programmes and recognize personal witnessing and evangelistic efforts
  - Submit specific activities as part of their annual programmes
  - Remind and encourage Congregants to engage in personal evangelism
  - Acknowledge and appreciate all personal and collective efforts at evangelism
  - Create space for Congregants to share personal testimonies of experience
  
- Maintain clear budgetary provision in support of evangelism
  - Make a budget allocation to cover all evangelistic activities

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Missions and Evangelism Committee, Church Council, Committee of Chairpersons, the Pastoral Team, Group Leaders and the Finance Committee. (Refer to Table Two)

### 7.3 Thematic Area Three: Church Planting

This is the establishment of an organized body of believers in a new location as a result of effective evangelism and mission's activity. Thus the logical end of mission and evangelism is the formation of new churches. It involves the sowing and nurturing of seed to maturity as well as the proper storage of the resulting harvest in fulfillment of the Great Commission.

The Objectives, Strategies and Activities are as follows:

- i. To plant one satellite congregation every three years
  - Develop a plan for Church Planting for KBCC
    - Update KBCC church branching Strategy
    - Teach on the gifting's then conduct a survey to identify individual gifting's
    - Organize periodic evangelism training seminars
    - Missions committee survey and identify potential "mission fields"
    - Build a spiritual profile of those areas with spiritual mapping

- Encourage past and present KBCC members in the diaspora to congregate
  - Identify and locate members and friends in the diaspora
  
- ii. To nurture satellite churches to maturity
  - Establish a follow up ministry
    - Establish a follow up ministry with representatives from all the sub groups
    - Conduct periodic training on follow up principles and practices
    - Acquire and or develop follow up material
  
- iii. To develop local leadership and resource capacity
  - Resource local leaders to sustain work
    - Establish a clear criteria for election of local leadership
    - Mobilise potential leaders for training
    - Plan and implement regular Local Leadership Training Seminars (LLTS) for local leaders
    - Make available materials on leadership and management
    - Sponsor some leaders to attend local conferences aimed at capacity building like Challenge Enterprises annual Pastors and Church Leaders Conference

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Church Council, Missions and Evangelism committee, the Trainers and the Pastoral Team (Refer to Table three).

#### 7.4 Thematic Area Four: Disciple Making

Disciple making is the intentional process by which the believer matures into Christ's likeness. This starts with the initial surrender and subsequent commitment to the Lordship of Jesus Christ. The believer then seeks and exercises the gifts and talents in that unique area God has called one to serve.

The Objectives, Strategies and Activities are as follows:

- i. To Educate and Equip Congregants for disciple making.
  - Have a yearly focus on an aspect of disciple making
    - Teach an aspect of disciple making within the first quarter of each year
    - Ensure that this reflects in the programmes of all groups within KBCC
  
  - Train trainer of trainers for each of the groups within KBCC

- Constitute a team of trainers and facilitators
  - Select a representative from each of the groups to be trained
  - Organize training sessions for Congregants
  - Make available training materials on discipling methods
- Provide opportunities for Congregants to be actively involved in mentoring and disciple making
- Define clear in-reach and outreach strategies for KBCC
  - Develop a mentorship model for the church among the generational and interest groups

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Pastoral Team and the Committee of Chairpersons. (Refer to Table Four)

## 7.5 Thematic Area Five: Stewardship

We are entrusted with resources from God to fulfill His will. We need to embrace this responsibility by giving our time, talent and treasure. This will help in meeting the Church's financial obligations now and for the future.

The Objective, Strategy and Activities are as follows:

- i. To promote faithfulness in stewardship and management of God's other resources
  - Develop understanding and the practice of Stewardship
    - Teaching and talks at all levels to focus on stewardship
    - Challenge Congregants to pledge or schedule giving towards specific projects, programmes or activities
    - Encourage testimonies resulting from this understanding
    - Develop, disseminate and enforce guidelines for the use of KBCC property

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Pastoral Team and the various Group Leaders (Refer to Table Five).

## 7.6 Thematic Area Six: Worship and Church Environment

The internal and external environment of the church has the potential to affect our worship greatly. Efforts under this thematic area relate to how both environments can be improved to enhance our praise and worship.

The Objectives, Strategies and Activities are as follows:

- i. To review and implement plans for the development of the physical environment of KBCC
  - Develop a plan for land use, beautification and maintenance of the external physical environment
    - Design the car park for high vehicular occupancy
    - Develop a plan for the implementation and maintenance for landscaping
  - Enhance visibility by increasing church signage
    - Identify potential locations and formats for increased signage
- ii. To create a conducive environment for worship within the church
  - Upgrade public address systems, musical and audio visual equipment
    - Develop a purchase and replacement plan for public address systems and other facilities used in worship
    - Determine training needs of technical team as well as instrumentalists
  - Improve technical competence of technical team
    - Explore opportunities to increase competencies e.g. short courses etc.
  - Motivate the team in charge of audio visual management
    - Put in place an incentive package for technical team that is captured in the annual budget
- iii. To provide a user friendly environment for the physically challenged, children and aged in and around the church building
  - Identify structures that are unfriendly to this category of worshippers
    - Task the building committee to undertake a survey
    - Develop a plan on how to correct such challenges
- iv. To ensure security and effective management of KBCC property
  - Review current security structures and management
    - Identify and correct current shortcomings
    - Improve role of Janitors by training
  - Review current policies on management of KBCC properties
    - Audit and update KBCC assets register

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: Building Committee, Maintenance Committee, Church Administrator, Music Committee and Publicity Committee. (Refer to Table Six)

## 7.7 Thematic Area Seven: Welfare Services

Welfare Services provide relief opportunities primarily for the disadvantaged and marginalized but ultimately the congregation as a whole. Specific assistance may involve benefits and facilities such as education, healthcare and family support.

The Objective, Strategies and Activities are as follows:

- i. To enhance and promote the total well-being of Congregants
  - Provide education that promotes increased health awareness
    - Organize talks on health issues for Congregants
  - Provide career counselling for the youth and retirement counselling for adults
    - Organize talks and workshops to help guide the youth and adults
  - Promote programmes for healthy marriages and family life within KBCC
    - Facilitate marriage and family life enrichment seminars
  - Improve inter and intra generational social relations within KBCC
    - Review and enhance current plans for social interaction e.g. games, picnic etc.
  - Provide opportunity for adult education to improve literacy level of some Congregants
    - Facilitate the organization of adult literacy classes
  - Support bereaved persons and those with special needs
    - Build a database of such members for easy identification
    - Design specific programmes to cater for specific needs

Those who are to be held directly responsible for the realization of the provisions in this Thematic Area are: the Welfare committee and the Pastoral Team. (Refer to Table Seven)

## 7.8 Thematic Area Eight: Economic Empowerment

Empowering Congregants ensures that there are adequate resources and income to progressively sustain the work of the Church. This focusses on enhancing the capacity of Congregants to create wealth for the Church. At the same time it will improve the lives of people.

The Objectives, Strategies and Activities are as follows:

- i. To improve the living standards of church members
  - Identify and promote credit schemes for the benefit of Congregants
    - Assess feasibility of running a credit union for KBCC
    - Identify Congregants who would want to join a credit scheme
    - Establish or identify and select a credit scheme Congregants can partner with
  - Provide entrepreneurial and vocational skills training in specific areas
    - Training in projects that require low capital start up (mushroom keeping, fabric printing etc.)
  - Motivate the youth to become self-reliant through training
    - Identify areas of interest of youth
    - Constitute panel of resource persons to undertake training
    - Provide some guarantee for startup support
- ii. To utilize local and foreign capacities to create wealth for KBCC
  - Provide fund raising targets early so Congregants can adequately prepare towards it
    - Make available to Congregants targets for each specific budgeted activity and request for commitment

Those who are to be held directly responsible for the realization of the provisions in this Thematic Area are: the Church Council, the Welfare Committee and the Fund Raising Committee. (Refer to Table Eight)

## 7.9 Thematic Area Nine: External Church Relations

While uniformity is not realistic unity among believers is a testimony the church is to strive for. Initiatives, programmes and projects aimed at greater Christian unity or cooperation reflect our unity in diversity.

The Objectives, Strategies and Activities are as follows:

- i. To identify and explore possible areas of collaboration with other churches and groups especially within Korle Bu and its environs
  - Undertake a survey of churches within the Korle Bu area of which KBCC shares similar beliefs
    - Identify member churches of the Christian Council of Ghana (CCG) within the Korle Bu area
  - Investigate the possibility of inter denominational workshops, entrepreneurial trainings etc.
    - Participate in joint programmes sponsored by the CCG e.g. Home/Family Week
    - Explore possibility of joint programmes like musical and drama nights, joint clean up campaigns etc.

Those who are to be held directly responsible for the realization of the provisions in this Thematic Area are: the Church Council and the Pastoral Team. (Refer to Table Nine)

#### 7.10 Thematic Area Ten: Leadership, Management and Administrative Development

Leadership as a factor cannot be over emphasized. The absence of adequately resourced leaders always has a telling effect on any group. It is important to have the right numbers and quality. However it is also essential to provide opportunity for the continuous upgrading of knowledge, skill and aptitude. This thematic area seeks to address such a need.

The Objectives, Strategies and Activities are as follows:

- i. To ensure full complement of staff needed for effective ministry and administration
  - Review the staffing needs of KBCC
    - Establish Administration and Personnel Manual (APM)
    - Recruitment to fill identified staffing gaps
- ii. To facilitate requisite training for all KBCC staff
  - Enhance competencies of KBCC Staff
    - Review the training needs of KBCC staff
    - Determine appropriate training programmes for specific staff
    - Establish a training schedule for staff

- Incorporate into the APM, policies and procedures on staff training
- iii. To facilitate ongoing training for leaders of groups and committees
  - Enhance the competencies and operations of Group and Committee Leaders
    - Determine appropriate training needs of groups and committees
    - Identify needs and constitute core of Trainers
    - Review Job description of Committees and align with Strategic Plan
    - Institutionalize structured orientation and induction for all newly elected or appointed leaders
    - Draw up and implement continuous training schedule

Those who are to be held responsible for the realization of the provisions in this Thematic Area are: the Church Council, the Pastoral Team, Group Leaders and Committee of Chairpersons. (Refer to Table Ten)

### 7.11 Thematic Area eleven: Prayer

Prayer, generally, is communication that exists between the child of God and their Father in heaven. It is important that as believers we grow in our prayer lives. It must be intentional and not left to chance.

The Objectives, Strategies and Activities are as follows:

- i. To deepen understanding and commitment to Prayer
  - Co-ordinate Prayer Efforts
    - Review membership of Prayer Committee to include representatives from all group
    - Produce and circulate monthly prayer bulletins
  - Create multiple prayer platforms
    - Review all church prayer activities to enhance relevance and participation
    - Establish prayer units to deal with specific schedules such as Sunday service, Outreaches, Church Planting etc.

Church Council, Pastoral Team, Prayer Committee shall be the responsible parties for this thematic area (Refer to Table eleven).

### 7.12 Thematic area twelve: Fellowship

When we become children of God, we are born into a new community. We must grow in our relationship with other believers. This is just a prelude to celebrating our new family relations in heaven. Fellowship enables believers to grow together into Christ like maturity.



The Objectives, Strategies and Activities are as follows:

- i. To Bridge various Gaps and promote Healthy Relationships within KBCC
  - Strengthen Existing Fellowship Structures within KBCC
    - Teach on Biblical Models of fellowship
    - Review the Area fellowship System towards enhancing fellowship
    - Review and strengthen modes of social interaction under Welfare
    - Explore other Forums or platforms that allows for better fellowshiping

Pastoral Team, Welfare Committee, Committee of Chairpersons shall be responsible for this thematic area (Refer to Table twelve).

### 7.13 Thematic area thirteen: Financial Resource Mobilization

The Church of God is sustained by Christ Himself through the conviction of members and others to fulfill their financial obligations of tithing, offerings and the like to support church growth.

The Objectives, Strategies and Activities are as follows:

- i. To Raise adequate funds for the implementation of planned church activities
  - Strengthen Existing Fund Raising Structures within KBCC
    - Teach on Biblical Models of giving
    - Explore other mechanisms for raising fund to support church activities

Pastoral Team, Finance Committee and Committee of Chairpersons shall be responsible for this thematic area (Refer to Table thirteen).

## 8.0 Short Term Plan

This Short Term Plan covers the first two years of the ten-year strategic plan. It is important in that it will lay the foundation for the attainment of the Medium and Long Term phases of the SP 2015 – 2024.

During this period the following activities would have to be undertaken:

- The Church Council to formally accept Strategic Plan 2015 – 2024 (SP 2015 – 2024) for implementation and form an Implementation Monitoring Team;
- Constitute Advisory Team on Restructuring of Library and Bookshop;
- Draw up the Quarterly Teaching schedule that covers the Basics of Faith, Discipling Principles etc.;
- Draw up Training Schedule for KBCC Staff as well as Group Leaders and Chairpersons;
- Draw up and implement an orientation and induction schedule for all Group Leaders, Chairpersons, and Council Members on the SP 2015 – 2024 and their revised responsibilities;
- Constitute a Core of Trainers for Evangelism and Outreach and Church Planting;
- Plan and implement a schedule for the nurture and Leadership Development of all Satellite Churches;
- Map out Korle Bu and its environs and develop and Evangelism and Church Planting Plan;
- Update the KBCC Church Branching Strategy Document;
- Teach and Survey Spiritual gifting's in the Church and build a directory;
- Constitute a Team to develop a Mentorship Model for KBCC;
- Review and update plans for the development of the physical environment of KBCC;
- Develop a purchase and replacement plan for all equipment used for Worship;
- Review current security structures and management;
- Audit and update KBCC Assets Register;
- Develop and disseminate guidelines for the use of KBCC property;
- Draw up schedule for Health, Career, Family Life and Retirement seminars and Workshops;
- Constitute a Team to Facilitate Functional Adult Literacy Classes;
- Update Church Membership Database making provision for bereaved and "disadvantaged" members;
- Constitute a Team to Assess feasibility of running a credit union for KBCC;
- Identify member churches of the Christian Council of Ghana (CCG) within the Korle Bu area;
- Complete, adopt and utilize the Administration and Personnel Manual (APM); and
- Commence and complete Recruitment to fill all identified staffing gaps.

## 9.0 Monitoring and Evaluation

At this point it must be made very clear that the responsibility for the implementation of the SP 2015 – 2024 rests on all members. However the process will ultimately be driven by the Council. In order to ensure success, it is recommended that an Implementation Monitoring Team (IMT) be constituted.

It is further recommended that the IMT be a five-man committee, comprising a member of the Strategic Planning Committee, preferably the Convener, the Chairperson of the Committee of chairpersons, two other church members and a nominee from the Pastoral Team. The IMT should have the power to co-opt members as and when appropriate in the execution of their work. The IMT would use work plans, reports, management reports, financial and audit reports as their instruments for monitoring. It is recommended that the report and monitoring exercises be held bi-annually.

They will report to the Church Council through the Senior Pastor. This line of reporting will enable them discuss lapses and setbacks in critical performance areas or issues with the Senior Pastor for corrective and remedial measures to be undertaken. The twin problems of ownership and supervision that hampered the implementation of SP 2010 – 2014 has to be cured with proper monitoring and evaluation.

All the Generational and Ministry groups as well as the various Committees will have to evolve Annual Action Plans (AAP) based on the Strategic Plan. The drawing up of the AAP should be facilitated by the Senior Pastor and Church Administrator, based on which the annual budget would be prepared and implemented. On a regular basis, some monthly others quarterly, all these groups will have to file reports charting the progress made and or challenges encountered with respect to achieving the targets in their annual plans. These reports which are critical for monitoring will form the basis for the means of verification.

The purpose of monitoring is to measure the progress being made by the Annual Operating Plans against the benchmarks that have been agreed on. This entails the regular collection and analysis of information which helps to measure and assess performance in order to learn and manage results more effectively as well as inform decision making.

## 9.1 Evaluation

Evaluation is done to ascertain if the broader objectives or outcomes of the strategic plan are being met. Evaluation will have to be done at the end of each phase i.e. Short, Medium and Long Term. It could also be done mid phase. On a yearly basis the report of the IMT would help a great deal. Evaluation will bring together all the stakeholders with its purpose being to examine progress that has been made. It would relate the progress made to date to the point of commencement of the plan and make sure it is still aligned with the expected goals of the Strategic Plan. It will afford adjustments to the AOP so as to ensure that the outcomes are attained.

Another evaluation will be done at the end of the implementation period of the strategic plan in 2024. The final evaluation at the end of the plan period will seek to evaluate the achievement of goals and objectives, the realization of expected impact in the thematic areas, as well as sustainability of the achievements. The tools needed for this evaluation include the review of documents, stakeholder meetings, etc.

## 10.0 Conclusion

This Strategic Plan 2015 – 2024 proposes objectives, strategies and activities for KBCC which when implemented will help the Church reflect the New Testament Church described in Acts 2:42 – 47. It will help KBCC becoming more visible, contextually relevant while having long lasting impact. It may seem difficult at first but the expected outcomes will be attained.

The willingness of the Council to see to the realization of SP 2015 – 2024 and the commitment to develop leadership capacity will ensure good success. With a very functional IMT ensuring that there is regular information flow, the strengths of all the stakeholders will be harnessed to achieve the Vision of KBCC.

KBCC is on the verge of celebrating 50 years of existence. There has been much transformation from when the first meeting was held in March 1967. This Strategic Plan helps set KBCC on course to adapt to the changing environment while remaining true to its reason for existence. The determination to accomplish this should make KBCC and its branches an instrument in the hands of God for the evangelization and discipling of Korle-Bu and its environs. It will impact people who would carry the gospel to other places and hasten the coming of our Lord Jesus Christ.

In summary this new strategic plan builds on the previous with the following proposed key changes

1. There are Thirteen thematic areas with cross-cutting collective responsibility by groups
2. The generational groups are to be reorganized in the policy document as follows
  - o Children's Ministry (up to 12years);
  - o Youth Ministry (13 to 19 years);
  - o Young Adults Ministry (20 to 30 years);
  - o Women's Fellowship (31 years and above); and the
  - o Men's Fellowship (31 years and above).
3. Committees and job descriptions are to be reorganized to reflect thematic areas as per appendix 5. E.g. the new assets committee is now responsible for acquisition, maintenance and disposal of all equipment.
4. The organogram requires that current vacant administrative roles e.g. assistant Pastors, accountant and driver be filled to enhance ministry work.
5. Enhanced M & E with primary responsibility by the church council.

May the Lord God be pre-eminent in the implementation of this plan and may KBCC and GEC grow from grace to grace to the glory of our Lord and Saviour Jesus Christ. Selah!

## APPENDICES

### Appendix 1: TERMS OF REFERENCE FOR THE STRATEGIC PLAN COMMITTEE

#### MEMORANDUM

**From:** REV. EMMANUEL OSAE-ADDO (Senior Pastor)

**To:** Proposed Strategic Planning Committee Members (Dr. Steve Ayisi-Addo, Mrs. Emelia Monney, Mr. Geoff Anno and Mr. Kofi Antwi (External Resource Person))

**Subject:** **APPOINTMENT TO STRATEGIC PLANNING COMMITTEE**

**Date:** Tuesday, 29 April 2014

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I am pleased to inform you of your nomination to be a member of the proposed Strategic Planning Committee. The current 5-year Strategic Plan of the church runs out at the end of this year (2014), it is therefore necessary to put into place a new one taking into account targets not achieved in this current plan, and looking beyond the year 2014.

You are therefore being invited to be part of this team to put in place a new 5-year Strategic Plan covering the 2015 – 2020 period for the church.

Your terms of reference include:

1. Looking at the current 2009 – 2014 Strategic Plan.
2. Taking note of key areas of performance that were not achieved during the period.
3. Seeing how best to address such short comings in a new Strategic Plan.
4. Looking ahead into the 2015 – 2020 period to see what strategic plan the church should evolve in order to strengthen and expand its ministry in missions, the local church, in the Korle-Bu Community and its outlying areas, etc,
5. Any other performance areas that you may find relevant to the ministry of the Korle-Bu Community Chapel and Ghana Evangelical Convention for the specified period.
6. Putting together a Strategic Plan Document for KBCC and Ghana Evangelical Convention for the 2015 – 2020 period.
7. A completed Strategic Plan Document for the period 2015 – 2020 is expected to be submitted to me by the end of November 2014.

You are to work in consultation with the various stakeholders in the church namely, committee chairpersons, group leaders, Council members, the Senior Pastor, etc.

Dr. Steve Ayisi-Addo is the Convener with Mr. Kofi Antwi as the external resource person. In respect of this a meeting for the proposed members has been scheduled for Thursday 1<sup>st</sup> May, 2014 at the church's Conference Room at 9:00am.

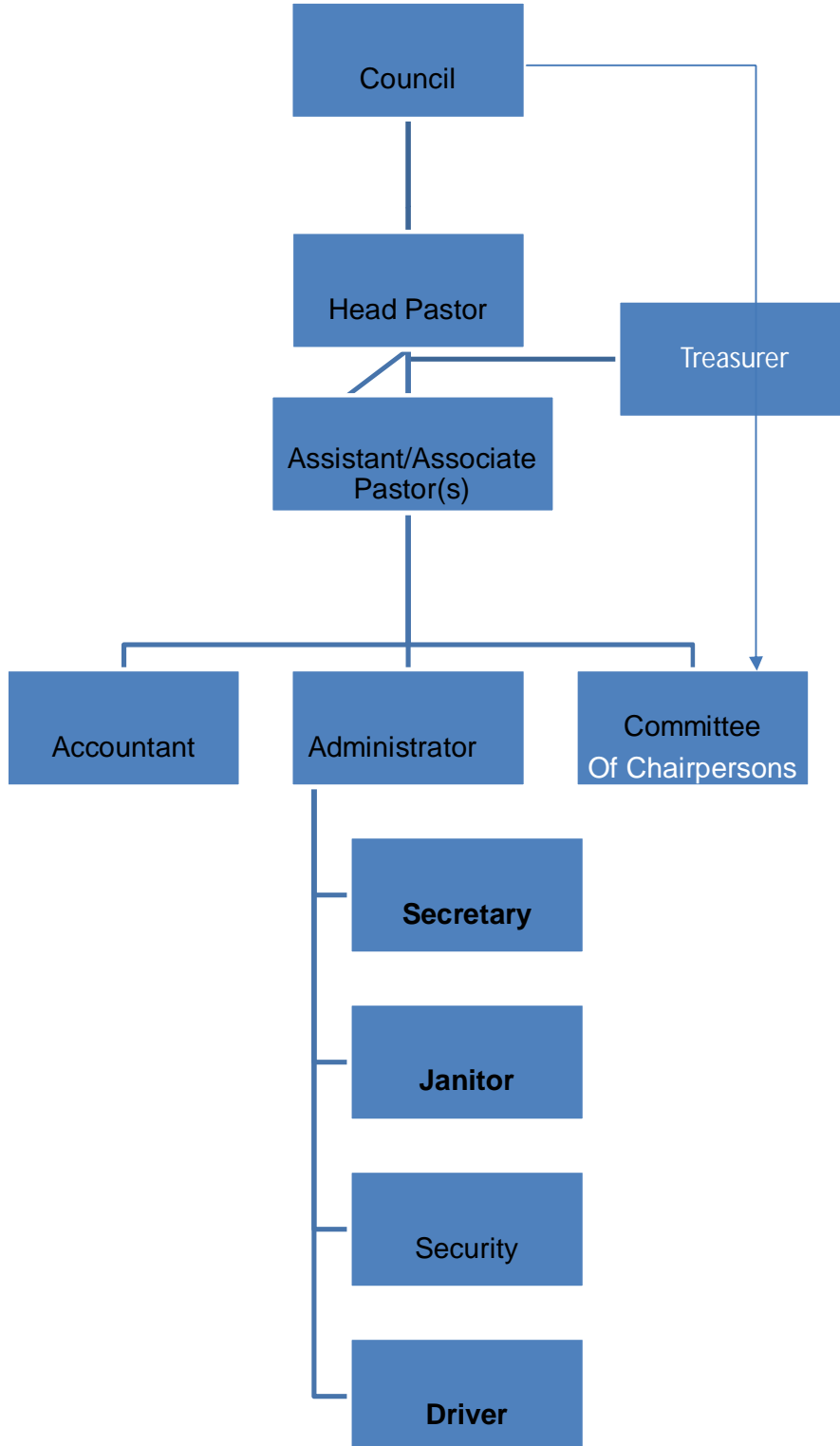
Please let me know your response to this appointment before Thursday 1<sup>st</sup> May 2014.  
God Bless You.

## Appendix 2: List of Reference Documents

1. Holy Bible, New International Version
2. The GEC Constitution
3. The GEC Manual of Governance (Policies and procedures)
4. History of KBCC
5. The ACT/ KBCC Church branching Strategy
6. The ACT Strategic Plan 2010-2014

Appendix 3: *Functional Organizational Structure of Korle-Bu Community Chapel*

ORGANISATIONAL CHART OF THE CHURCH ADMINISTRATION





**Appendix 4: Thematic Areas**

**TABLE ONE: Thematic Area One: Church Growth**

Church Growth refers to maturity in Christ as well as increase in numbers. When congregants understand their faith and are committed to imitating Christ; others will be attracted to Christ and the church. This result of real growth glorifies our Lord.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To deepen the understanding of members in the basics of our faith</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure sound biblical teaching on practical Christian living (Teaching Service)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teach the basics of our faith</li> <li>➤ Teach on how to use the Bible</li> <li>➤ Complement sound biblical teaching</li> </ul>	<ul style="list-style-type: none"> <li>➤ Monthly</li> <li>➤ Short, Medium and Long Term</li> <li>➤ Weekly</li> <li>➤ Short, Medium and Long</li> </ul>	<ul style="list-style-type: none"> <li>➤ Congregants exhibit sound Christian living</li> <li>➤ Congregants should have confidence to identify and confront sin, evil and</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Teaching Services held</li> <li>➤ Number of workshops and group discussions held</li> <li>➤ Number of meeting times set</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pastoral Team</li> <li>➤ CEP Leaders</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Equip Congregants to discern and confront heresy, evil and sin in which ever environment they find themselves</li> </ul>	<p>through effective Bible Study</p> <ul style="list-style-type: none"> <li>➤ Restructure and expand Library and Bookshop</li> </ul>	<p>Term</p> <ul style="list-style-type: none"> <li>➤ Short Term</li> </ul>	<p>heresy</p> <ul style="list-style-type: none"> <li>➤ Functional Library and Thriving Bookshop</li> <li>➤ The number of people attending the library per month</li> </ul>	<p>aside for Bible Studies</p> <p>Number of topics and extent of scope covered</p> <ul style="list-style-type: none"> <li>➤ Advisory team on Restructuring of Library and Book shop</li> <li>➤ Existence of a Library, number of people accessing library</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council</li> </ul>
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KORLE BU COMMUNITY CHAPEL (KBCC) STRATEGIC PLAN 2015 – 2024

<ul style="list-style-type: none"> <li>➤ To strengthen commitment to the Lordship of Jesus Christ through our service</li> </ul>	<ul style="list-style-type: none"> <li>➤ Rebranding of all the groups with strong emphasis on activities that meet the real needs</li> <li>➤ Ensure the Pastoral needs of</li> </ul>	<ul style="list-style-type: none"> <li>➤ Leadership of KBCC and the groups to “market” the groups to Congregants</li> <li>➤ Identify and clearly define potential areas for shared responsibility</li> <li>➤ Train and build capacity of Church Leaders in pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Quarterly Training</li> <li>➤ Monthly Visitation</li> <li>➤ Short, Medium</li> </ul>	<ul style="list-style-type: none"> <li>➤ Congregants actively participate in at least one of the recognized generational and ministry recognized groups in the church</li> <li>➤ Leaders and workers are trained</li> <li>➤ Members attended to</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increase in numbers and active participation in all group activities</li> <li>➤ Number of congregants accepting responsibility for assignments</li> <li>➤ Number of such capacity building programme</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council and Group Leaders</li> <li>➤ Pastoral Team, Group Leaders and First Time Comers Committee</li> </ul>
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KORLE BU COMMUNITY CHAPEL (KBCC) STRATEGIC PLAN 2015 – 2024

	<p>Congregants are met</p> <p>➤ Strengthen Pastoral oversight over Youth and Vernacular services</p>	<p>and welfare service delivery</p> <p>➤ Undertake regular follow-up and visitation of Congregants</p> <p>➤ Assign this responsibility to a specific member of the Pastoral Team</p>	<p>and Long Term</p> <p>➤ Short, Medium and Long Term</p>	<p>➤ Strong Youth and Vernacular Service</p>	<p>s planned and implemented</p> <p>➤ Number of members visited and followed up</p> <p>➤ Increase in numbers and active participation in youth, vernacular and all church activities</p>	<p>➤ Pastoral Team</p>
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**TABLE TWO: Thematic Area Two: Evangelism and Outreach**

Evangelism and outreach involves personal and corporate witness of the gospel. This primarily has as its focus the largely unevangelised people we regularly interact with. This is the believer immediate response to the mandate of the Great Commission as stated in Matthew 28:20.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To build Spirit empowered members with passion and a sense of responsibility for the salvation of others</li> </ul>	<ul style="list-style-type: none"> <li>➤ Establish a sustainable training programme schedule for all Congregants</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identify and contact “specialized” groups or individuals who can be of help i.e. facilitators</li> <li>➤ Determine terms of engagement with specialized group to draw up</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short Term</li> <li>➤ Medium</li> </ul>	<ul style="list-style-type: none"> <li>➤ Congregants equipped for effective evangelism</li> <li>➤ Local Trainers in KBCC trained to facilitate training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Congregants trained to use evangelism materials</li> <li>➤ Numbers of Trainers trained</li> </ul>	<ul style="list-style-type: none"> <li>➤ Missions and Evangelism Committee</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Target annual church growth of 5% over the plan period</li> </ul>	<p>training schedule</p> <ul style="list-style-type: none"> <li>➤ Build a local core of gifted members who can eventually facilitate training of all groups</li> <li>➤ One to one evangelism by the generational groups</li> <li>➤ Pursue outreaches to various locations and groups within</li> </ul>	<p>and Long Term</p> <ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Numeric increase in church membership</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of souls won</li> <li>➤ New converts who become full members</li> </ul>	<ul style="list-style-type: none"> <li>➤ Mission and Evangelism Committee</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Consolidate and establish satellite congregations into full-fledged churches</li> </ul>	<p>the Korle Bu area</p> <ul style="list-style-type: none"> <li>➤ “Follow up” ministry to help new members settle quickly while seeking to bring back “missing” members</li> <li>➤ The respective committees to plan a schedule for discipleship and targeted leadership development to be</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short and Medium Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ New church branches</li> </ul>	<ul style="list-style-type: none"> <li>➤ Retention rate (new and old members retained)</li> <li>➤ New churches that are no longer dependent on KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council, Mission and Evangelism Committee</li> </ul>
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		implemented within 2 to 3 years				
<ul style="list-style-type: none"> <li>➤ To mobilise Congregants for effective evangelistic ministry</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop a Plan for reaching out to Korle Bu and its environs</li> <li>➤ Provide alternative user</li> </ul>	<ul style="list-style-type: none"> <li>➤ Map out Korle Bu and surrounding areas Bu area</li> <li>➤ Craft an outreach programme based on the peculiar characteristics of each area</li> <li>➤ Contact known organizations for such</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short Term</li> <li>➤ Short</li> </ul>	<ul style="list-style-type: none"> <li>➤ A Plan for Outreach</li> <li>➤ Readily available, adequate and accessible evangelism</li> </ul>	<ul style="list-style-type: none"> <li>➤ An outreach plan with a map</li> <li>➤ Number of Congregants who have</li> </ul>	<ul style="list-style-type: none"> <li>➤ Missions and Evangelism Committee</li> <li>➤ Committee of Chairpersons</li> </ul>



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	<p>friendly evangelism materials</p> <p>➤ Mobilize teams for evangelism, prayer and follow up focusing on the spiritual</p>	<p>materials</p> <p>➤ Constitute a small group to prepare home grown material</p> <p>➤ Purchase and/or produce enough materials for Congregants</p> <p>➤ Identify Spiritual Gifts of Members</p> <p>➤ Constitute evangelism, prayer and</p>	<p>and Medium Term</p> <p>➤ Short and Medium Term</p> <p>➤ Short Term</p> <p>➤ Short, Medium and Long Term</p>	<p>material for Congregants</p> <p>➤ Teams established to spearhead and support evangelistic thrusts in KBCC</p>	<p>access to and are using evangelism materials</p> <p>➤ Number of specific prayer meetings held, evangelistic campaigns</p>	<p>➤ Missions and Evangelism Committee, Pastoral Team</p>
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	<p>gifts inventory</p> <p>➤ Admonish all groups to factor evangelism into their programmes and recognize personal witnessin</p>	<p>follow up teams</p> <p>➤ Ensure evangelism and follow up are major prayer items for all groups</p> <p>➤ Submit specific activities as part of their annual programmes</p> <p>➤ Remind and encourage Congregants to engage in personal evangelism</p>	<p>➤ Short, Medium and Long Term</p> <p>➤ Short, Medium and Long Term</p>	<p>➤ Evangelism is undertaken by all groups</p> <p>➤ The active involvement of Congregants in personal evangelism</p>	<p>and the souls won</p> <p>➤ Number of specific evangelistic activities undertaken by all the groups</p>	<p>➤ Group Leaders and Pastoral Team</p>
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	<p>g and evangelistic efforts</p> <p>➤ Maintain clear budgetar</p>	<p>➤ Acknowledge and appreciate all personal and collective efforts at evangelism</p> <p>➤ Create space for Congregants to share personal testimonies of experience</p> <p>➤ Make a budget allocation to cover all</p>	<p>➤ Annually</p>	<p>➤ Evangelism activities fully funded</p>	<p>➤ Number of new souls won</p> <p>➤ Number of new members added to the church through personal evangelism</p> <p>➤ Number of testimonies shared on personal experiences in</p>	<p>➤ Missions and Evangelism, Finance Committee, Group Leaders</p>
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	<p>y provision in support of evangelis m</p>	<p>evangelistic activities</p>			<p>evangelis m</p> <ul style="list-style-type: none"> <li>➤ Adequate and timely release of funds in support of evangelis m activities</li> </ul>	
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**TABLE THREE: Thematic Area Three: Church Planting**

This is the establishment of an organized body of believers in a new location as a result of effective evangelism and mission’s activity. Thus the logical end of mission and evangelism is the formation of new churches. It involves the sowing and nurturing of seed to maturity as well as the proper storage of the resulting harvest in fulfillment of the Great Commission.

Objectives	Strategy	Activities	Time Frame	Outcome	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To plant one satellite congregation every three years</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop a plan for Church Planting for KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Update KBCC church branching Strategy</li> <li>➤ Teach on the gifting’s then conduct a survey to identify individual gifting’s</li> <li>➤ Organize periodic evangelism</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short and Medium Term</li> <li>➤ Short, Medium</li> </ul>	<ul style="list-style-type: none"> <li>➤ A church planted</li> </ul>	<ul style="list-style-type: none"> <li>➤ An updated church branching strategy</li> <li>➤ An updated register of Congregants with spiritual gifting’s</li> </ul>	<ul style="list-style-type: none"> <li>➤ Missions and Evangelism, Pastoral Team, Trainers and Council</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Encourage past and present KBCC members in the diaspora to</li> </ul>	<p>training seminars</p> <ul style="list-style-type: none"> <li>➤ Missions committee survey and identify potential “mission fields”</li> <li>➤ Build a spiritual profile of those areas with spiritual mapping</li> <li>➤ Identify and locate members and friends in the diaspora</li> </ul>	<p>m and Long Term</p> <ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ A clear picture of the components of the KBCC Mission Field</li> <li>➤ Churches planted in the diaspora</li> </ul>	<ul style="list-style-type: none"> <li>➤ A database of past</li> </ul>	
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	congregate				and present members in the diaspora	
➤ To nurture satellite churches to maturity	➤ Establish a follow up ministry  ➤ Acquire	➤ Establish a follow up ministry with representatives from all the sub groups  ➤ Conduct periodic training on follow up principles and practices  ➤ Acquire and or develop follow up material	➤ Short Term  ➤ Short, Medium and Long Term  ➤ Medium	➤ The formation of the Follow up Ministry  ➤ Fully fledged independent churches	➤ Number of independent churches	➤ Missions and Evangelism Committee, Pastoral Team  ➤ Council,

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	and/or develop physical structures for satellite churches	<ul style="list-style-type: none"> <li>➤ Explore possibilities of buying land or existing structures</li> <li>➤ Develop a land use plan that includes chapel, school, manse etc</li> </ul>	m and Long Term	<ul style="list-style-type: none"> <li>➤ Well Established Independent Churches</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of landed properties owned by satellite churches</li> </ul>	Pastoral Team, Missions and Evangelism Committee
<ul style="list-style-type: none"> <li>➤ To develop local leadership and resource capacity</li> </ul>	<ul style="list-style-type: none"> <li>➤ Resource local leaders to sustain work</li> </ul>	<ul style="list-style-type: none"> <li>➤ Establish a clear criteria for election of local leadership</li> <li>➤ Mobilize potential leaders for training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Capacity of local leadership built</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Leaders trained</li> </ul>	<ul style="list-style-type: none"> <li>➤ Missions and Evangelism Committee, Pastoral Team</li> </ul>



		<ul style="list-style-type: none"> <li>➤ Plan and implement regular Local Leadership Training Seminars (LLTS) for local leaders</li> <li>➤ Make available materials on leadership and management</li> <li>➤ Sponsor some leaders to attend local conferences aimed at</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>			
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		capacity building like Challenge Enterprises annual Pastors and Church Leaders Conference				
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**TABLE FOUR: Thematic Area Four: Disciple Making**

Disciple making is the intentional process by which believer matures into Christ’s likeness. This starts with the initial surrender and subsequent commitment to the Lordship of Jesus Christ. The believer then seeks and exercises the gifts and talents in that unique area God has called one to serve.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To Educate and Equip Congregants for disciple making.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have a yearly focus on an aspect of disciple making</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teach an aspect of disciple making within the first quarter of each year</li> <li>➤ Ensure that this reflects in the programmes of all groups within</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Short, Medium and</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increased knowledge in disciple making</li> <li>➤ Groups focusing on disciple making at their level</li> <li>➤ Training Team constituted</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of teaching sessions on disciple making</li> <li>➤ Copies of programmes of groups indication disciple making programmes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pastoral Team and Committee of Chairpersons</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Provide opportunities for Congregants to be actively involved in mentoring and discipling making</li> </ul>	<p>available training materials on discipling methods</p> <ul style="list-style-type: none"> <li>➤ Define clear in-reach and outreach strategies for KBCC</li> <li>➤ Develop a mentorship model for the church among the generational and ministry groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> </ul>			
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**TABLE FIVE: Thematic Area Five: Stewardship**

We are entrusted with resources from God to fulfill His will. We need to embrace this responsibility by giving our time, talent and treasure. This will help in meeting the Church's financial obligations now and for the future.

Objective	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To promote faithfulness in stewardship and management of God's other resources</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop understanding and the practice of Stewardship</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teaching and talks at all levels to focus on stewardship</li> <li>➤ Challenge Congregants to pledge or schedule giving towards specific projects, programmes or activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quarterly</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Better informed congregation</li> <li>➤ Enhanced financial planning and management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of teaching sessions</li> <li>➤ Numbers of Congregants pledging and redeeming their pledge</li> </ul>	<ul style="list-style-type: none"> <li>➤ All Group Leaders, Pastoral Team</li> </ul>

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<ul style="list-style-type: none"> <li>➤ To promote patriotism among congregants as godly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Build a biblical mindset for social responsibility</li> </ul>	<ul style="list-style-type: none"> <li>➤ Encourage testimonies resulting from this understanding</li> <li>➤ Develop, disseminate and enforce guidelines for the use of KBCC property</li> <li>➤ Teaching, talks and workshops on topical issues relating to</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Responsible handling of KBCC property</li> <li>➤ Socially responsible congregation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Extension of life for KBCC property</li> <li>➤ Number of teachings, talks, workshops</li> <li>➤ Number of topics covered</li> </ul>	<ul style="list-style-type: none"> <li>➤ All group leaders and Pastoral Team</li> </ul>
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examples for society		social responsibilit y				
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**TABLE SIX: Thematic Area Six: Worship and Church Environment**

The internal and external environment of the church has the potential to affect our worship greatly. Efforts under this thematic area relate to how both environments can be improved to enhance our praise and worship

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To review and implement plans for the development of the physical environment of KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop a plan for land use, beautification and maintenance of the external physical environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Design the car park for high vehicular occupancy</li> <li>➤ Develop a plan for the implementation and maintenance for</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short and Medium Term</li> <li>➤ Short Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organized high occupancy car park</li> <li>➤ Aesthetically pleasant external environment around KBCC</li> <li>➤ Increased visibility of KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of parking stalls provided</li> <li>➤ Signage provided at</li> </ul>	<ul style="list-style-type: none"> <li>➤ Building Committee, Maintenance Committee and Church Administrator</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Enhance visibility by increasing church signage</li> </ul>	<p>landscaping</p> <ul style="list-style-type: none"> <li>➤ Identify potential locations and formats for increased signage</li> </ul>			<p>vantage points to KBCC's location</p>	
<ul style="list-style-type: none"> <li>➤ To create a conducive environment for worship within the church</li> </ul>	<ul style="list-style-type: none"> <li>➤ Upgrade public address systems, musical and audio visual equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop a purchase and replacement plan for public address systems</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhanced worship environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plan document for purchase and replacement over the plan period</li> </ul>	<ul style="list-style-type: none"> <li>➤ Music, Publicity and Equipment Committee with support from Pastoral Team and Committee of Chairpersons</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Improve technical competence of technical team</li> <li>➤ Motivate the team in charge of audio visual</li> </ul>	<p>and other facilities used in worship</p> <ul style="list-style-type: none"> <li>➤ Determine training needs of technical team as well as instrumentalists</li> <li>➤ Explore opportunities to increase competencies e.g.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short, Medium and Long Term</li> <li>➤ Short Term</li> <li>➤ Short Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increased competency of technical team</li> <li>➤ Highly motivated technical team</li> </ul>	<ul style="list-style-type: none"> <li>➤ Manpower development document for technical team</li> <li>➤ Number of people undergoing training</li> <li>➤ Incentive package</li> </ul>	
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	<p>managem ent</p> <ul style="list-style-type: none"> <li>➤ Equip and build the capacity of all service leaders</li> </ul>	<p>short courses etc.</p> <ul style="list-style-type: none"> <li>➤ Put in place an incentive package for technical team that is captured in the annual budget</li> <li>➤ Develop a structured programme for</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>		<p>clearly captured in budget</p>	
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		<p>ushers, liturgists etc.</p> <p>➤ Ensure a weekly meeting of all service leaders with the Pastoral Team before the service</p>				
<p>➤ To provide a user friendly environment for</p>	<p>➤ Identify structures that are unfriendly to this category</p>	<p>➤ Task the building committee to undertake a</p>	<p>➤ Short Term</p>	<p>➤ Functional environment for children, aged and physically challenged</p>	<p>➤ User friendly environment</p>	<p>➤ Building Committee, Maintenance Committee and Church Administrator</p>

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<p>the physically challenged, children and aged in and around the church building</p>	<p>of worshippers</p>	<p>survey</p> <ul style="list-style-type: none"> <li>➤ Develop a plan on how to correct such challenges</li> </ul>	<ul style="list-style-type: none"> <li>➤ Medium Term</li> </ul>			
<ul style="list-style-type: none"> <li>➤ To ensure security and effective management of KBCC property</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review current security structures and management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identify and correct current shortcomings</li> <li>➤ Improve role of Janitors by training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short, Medium</li> </ul>	<ul style="list-style-type: none"> <li>➤ Secured environment</li> <li>➤ Security of property</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reduced number of security breaches</li> <li>➤ Proper</li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintenance Committee and Church Administrator</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Review current policies on management of KBCC properties</li> </ul>	<ul style="list-style-type: none"> <li>➤ Audit and update KBCC assets register</li> </ul>	<p>and Long Term</p>	<p>ensured</p>	<p>documenta tion of all KBCC assets</p>	
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**TABLE SEVEN: Thematic Area Seven: Welfare Services**

Welfare Services provide relief opportunities primarily for the disadvantaged and marginalized but ultimately the congregation as a whole. Specific assistance may involve benefits and facilities such as education, healthcare and family support.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To enhance and promote the total well-being of Congregants</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide education that promotes increased health awareness</li> <li>➤ Provide career counselling for the youth and retirement counselling</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organize talks and periodic health screening for Congregants</li> <li>➤ Organize talks and workshops to help equip the youth and</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increased knowledge on health issues and healthy lifestyles</li> <li>➤ Youth and adults ability to make informed decisions</li> <li>➤ Youth</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improved health of Congregants</li> <li>➤ Number of talks</li> <li>➤ Number of trainings</li> <li>➤ Number of workshops</li> </ul>	<ul style="list-style-type: none"> <li>➤ Welfare Committee and Pastoral Team</li> </ul>



	<p>for adults</p> <ul style="list-style-type: none"> <li>➤ Promote programmes for healthy marriages and family life within KBCC</li> <li>➤ Improve inter and intra generational social relations within KBCC</li> </ul>	<p>adults with necessary resources</p> <ul style="list-style-type: none"> <li>➤ Facilitate marriage and family life enrichment seminars</li> <li>➤ Review and enhance current plans for social interaction e.g. games,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Medium Term</li> </ul>	<p>making scriptural choices concerning marriage</p> <ul style="list-style-type: none"> <li>➤ Older marriages strengthened</li> <li>➤ Improved and healthy social relations</li> <li>➤ Increase in number of adults reading their bible</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of seminars</li> <li>➤ Number of Congregants participating</li> <li>➤ Number of active social programmes</li> <li>➤ Number of Adult literacy trainings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Banquet and Catering Committee</li> <li>➤ Welfare committee and Pastoral team</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Provide opportunity for adult education to improve literacy level of some Congregants</li> <li>➤ Support bereaved persons and those with special needs</li> </ul>	<p>picnic etc.</p> <ul style="list-style-type: none"> <li>➤ Facilitate the organization of adult literacy classes</li> <li>➤ Build a database of such members for easy identification</li> <li>➤ Design specific programmes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bereaved members readjusting to "normal" living</li> <li>➤ Well-adjusted bereaved Congregants</li> </ul>	<p>held</p> <ul style="list-style-type: none"> <li>➤ Illiterate members educated to read their bible</li> <li>➤ Database of bereaved members Number of training programmes held</li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Improve the scope and coverage of the Educational Foundation</li> </ul>	<ul style="list-style-type: none"> <li>to cater for specific needs</li> <li>➤ Review the mandate and operation of the Educational Foundation</li> <li>➤ Identify and support members in need of this support</li> </ul>				
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**TABLE EIGHT: Thematic Area Eight: Economic Empowerment**

Empowering Congregants ensures that there are adequate resources and income to progressively sustain the work of the Church. This focusses on enhancing the capacity of Congregants to create wealth for the Church. At the same time it will improve the lives of people.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To improve the living standards of church members</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identify and promote credit schemes for the benefit of Congregants</li> </ul>	<ul style="list-style-type: none"> <li>➤ Assess feasibility of running a credit union for KBCC</li> <li>➤ Identify Congregants who would want to join a credit scheme</li> <li>➤ Establish or identify and select a credit</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Congregants acquire habit of savings and have access to credit</li> <li>➤ Improvement in finances and management of finances of Congregants</li> <li>➤ Congregants show improved standards of living</li> </ul>	<ul style="list-style-type: none"> <li>➤ Functional Credit Scheme for KBCC</li> <li>➤ Number of Congregants enrolled</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council and Welfare Committee</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Provide entrepreneurial and vocational skills training in specific areas</li> </ul>	<p>scheme</p> <p>Congregants can partner with</p> <ul style="list-style-type: none"> <li>➤ Training in projects that require low capital start up (mushroom keeping, fabric printing etc.)</li> <li>➤ Identify areas of interest of youth</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short and Medium Term</li> <li>➤ Short Term</li> <li>➤ Short and Medium Term</li> <li>➤ Medium and Long</li> </ul>	<ul style="list-style-type: none"> <li>➤ Youth and other Congregants engaged in viable projects</li> <li>➤ Improved economic status</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Congregants trained and projects running</li> <li>➤ Number employed as a result of training</li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Motivate the youth to become self-reliant through training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Constitute the panel of resource persons to undertake training</li> <li>➤ Provide some guarantee for startup support</li> </ul>	<p>Term</p>			
<ul style="list-style-type: none"> <li>➤ To utilize local and foreign capacities to create wealth for KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide fund raising targets early so Congregants can adequately prepare towards</li> </ul>	<ul style="list-style-type: none"> <li>➤ Make available to Congregants targets for each specific budgeted activity and request for commitment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ KBCC financially well positioned</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increase in programme or activity specific funding</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fund Raising Committee</li> </ul>

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**TABLE NINE: Thematic Area Nine: External Church Relations**

While uniformity is not realistic, unity among believers is a testimony the church is to strive for. Initiatives, programmes and projects aimed at greater Christian unity or cooperation reflect our unity in diversity.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To identify and explore possible areas of collaboration with other churches and groups especially within Korle Bu and its environs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Undertake a survey of churches within the Korle Bu area of which KBCC shares similar beliefs</li> <li>➤ Investigate the possibility of interdenominational workshops, entrepreneurial trainings etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identify churches within the Korle Bu area of which KBCC shares common beliefs and practices</li> <li>➤ Participate in joint programmes sponsored by the CCG e.g. Home/Family</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reduced suspicion among churches and better collaboration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of churches identified</li> <li>➤ Number of joint programmes held</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council and Pastoral Team</li> </ul>



		<p>Week</p> <ul style="list-style-type: none"><li>➤ Explore possibility of joint programmes like musical and drama nights, joint clean up campaigns etc.</li></ul>				
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**TABLE TEN: Thematic Area Ten: Leadership, Management and Administrative Development**

Leadership as a factor cannot be over emphasized. The absence of adequately resourced leaders always has a telling effect on any group. It is important to have the right numbers and quality. However it is also essential to provide opportunity for the continuous upgrading of knowledge, skill and aptitude. This thematic area seeks to address such a need.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To ensure full complement of staff needed for effective ministry and administration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review the staffing needs of KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Establish Administration and Personnel Manual (APM)</li> <li>➤ Recruitment to fill identified staffing gaps</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Full complement of needed Staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Specific staffing vacancies filled</li> <li>➤ APM document completed and adopted for use</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council and Pastoral Team</li> </ul>
<ul style="list-style-type: none"> <li>➤ To facilitate requisite</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhance competencies of KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review the training needs of KBCC staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge and skill gaps closed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of staff trained</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council</li> </ul>

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<p>training for all KBCC staff</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>➤ Determine appropriate training programmes for specific staff</li> <li>➤ Establish a training schedule for staff</li> <li>➤ Incorporate into the APM, policies and procedures on staff training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> </ul>			
<ul style="list-style-type: none"> <li>➤ To facilitate ongoing training for Council Members as well as leaders of</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhance the competencies and operations of Council, Group and Committee Leaders</li> </ul>	<ul style="list-style-type: none"> <li>➤ Determine appropriate training needs of groups and committees</li> <li>➤ Identify needs and constitute core of Trainers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhanced skills to function</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number and schedule of training programmes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council, Pastoral Team, Committee of Chairpersons and Group Leaders</li> </ul>

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<p>groups and committees</p>		<ul style="list-style-type: none"> <li>➤ Review Job description of Committees and align with Strategic Plan</li> <li>➤ Institutionalize structured orientation and induction for all newly elected or appointed leaders</li> <li>➤ Draw up and implement continuous training schedule</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Quarterly</li> <li>➤ Short, Medium and Long Term</li> </ul>		<ul style="list-style-type: none"> <li>➤ Revised Job Description for Committees</li> </ul>	
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**THEMATIC AREA 11: Prayer**

Prayer, generally, is communication that exists between the child of God and their Father in heaven. It is important that as believers we grow in prayer lives. It must be intentional and not left to chance.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To Deepen understanding and commitment to Prayer</li> </ul>	<ul style="list-style-type: none"> <li>➤ Co-ordinate Prayer Efforts</li> <li>➤ Create multiple</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review membership of Prayer Committee to include reps from all group</li> <li>➤ Produce and circulate monthly prayer bulletins</li> <li>➤ Review all church prayer</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short, Medium and Long Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reconstituted Prayer Committee</li> </ul>	<ul style="list-style-type: none"> <li>➤ Church Council, Pastoral Team, Prayer Committee</li> </ul>

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	<p>prayer platforms</p>	<p>activities to enhance relevance and participation</p> <p>➤ Establish prayer units to deal with specific schedules such as Sunday service, Outreaches, Church Planting etc</p>				
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**THEMATIC AREA 12: Fellowship**

When we become children of God, we are born into a new community. We must grow in our relationship with other believers. This is just a prelude to celebrating our new family relations in heaven. Fellowship enables believers to grow together into Christ like maturity.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To Bridge various Gaps and promote Healthy Relationships within KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strengthen Existing Fellowship Structures within KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teach on Biblical Models of fellowship</li> <li>➤ Review the Area fellowship System towards enhancing fellowship</li> <li>➤ Review and strengthen</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short Term</li> <li>➤ Short Term</li> <li>➤ Short and</li> </ul>	<ul style="list-style-type: none"> <li>➤ Better understanding and practice of Fellowshiping</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Teachings</li> <li>➤ Revised Area Fellowship Strategy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pastoral Team, Welfare Committee, Committee of Chairpersons</li> </ul>

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		<p>modes of social interaction under Welfare</p> <p>➤ Explore other Forums or platforms that allows for better fellowshiping</p>	<p>Medium Term</p> <p>➤ Medium and Long Term</p>			
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**THEMATIC AREA 13: Financial Resource Mobilization**

The Church of God is sustained by Christ Himself through the conviction of members and others to fulfill their financial obligations of tithing, offerings and the like to support church growth.

Objectives	Strategy	Activities	Time Frame	Outcomes	Indicators	Responsibility
<ul style="list-style-type: none"> <li>➤ To Raise adequate funds for the implementation of planned church activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strengthen Existing Fund Raising Structures within KBCC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teach on Biblical Models of giving</li> <li>➤ Explore other mechanisms for raising funds to support church activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Short and Medium Term</li> <li>➤ Short, Medium and Long Term</li> </ul>	<ul style="list-style-type: none"> <li>➤ Better understanding and practice of tithing and offerings, and fundraising</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of Teachings</li> <li>➤ Consistency of members' payment of tithes and offerings; consistency and growth in donations from support groups outside the church</li> <li>➤ Growth in</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pastoral Team, Finance Committee, Committee of Chairpersons</li> </ul>

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					<p>Church financial standing</p> <p>➤ Completion of planned projects as scheduled</p>	
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## **COMMITTEE MEMBERS**

### **A1. RESPONSIBILITIES OF COMMITTEE MEMBERS**

A Committee Member is expected:-

- a) To be one in whose life the fruits of the Holy Spirit are evident
- b) To participate regularly in Church activities
- c) To pray regularly for the Church
- d) To attend meetings of the Committee
- e) To perform the study and home work ready for meetings of the Committee
- f) To know the vision and mission statements of the Church.

### **A2. CHAIRPERSONS**

- a) All the above

In addition, the Chairperson shall:-

- b) Call meetings of the Committee (at least quarterly)
- c) Chair the meetings of the Committee
- d) Guide the Committee in fulfilling its responsibilities
- e) Present a quarterly report to the Senior Pastor
- f) Participate in all QBMs and AGMs
- g) Pray for, visit and encourage members to be committed
- h) Recommend to the Senior Pastor suitable people to be invited to serve on the Committee
- i) Seek to train successors within two (2) years
- j) Present the budget of the Committee to the Treasurer before December each year.
- k) To ensure that minutes of meetings are kept for each committee and copies are kept at the church premises.
- l) All committee chairpersons shall serve for 2 years and a further renewable term of 2 years after which a new chairperson mandatorily replaces him/her.

### **B1. BUILDING COMMITTEE**

The Building Committee shall:-

- 1) Handle all matters concerning building projects
- 2) Meet to review plans of the Technical Committee
- 3) Make recommendation to/on behalf of the Church in relation to all proposals, bids and contracts with consent of the Senior Pastor
- 4) Meet at least once a quarter to discuss progress on the Church Building Programme
- 5) Ensure that qualified and competent persons are appointed to supervise all building projects.

### **B2. FINANCE COMMITTEE**

The Finance Committee shall:-

- 1) Handle all financial matters of the Church (such as collection, offerings, donations, book sales etc ) and keep records of them
- 2) Ensure that all such monies are handed over to the appropriate Church officer for lodgement at the Bank.
- 3) Meet to plan the budget for the Church each year
- 4) Keep track of income and expenditure for the year
- 5) Ensure disbursement of payments for the Church's day to day administration
- 6) Ensure payment of salaries and other monetary benefits to Church workers
- 7) Disburse and recover loans due for payment
- 8) Write the annual accounts and make them ready for the auditor
- 9) Present to Council every month the state of the finances of the Church
- 10) Present to the Church at QBM and AGM the state of the finances of the Church
- 11) Advise the Church Council on general financial matters to enable the Church adopt sound financial policies.

**B2a. FUNDRAISING COMMITTEE**

The Fundraising Committee shall:-

1. Decide on targets and dates for raising funds for both the church building, missions and all other funds.
2. Decide on how the event is to be observed.
3. Keep a record of those who make pledges and whether the pledges are being redeemed.
4. Motivate the church in fundraising.

**B3. PRAYER COMMITTEE**

The Prayer Committee shall under guidance of the pastoral team:-

1. Organise prayer within and outside the church.
2. Lead the church in prayer before crusades and outreach programmes.
3. Organise mid week and all night prayer meetings.
4. Help organise the week of prayer and fasting.
5. Arrange meetings for deliverance when the need arises in consultation with the Pastoral Team.
6. Receive specific requests from Pastoral Team, cell groups, committees and individuals.
7. Draw list of leaders for prayer meetings and prayer chain.
8. Assist other church groups to organize prayer retreats.
9. Organise a prayer band to intercede on behalf of the church.

**B4. YOUTH COMMITTEE**

The Youth Committee shall:-

1. Help coordinate activities of the various youth groups in the church: namely Teens Service, AWANA, and Young Adults Fellowship.
2. Meet once in a month to discuss various issues affecting the youth in the church.

3. Draw programmes for Youth Retreats, Youth Week, Spiritual Life Conferences, and any other activities that will have to involve all the youth groups in the church.
4. Furnish the Senior Pastor with suggestions and developments at their meetings.

**B4a. CHILDREN'S SERVICE COMMITTEE and**

The Committee shall:-

1. Recommend to the Senior Pastor materials that are needed for all groups in the Sunday School (Viz. visual aids, Bible lesson materials etc).
2. Provide teachers for the 7am and 9.30.am classes on Sunday.
3. Take charge of all children in the church, post-crèche, and integrate them into their appropriate groups up to pre-youth class.
4. Organise activities for the Sunday School children apart from Sunday church meetings such as Outings, Vacation Bible Classes, Quizzes, Children's Week, Visitation to the Hospital and involving them in activities with other Christian Children Organisations e.g. CEF.
5. Recruit and train teachers for Children's Service and ensure that all classes have, at least, 2 teachers available to them on Sundays.
6. Ensure that Preparatory Classes are taken seriously by teachers before Sunday.
7. Draw quarterly/Yearly and programmes for the Sunday School.
8. Ensure that, at least, one of its members is serving on the Youth Committee.
9. Visit individual members (children) of the Children's Service.

**B4b. AWANA COMMITTEE**

The AWANA Committee shall:-

1. Ensure that the regular week-end meetings of AWANA come off.
2. Ensure that club meetings are used profitably by clubbers, attending to their hand books and having games.
3. Ensure that there are games materials, enough handbooks, AWANA T-shirts, safe playing grounds and meeting places are available to clubbers.
4. Prepare clubbers for AWANA Olympics and Bible Quizzes.
5. Visit individual clubbers with the aim of encouraging them to practice at home what they learn.
6. Reach out to more children in the Korle-Bu Community with the aim of making them part of AWANA.
7. Ensure that new leaders are groomed and trained to join the AWANA leadership.

**B5. CHRISTIAN EDUCATION COMMITTEE**

The Christian Education Committee shall:-

1. Consult the Pastoral Team in deciding the theme for each Quarter.
2. Ensure the spiritual nurturing of the church through organised Bible Studies on Sunday mornings and at other times.
3. Ensure that leaders who do not attend the preparatory meeting do not lead a group on Sundays.
4. Recruit and train leaders for the various groups through seminars, workshops, and retreats.
5. Coordinate CEP activities.

**B5a. FIRST TIME COMERS COMMITTEE**

The Committee shall:-

1. Meet with first time comers during Christian Education to introduce them to the church.

2. Introduce those who come again to the Start Right Study Group.
3. Return forms filled in by new comers to the Pastor's office.
4. Furnish the Pastoral Team with list of first time comers after every church service.
5. Help follow-up on all first time comers.

**B6. WELFARE COMMITTEE**

The Welfare Committee is responsible for the welfare of church members, in the following areas:-

- i) Education grants, educational counselling
- ii) Births and deaths.
- iii) Marriage/outdooring.
- iv) Illness.

The Welfare Committee shall:-

1. Seek to meet specific needs of any member. They shall refer counselling and prayer needs to the right committee or Pastor.
2. Formulate rules and regulations to the above areas in regard to the committee
3. Refer to the Pastor any recommendation of loans or grants.
4. Provide guidance and recommendation for the economic empowerment of members

**B7. MISSIONS AND EVANGELISM COMMITTEE**

The Committee shall:-

1. Draw programmes of evangelism for the church with emphasis on the Pastor's vision on Missions and Evangelism for each particular year/period.
2. Organise outreaches for the church within and outside Accra.
3. Find ways of encouraging personal evangelism among church members.
4. Take charge of the church's involvement in rural, hospital and prison ministries, ensuring that set goals are being achieved.
5. See to it that people involved in long distance outreaches are provided with means of transport/transportation support.
6. Ensure that materials (e.g. Tracts) for effective evangelism are made available to church members.
7. Take charge of the church's weekly outreaches to the Korle-Bu Community.
8. Take charge of disbursement of funds raised during missions emphasis month.
9. Plan the annual Missions Emphasis Month in consultation with Pastoral Team.
10. Organise schools' outreaches in consultation with the Youth Committee.

**B7a. RECEPTIONS COMMITTEE**

They are to welcome all new students from the various institutions in Korle Bu to the church for a first time introduction. The Committee shall:

1. Find out when each institution takes in new students.
2. Send letters to each institution before their orientation for welcoming them to our meeting.
3. Inform the Catering Committee of the number of student expected on the welcoming night.
4. Arrange for people to speak to them.
5. Keep a record of students who attended the meeting
6. Plan some follow-up after the welcome meeting.

**B8. PUBLICITY COMMITTEE**

The Publicity Committee shall:-

1. Be responsible for publicising all church activities including making banners and posters.
2. Arrange for various committees to share with the church what they do.
3. Maintain and repair signposts directing people to the church.
4. Provide a roster of announcers for service.
5. Organise the church's notice board.
6. Maintain and update the church's website.
7. Study the timetable for new students and adopt appropriate strategy to introduce KBCC to them.
8. Shall be in charge of the publication and promotion of church documents e.g. Constitution, evangelistic and CEP documents etc.
9. Shall manage church directory

**B 9. DECORATION, ARRANGEMENT & EVENTS**

The following areas constitute the above committee:-

1. Arrangement of church hall for services and programmes
2. To make sure the hall is always ready for use at any given time.
3. To make sure the chairs and tables are clean and well arranged
4. To decorate the church on Sundays, at weddings, funerals, and any other activities of the church.

**B9a. CATERING/BANQUET COMMITTEE**

- To provide refreshments for council meetings, church QBM and AGM and any other meetings which require their service.

**B9b. COMMUNION COMMITTEE**

- To make sure the church has enough wine and water.
- Make sure the elements are ready for the Communion Service.
- Wash the cups after communion service.

**B9e. USHERS – COMMITTEE**

- Ushers are responsible for welcoming people into the church hall.
- To make sure people sit at the right places.
- To take care of the offerings, count it and hand over to the treasurer.
- Must be in church ahead of scheduled time for programmes.
- They are responsible for the hymn books.
- Take responsibility for the distribution and safe-keeping of the Hymn Books and any other church material used during church programmes.

**B10. ASSETS COMMITTEE**

The committee shall be responsible for the procurement, maintenance and disposal of church assets.

Specifically they shall

1. Recommend to the council and senior Pastor specifications for the procurement of fixed and movable assets of the church
2. Keep a record of all the assets and equipment of the church.
3. Repair any equipment which is damaged.
4. Advise the church Council of any new equipment which may be needed.
5. Educate members on careful handling of equipment/ assets.

**B11. STRATEGIC PLANNING COMMITTEE**

The Committee shall:-

1. Draw and revise strategic plans for the church with reference to previous strategic plans.
2. Organise quarterly and annual reviews for direction of strategies as planned with group leaders in the church.

**B12. AREA FELLOWSHIPS COMMITTEE**

The Area Fellowships Committee shall:-

1. Ensure that all members of the church belong to an area fellowship.
2. Oversee activities of area fellowships.
3. Prepare an up-to-date list of area fellowship members.
4. Plan retreats and seminars for area fellowship leaders.

**B13. MUSIC COMMITTEE**

The Music Committee shall:-

1. Coordinate the activities of all the music groups in the church: Choir, CTS, and Junior Choir.
2. Recommend to the Pastor ways in which the groups are to be helped.
3. Set criteria for membership of the various groups.
4. Ensure occasional and well-planned musical concerts and presence of music groups in the church during Easter, Christmas, Weddings, Funerals, etc.