

# **The Worship Center**

## **Discipleship & Partners Handbook**



**176 S. Main Street, Mt Clemens, MI 48043 [www.worshipcentered.org](http://www.worshipcentered.org)**

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# **INTRODUCTION**

## **Welcome to the Handbook of The Worship Center (TWC)**

We're thrilled that you are engaging with the life and mission of our church, and grateful for the role you have chosen to play in growing, serving, and worshipping together. This Handbook is designed as a resource to articulate who we are, what we believe, how we serve, and how each of us can participate proactively in building a worship-empowered community.

## **Purpose of this Handbook**

Just as our mission statement affirms, to demonstrate and proclaim the passionate love of God by creating a dynamic environment of worship that stimulates a new and growing relationship with Jesus Christ, this Handbook exists to support that vision. We believe that clarity around our culture, values, ministries, and operational practices empowers everyone, including staff, leaders, volunteers, and members, to move forward with confidence and alignment. In other words, this is not a document meant merely to regulate, but to equip, so we can freely move in the Spirit and yet steward our shared life wisely.

## **Who this Handbook is for?**

This Handbook is intended for everyone at The Worship Center: our pastoral team, ministry leaders, volunteers, staff, our worship gatherings, small-group directors, and anyone engaged in service on behalf of the Church. Whether you've been part of TWC for a decade or you just walked through our doors for the first time, you will find here a foundation of our unified purpose, as well as the tools and frameworks that guide our shared life.

Because we believe in a diverse, multi-cultural environment not bound by tradition, denomination, or social or economic status, this Handbook both sets the standard and leaves space for Spirit-led innovation and local adaptation.

## **How to use this Handbook**

You'll find this Handbook organized into clear sections, our mission & vision; core values; ministry structure; worship and gathering guidelines; leadership and volunteer expectations; stewardship, safety and governance; and a collection of frequently referenced policy and procedural guides. As you read, please use it not simply as reference material, but as a springboard for engagement:

- Reflect on how the values of Faith, Family, and Friends (our core values) show up in your life and ministry at TWC.
- Use the frameworks to guide how you lead, how you serve, and how you invite others into our collective mission.
- Invite questions, dialogue, and continual improvement, because the living body of Christ is dynamic and responsive to the Spirit.

If something in this Handbook prompts a question, we encourage you to raise it with your ministry leader or Church staff member. It's designed to guide but not replace the wisdom of the leadership and the leading of the Holy Spirit.

## **Our Guiding Commitments**

As a body of believers at The Worship Center, we commit to:

- Creating a dynamic worship experience in which people are welcomed, encounter the presence of God, and feel seen, known, and loved.
- Evangelizing and inviting people into a saving knowledge of Christ, drawing them into covenant partnership with His family.
- Equipping members for Christ-like maturity and ministry in the church and in life by teaching, educating, and inspiring them to observe all that God has commanded.

Building a multicultural, diverse place of worship where faith is expressed in whole-person devotion, time, talent, and resources, where family is honored and friendships flourish.

## Our Hope for You

Whether your role is singing as part of the worship team, leading a small group, greeting members and guests as they arrive, or simply managing behind-the-scenes operations, you are ESSENTIAL to our ministry. Our hope, and prayer, is that you will not only use this handbook as a guideline for how things operate at The Worship Center, but that through it, you will be empowered to experience the fullness of all that God has for you and us, together.

Thank you for being a vital part of The Worship Center. Let us move forward rooted in the Word, thriving in community, and declaring the gospel of Jesus Christ together.

In His love and for His Kingdom,  
The Leadership Team, The Worship Center, Mount Clemens, MI

## Our Vision

Our vision is to not only build a multicultural, diverse place of worship that is not bound by tradition, denomination or social and economic status, but to also build a place where people are encouraged by the Word of God, feel welcomed by the Spirit of God, and can encounter the Presence of God through an active worship experience.

**“And the Lord answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it. For the vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry.”**

**Habakkuk 2:2-3**

## Core Values

### **Faith**

We believe that faith is the foundation of a Spirit-led and thriving Christian life. Faith is not only declared through our confession that Jesus Christ is the Son of God but also demonstrated through our worship and the generous offering of our time, talents, and resources in service to Him.

### **Family**

We believe that family is the cornerstone of society, divinely designed by God as a place for love, growth, and nurture. We are committed to supporting and encouraging every family and individual to find belonging, purpose, and unity within our worship community.

### **Friends**

We believe that friendship is a vital part of our journey. True friendship helps us connect to something greater than ourselves. Our vision is to not only build a multicultural, diverse place of worship that is not bound by tradition, denomination or social and economic status, but to also build a place where people are encouraged by the Word of God, feel welcomed by the Spirit of God, and can encounter the Presence of God through an active worship experience.

## What We Believe

At The Worship Center, we believe that every person truly matters to God! Thanks to the sacrifice of His son Jesus, each of us can also have a personal relationship with Him.

We believe that Jesus is God's only son and an integral part of the trinity, or the Father, Son and Holy Spirit. Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me." (John 14:6)

We believe that the Holy Bible is the inerrant Word of God and an instruction manual for each of our lives. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (2 Timothy 3:16-17)

We believe that Jesus can offer each of us with eternal salvation through His sacrifice on the cross for us. God gives us this life-changing gift by grace through faith to all who believe in their hearts and confess with their tongues that Jesus is their personal lord and savior. "For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life." (John 3:16)

We believe in the gifts of the Spirit and the fivefold ministry gifts to be manifest in the body of Christ. (1 Corinthians 12 -14, Ephesians 4:11)

# Church Etiquette “Why It’s Important”

## Introduction

Our Lord set the standard for the practice of church discipline in Matthew 18. The apostle Paul established church orderliness and polity in his letters to the Corinthians, Timothy and Titus. Thus, since the establishment of the early church, the church has been the only institution where dignity, protocol, respect, and reverence are biblically mandated. This is primarily because when we come to the church, we are entering the Kingdom of God on earth, and we choose to honor this sacred place by our attentiveness to what is proper and ordered.

## Purpose

This presentation is meant for personal reflection, not as a means of judging others. We come to church to pray and worship God above all else, and that should be our only focus. For consideration and practice, we have listed some of the main things worshippers should know about respectful and reverent church behavior.

## Definition of Church Etiquette

Church etiquette is a set of customs and curtesy that govern behavior in the house of God. It comes from the same principle as the etiquette that governs behavior in polite society. With that said, let's look at some basic rules of etiquette.

***Church etiquette is a form of worship that starts with preparing your heart for Sunday Service the night before.***

## Come on time

Punctuality is consideration of another individual's schedule. Being on time is also a form of respect for those who have already entered into worship. Being late creates distraction. The experience of singing and worship is as vital to us as the intellectual experience of learning and the volitional experience of obeying. Since our morning services last less than 2 hours (typically from 10:00-11:30am), we ask that you do not leave the service until after the benediction is given.

We also ask that you refrain from reserving seats. We should allow others to sit where they feel comfortable as they come into the church and specially make room for visitors so they will feel welcome.

## Leaving Church

Typically, you should not leave the sanctuary during prayers, the reading of the Scripture or the Sermon. You should remain in church until the benediction (final prayer of the service) has been said. However, there will be times when a person **really** needs to leave the service. When this occurs, please do so as discreetly as possible, with the least amount of disruption and distraction to the service and to your fellow brothers and sisters who are worshipping. If you must leave the sanctuary during church service, **NEVER** pass in front of the pulpit. The following times are usually good if one must leave or re-enter the sanctuary:

- During a hymn.
- During the collection of the offerings.
- During the announcements period.



### **Talking during service**

Personal conversation with friends and family should not take place during the service. This is a time to commune with God. Talk to God while in church through your prayers, hymns, and thanksgiving, and to your friends in the social hall afterward. Once you enter the sanctuary and the service begins, do not carry on with conversations, especially in the back. While you may think that you are whispering and no one can hear you, those in your vicinity will be distracted by it. Should you have the unforeseen need to be late for service, please sit at the back of the sanctuary rather than coming down to the front. Again, this causes unneeded distraction to others. Please also be aware that food or beverages are not allowed in the sanctuary. As a reminder, part of your commitment to God is to use language that honors God. Swearing in the sanctuary or in any other part of the church or church grounds is forbidden.

### **Volunteers with Children**

Children are a blessing from God! However, as we are all human, there are times when our children are not on their best behavior, or our children are unsure of how they are feeling in different situations. Newborn babies especially do not understand different sounds, feelings, etc. and therefore will cry out. We ask, though, for you to be respectful of others if you have a crying child. Please retreat to the children's classroom, front lobby, or fellowship hall so as to minimize the distraction it may cause.

- If a child (not a baby) is brought to service, then the child is expected to behave. When a child is brought to church, it is to train them in adult ways ("Discipline your children, and they will give you peace of mind and make your heart glad." Proverbs 29:17). Part of that discipline is to train them to sit quietly and pay attention. Allowing them to play with loud toys, video games, or watching a movie during service defeats the purpose of discipline and causes a distraction to others. It also teaches a child to be disrespectful, not only to their parents and the people around them, but above all, to God. If you find that you are having difficulty controlling your child during services, please take advantage of our children and youth learning classes.
- Christ said, "Let the little children come to Me, and do not forbid them; for such is the kingdom of heaven" (Matthew 19:14). While children are a blessing to have in service, it is never appropriate to allow a child to run down the aisles, play loudly, or carry toys that make noise. It is possible for young children to remain in church throughout a service if they are taught to be quiet and respectful. Please be respectful to those around you if your child becomes fussy or out of control and remove him from the Service quickly. Plan to have your children use the restroom and get a drink before church begins, and don't allow them to come and go continually. Consider bringing your children into the church at a time when the Service is finished to "practice" church behavior. Teach them that they are visiting God's very special house, and they will need to have very special manners there.
- Pulpit & Stage - Children should be taught at young ages that the pulpit and stage are a sacred spot and can never be used as a play area. Children should also never handle or touch musical instruments after service. This includes any and all audio and video equipment throughout the building.

### **The Church Grounds and Building**

Respect the building. Kindly pick up after yourself. Habits build character. This is a way to honor God. Remember, the outside of the church reflects the inside of the church. Make certain that trash is picked up, that the flowerbeds are tended, and that nothing unsightly mars the look of God's house.

### **The Lord's Supper**

The Communion table is used for the observance of the Lord's Supper. Ministers and others who are in charge of the Communion service are the only individuals permitted to use it. Personal items should never be placed on the Communion table.

### **Walking**

- Never walk in front or across the front of the altar and/or the pulpit area during worship
- Never walk when individuals are reading the scriptures or during prayer
- If you are walking and someone begins to read the scripture or begins to pray, STOP and stand until they are finished

### **Sitting ~ When is the appropriate time to sit?**

- Prelude
- During prayer
- Announcements
- Greeting of Visitors
- Offering - - When and where is the appropriate place and time to prepare your offering? (Get money from your parents, fill out the offering envelopes etc.) You should take care of all business before entering the sanctuary (use the restroom, write out your offering envelope, get funds from parents if needed etc...) Once you have entered the sanctuary, you should regard it as time spent with God. You should not talk, walk, chew gum, text message or write notes during the worship experience.

### **Christian clothing**

Dress for church in a manner that shows respect. We have a casual relaxed dress code. Your dress reflects your heart. Be neat and properly attired. You are going to church to fellowship with and honor God. We should dress modestly, not in a flashy way that would bring attention to ourselves. Our dress should always be becoming of a Christian - especially at church. A woman's clothes should not be too low, too high or too tight (clothing that exposes the breast, very low cleavage, upper thigh, and midriff are not appropriate). A man should not be sloppy with his pants hanging below the buttock. A young person should not draw attention to themselves with T-shirts having inappropriate slogans and symbols. Remember; use your best judgment and good taste when dressing for church.

Come as you are??? This invitation, "Come as you are," has unfortunately evolved over the years into an invitation to literally roll out of a cave and come as you are. Again, we have a very relaxed causal dress code that meets the biblical standard.

### **The Benediction**

Why is it important to stay in the worship service until the benediction is given? At the end of the worship experience, the pastor or preacher will administer the prayer of benediction. It is important to receive the benedictional prayer. The benediction is a prayer that God may bestow certain blessings on His people. In Old Testament times, a regular part of the Temple service was pronouncing the benediction. The form of the priestly benediction was prescribed in the law "The Lord bless you and keep you; The Lord make His face shine upon you and be gracious to you; The Lord lift up his countenance upon you and give you peace" (Num. 6:24-26).

### **Cell Phones and Texting**

Cell phones and texting are never allowed in the church. If you have a situation that requires you to keep your electronic device on, turn it on silent or vibrate and answer it outside if needed. If you must leave, please sit at the rear of the sanctuary when you return. Texting is not only distracting to those around you, it is sacrilegious. We are to "in humility receive the word implanted" and "as newborn babes long for the pure milk of the word." Texting when one should be listening is a sinful and dishonoring thing in the presence of the explanation of Holy Scripture. In a court of law, if one's cell phone rings or one is seen texting, they will be fined for contempt. How much more disrespectful is it to Him who is the very source of law? Texting and talking should be saved for outside of the church. If you are anticipating an emergency call, sit on the aisle near the back and quietly slip outside and answer the call.

### **Attentiveness**

Don't fall asleep in church. If you are that tired, stay home. You can try to stay awake by doing small things to keep your mind awake. Sit up straight. Take notes. Wiggle your toes. Consider the principles presented and how they would apply to your life. These keep your mind moving and help to keep sleep at bay.

### **Addressing the Pastor**

The Pastor of the church studies, prays, counsels, and dispenses the Word of God with all diligence. It is the proper thing to do addressing them as, Bishop, Pastor, Elder, Minister etc. Addressing him by his first name shows a lack of respect for the position that God the Father has given them. All clergy should be addressed by their proper title

**The above list of church etiquette tips is intended to serve as a gentle reminder to worshipers that good manners and proper etiquette are important in the house of God.**

# **Volunteering at The Worship Center**

## **Introduction**

Thank you for being a volunteer at The Worship Center. Volunteers are the hands and heart of our organization, and we are so happy to have you join our team! We invite you to try any role that interests you. We believe there is a volunteer position for everyone. Whether you like to work with people, work with your hands, cook, pick up donations or lend your own expertise, we have a role that will fit your mold. The following policies and procedures have been established to provide guidance for volunteers. Our staff is here to support you on your journey. If you have any questions regarding any of our volunteer roles or our handbook, please reach out to your direct supervisor. We look forward to getting to know you!

## **Purpose**

To demonstrate and to proclaim the passionate love of God by creating a dynamic environment of worship that stimulates a new and growing relationship with Jesus Christ. To evangelize and bring people to a saving knowledge of Christ, and into a covenant partnership with His Family. To aid in their development of Christ-like maturity, equipping them for ministry in the church and in life by teaching, educating, and inspiring them to observe all that God has commanded.

## **What is a volunteer?**

A volunteer is a person who voluntarily undertakes or expresses a willingness to undertake a service. For this handbook, the word volunteer applies to auxiliary ministries, administrative support staff, ordained, licensed spiritual leaders, instructors, compensated and non-compensated personnel. More detailed guidelines and protocols can and will be made available within designated ministries.

## **New Partner Orientation**

The new partner orientation is an opportunity to learn more about our organization and programs. For new volunteers with no prior volunteer experience with The Worship Center, it is strongly recommended to complete an orientation within a couple of months of your start date. Orientation is required before volunteering in some areas of the organization. Supervision, on-the-job training, and more formal training will take place as needed, dependent upon the volunteer role. The orientation is largely informational, and in-person.

It is strongly recommended to get a tour of the facility prior to the start of your shift so you can get a better understanding of the layout of the building, meet staff and other volunteers, and see how each program works together with the whole.

## **Volunteer Age Requirements**

- 18 years or older may volunteer in any position (court-ordered volunteers may be limited)
- Volunteers must be at least 9 years old (3rd grade).
- All children under 18 must have a signed parent/guardian volunteer permission agreement form to participate.
- Children ages 9-12 must be accompanied by a parent or guardian, no exception.
- Children ages 13-15 may be accompanied by a parent or guardian or must have permission by a parent or guardian to work with an assigned volunteer or staff member.
- Children ages 16-17 may volunteer in all positions. They may work independently as long as they have a signed parent/guardian volunteer permission agreement.

## **Scheduling**

Procedures and day of instruction will be explained by your department's lead or a fellow volunteer. Specific events (ex: conference, food distribution), will require volunteers to arrive 15-30 minutes prior to their shift. Exceptions to this is Sunday mornings where volunteers are required to report by 9:00am and remain until the completion of the worship service.

### **Communication**

Since we provide both spiritual and non-spiritual services to assist our guests and partners it is required that volunteers inform their supervisor between 7-14 days of their non-availability to serve.

### **Dress Code**

Please dress comfortably and for the weather when volunteering at The Worship Center. The Worship Center is a casual dress church. No logo t-shirts (exception is a worship center logo), no hats, baseball caps, or sunglasses. Jeans with holes are not permitted.

### **Valuables**

Please do not bring valuables to your work location, as we cannot be responsible for any damage or loss. If you bring a purse, please ask a staff member to show you a safe place to store it.

### **Cell Phone Use**

If you need to take a call, please move it to a private area. We avoid photos and videos unless it is for marketing purposes to respect the privacy of our guests. Please do not take photos or videos of guests without their approval.

### **Snacks and beverages**

Snacks and beverages are not allowed during your volunteer shift. You are welcome to take a break and enjoy a snack and/or beverage if need be. Please consume them in the common area or one of the offices.

### **Illness**

Volunteers are asked to stay home if they are ill to help stop the spread of disease. If it is within 24 hours of your shift, please contact your supervisor directly. Volunteers should wash hands before and after using the bathroom.

### **Volunteers as clients**

Our volunteers may be our guests, and, as such, will be treated the same as all other guests, with compassion and respect.

### **Community Service**

The Worship Center accepts court-ordered community service volunteers on a case-by-case basis. A background check is required prior to volunteering. We do not place volunteers with the following offenses: felonies of any kind, as well as violence against people, arson, vandalism, crimes involving abuse against children or other vulnerable populations, or disorderly conduct. Verification of service hours is available upon request.

Community service hours required for school, or church, are also welcomed. Verification of service hours available upon request.

### **Substance Policy**

Smoking, vaping or consumption of any type of alcohol is not permitted at The Worship Center or on its grounds.

### **Behavior Policy**

Volunteers must treat all Worship Center guests, volunteers, and other staff and community partners with dignity and respect. Our goal is to make the guest and volunteer experience as comfortable and welcoming as possible. Dismissal of a volunteer may take place when the volunteer fails to adhere to the policies and procedures outlined in this handbook.

### **Grievance Policy**

The Worship Center welcomes feedback, including complaints from guests, volunteers, and staff. This communication allows us to correct any issues with our service and allows us the opportunity to re-establish relationships and learn how to improve our service quality and delivery. Volunteers should discuss their complaint or grievance with their department lead in a calm, respectful manner. If the complaint is about your supervisor, the volunteer should bring their complaint to their supervisor first. The appropriate staff will gather more information and determine the course of action to resolve the complaint.

### **Client and Volunteer Confidentiality Policy**

Confidentiality is a guaranteed right to our guests and volunteers. Guests' needs, concerns and personal situations are not to be discussed with anyone other than the appropriate staff members. Using personal contact information to connect with clients or volunteers without their consent is strictly prohibited and terms for volunteer dismissal.

### **Harassment Policy**

Harassment is considered to be any unwanted behavior or condition based on personal characteristics that creates an uncomfortable, hostile, offensive, or intimidating work environment. Harassment can include, but is not limited to, physical or psychological abuse, derogatory remarks, insults, slurs, advances, jokes, touching, pictures, requests or offers of favors, and decisions or actions based on personal characteristics. If you observe or believe you are the subject of harassment, tell the involved individual(s) the behavior is unwanted if you feel comfortable doing so. If you'd like support in addressing the situation, or the behavior continues, please report the incident to your lead.

### **Volunteer Liability Waiver**

All volunteers are volunteering at their own risk. If an injury occurs at The Worship Center, the volunteer must immediately notify their supervisor and fill out an incident report within 24 hours of the incident. The Worship Center may seek emergency medical treatment in case of injury, accident, or illness. Volunteers are responsible for medical costs incurred by accident, illness, and injury.

# **Security: for Church Meetings and Events**

## **Introduction**

The following guidelines are intended that leaders, church partners and guests remain safe and be prepared for and respond to security incidents on Church property or at Church events. Leaders are encouraged to discuss these guidelines in ward and stake councils and to use them to train members, as needed, to address local conditions or concerns. Emphasize the objectives of staying calm, educating members on safety guidelines, and trusting in the Lord for guidance and safety.

## **Purpose**

These are general guidelines. Leaders should understand the laws within their own countries. If there are questions about local laws, Lead Pastor will work with the CSO (Chief Security Officer) to ensure compliance.

## **WHO SHOULD I CALL FOR HELP?**

Leaders and Church members rely upon the appropriate emergency responders to deal with security incidents and emergencies at Church facilities and at Church-sponsored events. In areas with reliable public law enforcement and emergency response services, call the local designated emergency number, (911, 999, 0, etc.). In this document, “emergency responders” refers to the best resource for your area, which may be law enforcement, contract security, or another entity. Please ensure that everyone knows whom to call for an emergency in your area. If a Church member is victimized or targeted because of their Church affiliation, follow the guidelines for contacting the local emergency responders and immediately notify the Pastor and CSO. After a serious security incident has been controlled, report it to the Lead Pastor, and CSO.

## **KEEPING EVERYONE SAFE AT CHURCH FACILITIES**

Implementing the practices listed below will increase safety.

### **Guidance for Church Members**

- Always follow the promptings of the Holy Ghost.
- Be aware of your surroundings. Know what belongs and what does not seem normal. If you find yourself in a situation (meeting, interview, activity, and so on) that does not feel right, remove yourself from the situation and call the appropriate leader or emergency responder.
- Be friendly to those visiting Church meetings; however, if you observe any behavior out of the ordinary, inform leaders or your security team member.
- Avoid being in the church building alone. If you must be in the building alone, you are required to contact church leaders once you enter and once you depart.
- Report suspicious activity in or around Church buildings. “SEE SOMETHING SAY SOMETHING”.
- Make sure the parking lot is safe before exiting your vehicle. Lock vehicles in the parking lot. Keep personal items—including bags, electronic devices, and garage door openers— out of sight. Avoid being alone in the parking lot.
- When leaving the building, check your surroundings for anything suspicious before returning to your vehicle.
- Do not enter a building that appears to have been broken into or vandalized. Call the appropriate emergency responder and notify local leaders.
- Do not leave packages, briefcases, backpacks, or bags unattended. Do not touch suspicious bags or packages. Report suspicious items to leaders.
- Keep Church information secure. Avoid taking photographs of sensitive locations (such as offices), posting anyone’s personal information, or sharing interview schedules online (except through approved Church resources).
- Know the location of fire alarms and building exits and know the building’s emergency evacuation procedures.
- Additional Guidance for Leaders

- Contact CSO or the Lead Pastors to discuss solutions for specific security needs.
- Ensure that doors to ecclesiastical offices and other areas that should be locked are locked.
- Take seriously any threat to persons or property and report threats to the appropriate CSO or Lead Pastor. In some instances, Local Law Enforcement, Church Security and legal counsel can pursue legal means to keep individuals off Church property.
- Ensure members understand the directions provided in these guidelines and know how to respond appropriately.
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### **WEAPONS AT CHURCH FACILITIES**

Firearms and other lethal weapons are not allowed on Church property. Exception to this rule is those authorized by the church according to applicable state laws. This does not apply to current law enforcement officers.

### **RESPONDING TO A DISRUPTIVE PERSON IN A CHURCH MEETING**

If a serious or dangerous disruption is occurring on Church property or at a Church-sponsored event, call local emergency responders. When the situation is under control, notify your leader and the Church Security Department.

If a person becomes disruptive during a Church meeting:

- Be respectful, speak calmly and with self-control, and respect his or her personal space.
- Do not touch the person.
- If the individual is at the pulpit, turn off the microphone.
- Explain to the individual that his or her behavior is inappropriate in this setting. Ask them to stop and leave. You may also invite them to meet with a leader in the foyer.
- If the person refuses to leave and continues to cause a disturbance, dismiss the meeting.
- Do not attempt to physically restrain or remove the person.
- If the person has been asked to leave Church property but refuses, inform him or her that the local emergency response agency may be notified if they don't leave willingly, and in countries where appropriate, he or she may be cited or arrested for trespassing.

**These guidelines apply regardless of where the disruption occurs (at the pulpit, in the congregation, on the stand, and so on) and can be adapted as needed for all meetings, classes, and other Church events or activities.**

### **RESPONDING TO AN ARMED INTRUDER OR ACTIVE SHOOTER**

#### **Armed Intruder**

If an intruder threatens to use a weapon, comply with the person's demands. Do not provoke the intruder by arguing or acting defiantly or confrontationally. If the intruder demands cash, including donations, give the intruder what he or she demands without hesitation. After the intruder leaves, call emergency responders immediately. When time permits, notify your leader and the Area Security Manager or Church Security Department.

#### **Active Shooter or Other Active Assailant**

If an active shooter or other active assailant enters the building, do one of the following, based on the circumstances:

- **RUN**. Flee immediately if a safe path is available. Move quickly to the safest exit and away from the building to a safe location. Exit quietly, without drawing the attention of the assailant. Adults must ensure all children and youth are supervised and accounted for. Do not return to the building or to an office or classroom for personal items. Do not carry anything that could be mistaken for a weapon by emergency responders.
- **HIDE**. If you are unable to escape safely, hide out of sight of the assailant's view. If possible, close, lock, and barricade the doors to the classrooms, offices, or other rooms where you are hiding. Turn out the lights, silence mobile phones, and keep low to the floor and away from windows. If there is an exchange of gunfire between emergency responders and the assailant, everyone in the building should stay in their barricaded rooms until instructed otherwise by emergency responders.



- **FIGHT**. As a last resort, if there is no time to run or hide, fight back against the assailant. Use anything available as a weapon and fight to stop the assailant. If others are present, organize to defend yourselves.

## **Responsibilities of the Church Volunteer Security Team**

### **Monitoring and Surveillance:**

- Overseeing security cameras and monitoring the property for any suspicious activity or potential threats.
- Access Control and Greeters:
- Managing entry points during services and events to ensure authorized access and to monitor who is entering the facility.

### **Emergency Preparedness and Response:**

Being prepared to respond to any emergency, whether it is medical, fire, or security-related, and coordinate the response with appropriate personnel.

### **Physical Presence:**

Providing a visible, physical presence that can deter potential threats and create a sense of safety within the church.

### **Liaison with Law Enforcement:**

Coordinating with local law enforcement and first responders when necessary to ensure a unified and effective response to serious incidents.

### **Training and Collaboration:**

Training other church staff, ushers, and greeters to identify potential threats and know how to report them to the security team.

### **Incident Management:**

Documenting incidents, investigating any security breaches, and implementing measures to prevent future occurrences.  
Ministries /Outreach

## **Ministries / Outreach**

### **Praise & Worship Team**

Schedule: Each Sunday at 10:00 a.m.

Point of Contact: Bishop Terrance Brailsford

Goal: To glorify God, create an environment for the congregation to connect with Him, teach biblical truth through music and song, cultivating a thankful heart among worshippers.

### **Youth Ministry**

Schedule: Each Sunday at 10:00 a.m.

Point of Contact: Minister(e) Terrance Brailsford

Goals: To introduce children to the gospel, nurture their personal relationship with Jesus, and equip them to grow in their faith and live according to God's teachings. Serve as a vital way for the church to fulfill the Great Commission by making disciples of Christ from a young age, building a lifelong foundation of faith, and integrating children into the broader community of faith.

### **Greeters/Hospitality**

Schedule: Each Sunday at 10:00 a.m.

Point of Contact: Patricia Anthony

Goals: Help church leaders fulfill the vision God has given them by making those who come through the doors of the church feel at home. Help people feel joy, love, needed, wanted, important, peace and comfort, and most of all, welcomed. Be committed to the task and be faithful and dependable to the calling. Cultivate a servant's heart with a welcoming attitude to make everyone feel like an honored guest.

### **Liturgical Ministry**

Schedule: Two times per month on Sunday at 10:00 a.m. ?

Point of Contact: Minister Carly Braxton

Goals: Glorify God through worship, creating a sanctuary and atmosphere of His presence. Inspire spiritual growth through dance. Develop biblically sound choreography that leads the congregation into worship. The primary focus should always be on God, not artistic expression or entertainment.

### **Empowered Women's Bible Study**

Schedule: 1st Monday of each Month at 7:00 p.m.?

Point Of Contact: Pastor Teresa Brailsford

Goals: To foster spiritual growth through shared scripture study and other Christian based books. within a focused environment to build deep, supportive relationships in which to provide accountability for personal transformation. To offer a community for encouragement and fellowship within a safe, confidential space. Help women understand their identity in Christ, by applying biblical truths to daily life, where they can become more engaged and impactful within their churches and communities.

### **Men's Workshop**

Schedule: First Tuesday of each Month at 7:00 p.m.

Point of Contact: Bishop Terrance Brailsford

Goals: To cultivate spiritual growth and discipleship through shared scripture study, discussion, while building authentic relationships and community. To provide mutual support and accountability and equip men to apply biblical principles to their daily lives and serve their families and communities. Also, help men connect biblical truths with real-world challenges, leading to a more principled and God -pleasing life. Provide encouragement to men to help them grow in their personal faith and equip them to lead, serve and mentor others.

### **Prime Time Bible Study**

Schedule: 4th Thursday of the Month at 5:30-6:15 p.m.

Point of Contact: Elder June Brison

Goals: To provide older adult believers spiritual enrichment through lifelong learning by delving into historical and theological concepts, gain new insights and continue to develop their faith and knowledge of God's word. Promote intellectual engagement with scripture. and offering emotional support through a strong community network that combats isolation and promotes friendship. The purpose also extends to cognitive stimulation from reading and discussion, providing a platform for seniors to share their life experiences and wisdom.

### **We R.I.S.E. (Relate, Inspire, Support, Encourage) Overcomer's Group**

Schedule: 4th Friday of each month at 7:00 p.m. - 8:00 p.m.

Point of Contact: Patricia Anthony

Goals: Striving to equip believers to overcome life challenges by grounding them in God's Word and the power of Christ, focusing on themes of identity in Christ, resilience, and victory over circumstances. To foster a sense of resilience and hope by showing how God's promises and strength can help individuals navigate trials and tribulations. Provide a loving, safe and confidential environment to allow open candid dialogue for sharing faith within the group.

### **Church Administration**

Schedule: Mon - Sunday (as needed)

Point of Contact: Patricia Anthony

Goals: Help the church grow evenly, neatly, and in the right direction. Use a blend of professional office management skills and spiritual leadership qualities. Be able to manage the church's daily business while also serving the congregation with empathy and discretion. Be instrumental in supporting the goals and objectives of the church and its leadership.

### **Community Outreach (Food Pantry)**

Schedule: Each Saturday following the 1st & 3rd Wednesday of the month 10:00 a.m. -12:00 p.m.

Point of Contact: Bishop Terrance Brailsford

Goals: To be a community food outreach serving to practically express compassion and love, meet essential community needs like food insecurity, demonstrate faith in action, build community connections within the church and the wider area, and create opportunities for sharing beliefs and inviting others to connect with the church and its spiritual message. Promote volunteerism within the church.

### **Audio**

Schedule: Each Sunday at 10 a.m.

Point of Contact: Minister(e) Terrance Brailsford

Goals: To enhance the worship experience by ensuring clear audio that reinforces the message, improve accessibility and inclusivity for all members. Expanding audience reach through live streaming and digital content.

### **Visual**

Schedule: Each Sunday at 10:00 a.m.

Point of Contact: Carey Kohl

Goals: To enhance the worship experience by ensuring clear and engaging visuals that reinforce the message, improve accessibility and inclusivity for all members. Expanding audience reach through live streaming and digital content.



## Annex A

### Jesus Christ Our savior

#### Introduction

**“But what things were gain to me, those I counted loss for Christ. Yea doubtless, and I count all things but loss for the excellency of the knowledge of Christ Jesus my Lord: for whom I have suffered the loss of all things, and do count all but dung, that I may win Christ.” (Philippians 3:7)**

The Foundation of the Christian Faith founded upon the Person of Jesus Christ. The foundation of our eternal salvation and of our life in Christ is born through revelation knowledge of Christ imparted by the Holy Spirit, and our ongoing personal experience and intimacy with Him. Our life-long commitment as disciple of Jesus will always find Him at the center of who we are, in the plans that we make, and what we purpose in our hearts to accomplish for the Kingdom of God.

#### Purpose

The purpose of this class is to check our spiritual compass as we focus on the amazing life of Jesus Christ. Together we'll take another look at who He is and what He did while He was here and see what that means for us today.

The results of pursuing relationship with Him and following Him closely will be spiritual maturity and Christlike behavior. We will become more sensitive to His leading, and our desire to please Him will become our passion. These blessings and benefits will have positive effects upon our relationships, upon our ministries, and in our place the Body of Christ. (Romans 8:29, Galatians 5:22-23, Ephesians 4:13)

Jesus is the ultimate role model for the discipleship lifestyle. To stay on course, we must keep our eyes fixed upon Him. The same power and anointing of Jesus ministry rests upon us as disciple others for the Kingdom of God. (John 15: 1-8, Hebrews 12:2-3)

#### Who Is Jesus? - - Jesus is God - -

Jesus Christ has always existed as a divine person from eternity past, with no beginning and no end. (Genesis 1:1, John 1:1-3) Only God, the Creator of man has the power to bring about the supernatural transformation of the natural man through man's faith in the redemptive work of Christ on the Cross. This power has the ability reboot one's habits, desires, and mindsets thereby creating a new creature in Christ Jesus. (2 Corinthians 5:17, Galatians 2:20, Titus 3:5) The "I Am" statements of Jesus in the New Testament, are His claims to the Hebrew names of God, "Ehyea" or "YHWH". (John 8:12, 8:58, 14:6)

#### Who is Jesus? - - Jesus—Son of God - -

This title denotes that Jesus is God incarnate, not God's biological son, but rather the One and "only begotten" son and sent by God. He was the Word, who was with God and was God, that became flesh and dwelt among men. (I John 1:1-14) Bible scholars estimate that there are over 300 prophecies in the Old Testament about the coming Messiah, and Jesus fulfilled them all.

Prophecy Defined:

Divine Communication: A message or communication that originates from God, delivered to human beings through a chosen messenger or prophet.

Foretelling (Prediction): The prediction of future events that will be fulfilled.

Old Testament Prophecies That Were Fulfilled in the Old and New Testament:

- Jesus would come from the line of Abraham. (Genesis 12-3 - Matthew 1:1)
- Jesus would be heir to King David's Throne. (Isaiah 9:7-Romans 1:3)
- Jesus would be mocked and ridiculed. (Psalm 22:7-8 – Luke 23:35)

### **Who is Jesus? - - Jesus– Son of Man - -**

Jesus being both the Son of God, and the Son of man means that He has two distinct natures. one divine, and one human, united in a single Person.

- Matthew traces the human lineage of Jesus through his legal father through the royal line of Solomon, to establish Jesus as the legal heir to David's throne through Joseph. (Matthew 1:1-17)
- Luke traces Jesus' human lineage through Mary's father, Joachim up through the line of Nathan (David's son), to establish Jesus' physical descent from David. (Luke 3:23-38)
- Jesus' genealogy testifies of His Humanity; having a human mother attest to His humanity, having been conceived by the Holy Spirit testifies of His Deity. (Matthew 1:21 - Luke 1:35)
- Jesus is the Second Member of the Trinity

### **Doctrine of the Trinity**

Within the Trinity, God eternally exists as three distinct persons, co-equal and co-existent as Father, Son, and Holy Spirit. Each person relates to the others, yet each has a unique ministration, and each Person is fully God.

### **The Ministrations of Jesus, What He Came to Do**

- To seek and save the lost. (Luke 19:10)
- To proclaim the Gospel of the Kingdom (Matthew 4:17)
- To teach and to make disciples (Matthew chapters 5-7)
- To fulfill Old Testament Prophecy (Matthew 5:17)

### **The Birth of Jesus**

Right after the fall of man God introduces His plan for man's redemption which would begin with a baby being born of a woman. (Genesis 3:15)

Throughout the Old Testament we find prophecies concerning the birth of Christ.

Twelve to 14 centuries passed before the Messiah was born in Bethlehem of Judea, exactly as prophesied in Micah 5:2.

We find the Old Testament prophetic events concerning the birth of Christ unfolding in the New Testament in Matthew 1:18-25 and Luke 1:26-38.

### **The Death of Jesus**

The prophecy of Genesis 3:15 reveals that Satan would bruise the heel of Christ through His death on the cross, but Jesus would bruise Satan's head through His resurrection and have the final victory over sin and death.

The death of Jesus was a part of God's redemption plan, and the forgiveness of man's sins came through the Blood of Christ. (Matthew 26:28, Ephesians 1:7)

The death of Jesus was a voluntary act of sacrificial, unconditional love for man, it was the ultimate sacrifice that paid the debt for man's sin and provided forgiveness, and the ultimate act of obedience to God the Father. (John 3:16, Colossians 2:14, John 10:18)

The death of Jesus bridged the gulf of sin which man created between himself and God, through man's faith in Christ as Savior. (Romans 6:23, I Peter 3:18, I Cor 5:18-19, Is 59:2)

### **His Burial**

The burial of Jesus is a key event in our Christian faith because it confirms that Jesus died physically, rather than being unconscious from the extreme pain and slow death of His crucifixion.

Paul states that Jesus' burial is a foundational piece of the Gospel message; that Jesus "died for our sins according to the scriptures; that He was buried, and that He rose again on the third day." (1 Corinthians 15:3-4)

Jesus' burial laid the groundwork for the resurrection; the burial had witnesses, the borrowed tomb had been sealed; Roman soldiers guarded the burial site for three days and nights. Therefore, when the tomb was found empty on the third day, it became inarguable evidence of His miraculous resurrection.

### **His Resurrection**

Without the resurrection of Christ from the dead, our preaching is in vain, our faith is futile, and our sins would not be forgiven. (1 Corinthians 15:14, 15:17)

The resurrection of Jesus was the foundation for the messages Jesus' disciples preached.

Paul stated he was determined not to know anything except Jesus Christ and Him crucified. (1 Corinthians 2:2)

Paul also stated that he shared what was of *first importance*; that Christ died for our sins in accordance with the scriptures, that He was buried, that He was raised on the third day. (1 Corinthians 15:3-4)

Disciples today do well if we share what Paul determined what was of first importance; that Christ died for our sins, that He was buried, and that He was raised up on the third day. For those three truths can light the way of salvation to those that are lost.



## Annex B

### The Holy Spirit: The Person and the Work of the Holy Spirit in the life of the Believer

#### Introduction

The provisions of God were made available to Jesus and are made available to us throughout the work of the Holy Spirit in our lives. As the Spirit of Truth, the Holy Spirit guides us in discovering what is true about God's nature, His Kingdom our Identity as Believers.

***John 14:26*** But the Comforter, which is the Holy Ghost, whom the Father will send in my name, he shall teach you all things, and bring all things to your remembrance, whatsoever I have said unto you.

***John 16:13*** Howbeit when he, the Spirit of truth, is come, he will guide you into all truth: for he shall not speak of himself; but whatsoever he shall hear, that shall he speak: and he will shew you things to come.

#### Purpose

The purpose of this class is to develop a strong foundation in learning the nature of God and to gain a deeper understanding of knowing God more personally through his Spirit. Developing a relationship with the Holy Spirit is an extremely profitable pursuit for you to develop a spiritual and personal growth as a believer in Christ.

#### Who is the Holy Spirit?

- He is fully God. Part of the Trinity-(Gen. 1:1-2) He was active in creation (*Gen.2:7*) and is active in sustaining creation. (*Psalms 33:6*). He is placed on the same level as the Father and the Son (*Matthew 28:19*)
- Holy Spirit is a Person. He has a personality. He interacts with emotions (*John 16:8- he convicts of sin*), He communicates (*Acts 8:29*), teaches (*John 14:26*) and grieves. (*Isaiah 63:10*)
- There is one divine Spirit, the Holy Spirit, He is at the same time the Spirit of the Father, and of the Son, since they are one. For this reason, the Bible repeatedly states that there is only one Spirit. (*Eph.4:4*)

#### Holy Spirit and his work at Salvation

- Holy Spirit convicts us of our sin and begins the nature of regeneration in us. Regeneration is the work of God in salvation that brings new life (Being born again) to us, who were once separated from God through our sin. (*John 3:5-8*)
- (*1 Peter 1:23*) (*Titus 3:5*)
- Holy Spirit seals believers giving the gift of the permanent indwelling of the Holy Spirit (*2nd Corinthians 1:22*) He has also given His Spirit to every repentant believer at baptism (*Acts 2:37-39*) (*Acts 5:31-32*)

#### Holy Spirit in the Believers Life

- Holy Spirit sanctifies us throughout our lives making us holy (*2nd Corinthians 3:18*) (*2nd Thess. 2:13*) Holy Spirit does this, by leading us in all truth (*John 14:26*), illuminating our minds and heart to understand God's word (*1st John 2:20*) and He produces obedience in us (*1st Peter 1:1-2*)
- Holy Spirit gives us power to transform believers to live a Christian life and the power to testify of Christ. (*Acts 1:8*) Fruit of the Spirit (*Galatians 5:22-23*)
- Holy Spirit gives us spiritual gifts to use for the building up of the kingdom
- (*1 Corinthians 12:11*) (*Acts 20:28*)
- Holy Spirit guides us in Prayer. (*Romans 8:26-27*) We need this to have an effective relationship with Jesus Christ.

- Holy Spirit guides/inspires us in Worship. (There is no true and acceptable worship except that which the Holy Spirit prompts and directs (*John 4:23-24*))

### **Seeking a Spirit Filled Church**

- Look for spiritual fruit (*Gal. 5:22-23*) (*Eph. 4:1-6, 5:9*) (*Phil. 2:1-5*)
- A spirit filled church helps you grow spiritually according to the word (*Acts 9:31*) (*Eph. 2:21-22*)
- A Spirit filled church promotes Holiness (*Romans 8:1-4*) (*2<sup>nd</sup> Thess. 2:13*)
- A spirit filled church magnifies Godly worship (*John 4:24*) (*Eph. 1:12-14 and 5:19-20*)
- A spirit filled church promotes being a bold witness for Christ in the earth (*Acts 1:8*) (*John 16: 8-13*) (*1<sup>st</sup> Thess. 1:5*)
- A spirit filled church believes and teaches the power of prayer. (*Romans 8:26*)
- (*Eph. 2:18 and 6:18*)





## **Annex C**

### **Understanding Biblical Stewardship**

#### **Introduction**

**“Let a man so account of us, as of the ministers of Christ, and stewards of the mysteries of God. Moreover, it is required in stewards, that a man be found faithful. (I Corinthians 4:1-2)**

#### **GOD IS THE OWNER OF EVERYTHING.**

“The earth is the Lord’s and the fullness thereof” (Psalm 24:1). This means that everything we have, time, money, resources, gifts, etc., belongs to God and we are merely managers of it. From the very beginning, God has called humanity to be caretakers over his creation. In Genesis 2:15, the Bible says, “The LORD God took the man and put him in the Garden of Eden to work it and take care of it.” This proves that stewarding God’s resources is important to him.

Though the world teaches us that what we work for is ours, as believers, we have to counter that messaging with what the word says. We should shift our mindset from “What should I do with what I have?” to “What do you want me to do with what you gave me?” This is crucial to our foundational understanding of biblical stewardship.

#### **Purpose**

The purpose of this class is to explore the biblical foundations and practical implications of stewardship in four key areas of life: Time, Money, Gifts/Talents, and the Community

#### **Learning Outcomes**

After this class, members should have a basic understanding of biblical stewardship and the responsibility believers have to exercise stewardship in several areas of their lives.

#### **Definition**

Stewardship: Managing what God entrusted us with. The Bible gives clear instructions on how to be good stewards over things He’s given us:

##### **Time:**

Time management is important within the body of Christ. In a world where we balance several different responsibilities, God requires that we put him first. We shouldn’t think about spending time with God as another checklist item, but Jesus should be the container for how we manage our time.

Psalm 90:2

Scripture

Cultivating a kingdom mindset and using biblical wisdom when it comes to time management also helps us to avoid burnout, a common issue in life today, even in the church. We should not be working to the point of exhaustion. Rest is a part of God’s provision for his children.

Psalm 127:2

Matthew 11:28-30

Prioritizing time with Jesus and avoiding burnout means setting boundaries, focusing on what God wants you to do with your time. Ephesians 5:15-17

### **Finances**

There is a lot of misunderstanding, trauma, mistrust, and misinformation about giving money to the church. It is crucial that we clear up these misconceptions:

Tithing is a spiritual law (Leviticus 27:30; Malachi 3:8-10)

The Law of First Things

Avoid the Spirit of Achan

Tithing protects our finances (rebuke the devourer)

Sowing & Reaping

As believers, we have an obligation to support the work of the kingdom with our money and resources. The money we collect supports our members and our community. The church is also responsible for stewarding money and resources well (I Corinthians 16:2).

In a practical sense, stewarding our finances means that we are using biblical principles to manage our money effectively. Paying our bills and meeting financial obligations, being sensible spenders, and prudent savers all align with a Kingdom mindset for money management.

Scripture

Scripture

Scripture

Being poor money managers leads to ruin

Scripture

Scripture

Scripture

### **Spiritual Gifts & Talents**

God has given all of us gifts to use to edify the body. Stewardship of these gifts means that we are being Holy Spirit-led about appropriately exercising these gifts. As members of a church, part of responsible stewardship of our gifts means using them in this context. (Romans 12:3-8; I Corinthians 12)

### **The Community**

As the church, we have a responsibility to care for the surrounding community. This means meeting the needs of the community. Using our time, financial resources, and gifts and talents, and stewarding those well, positions us to take care of God's people by offering critical community support. For example, our food bank outreach requires stewardship of time. Having enough volunteers to pack food boxes and then pass them out means that we have to have people who are responsible stewards of time sign up to help. Managing our finances well means that we can contribute monies toward youth programming or help members who may need financial assistance. Stewarding our resources to help keep church operations afloat helps us to continue to partner with the community. (I Peter 4:10; Galatians 6:10)

### **Conclusion**

If we reorient our thinking to understand that everything we have belongs to God, then we will seek God's will about what we should do with the resources he's given us. "Not my will, but your will be done."



## Annex D

### Prayer Lifestyle of the Believer

#### Introduction

Prayer is the act of communication with God that involves request for help, gratitude and worship. It is personal conversation which deals with various way of express what is in the you heart.

#### Purpose

The purpose of this class to help you understand the importance of prayer, discern the voice of God, establish intimacy and grow spiritually.

#### Prayer Defined

The Greek word most often used for “prayer” in the New Testament contains much deeper meaning than most believers realize. The word demands surrender and consecration on the part of the one making the request. The word “prayer” is taken from the most commonly used Greek word for “prayer” which is proseuche (Proseuche; (pros-yoo-khay’) prayer; worship; by implication, and oratory (chapel): - X pray earnestly, prayer)

This is a compound Greek word derived from the words pros and euche. The word” pros” is a preposition meaning face-to-face. The idea conveyed by this word is one of intimacy. The second word, “euche”, is a Greek word that means a wish, desire, or vow. It was originally used to depict a person who made a vow to God because of some need or desire in their life. This individual would vow to give something to God of great value in exchange for a favorable answer to prayer.

#### Various Types of Prayer

There are various types of prayers found in the Bible four of which in particular I would ask that you read:

- First is the prayer of Solomon (2 Chronicles 6), the Jesus Christ’s (John 17),
- The Model prayer (Matthew 6:9-15, Luke 11:2-4),
- The Prayer of Nehemiah (Nehemiah 1)

**A more practical definition could be simple communication with God through written or spoken words, thoughts, meditation, or song.**

A more personal definition is “faith taking a need to Jesus”. Our growth as believers will be in direct proportion to how much time when spend in prayer and the study of the word (Luke 18:1; 1 Thessalonians 5:17)

Prayer produces the wisdom that is we need (2 Chronicles 1:8-12)

- It aids in relationships
- Revelation (Psalm 139:23-24)
- Cleansing (Psalm 19:12-14)
- Direction (Psalm 25:4-5)
- Deliverance (Matthew 6:13)
- Holy Spirit (Luke 11:13)

Prayer requires a characteristic that should be found in all believers “Humility” (2 Chronicles 7:14)

Prayer takes me out of the equation and places my dependency not on myself but on Him (God) (2 Timothy 1:12; Matthew 7:11)

Prayer makes available the power of God and activates that power in our lives.

And at midnight Paul and Silas prayed and sang praise unto God; and the prisoners heard them (Acts 16:25)

Prayer is a spiritual law (Matthew 7:7-8) and a biblical principle (Luke 18:1). (*Spiritual laws govern the relationship between God and humanity. They establish the protocols and operations of the kingdom*). Prayer at its core is “SPIRITUAL WARFARE” (Ephesians 6:12, 18). Warfare is defined as the “engagement in or the activities involved in war or conflict”.

Prayer is spiritual because it begins or originates in the spirit. God makes known to us what we ought to pray by unfolding to us the need and giving that need a burden in our spirit (ex: *our mistake is following the flesh via external blueprinting*)

When we pray, we are petitioning heaven to move whatever obstacles, challenges, circumstances, trails, emotions, trauma, triggers, strongholds, sickness, or economical hinderances we are facing (Daniel 10:13, 2 Corinthians 10:4) Prayer enables us first inwardly to overcome the enemy and then outwardly to deal with him.



## Annex E

### How to Cultivate our Worship

#### Introduction

Worship is a vital practice or discipline that involves intentional acts of reverence and adoration towards God. This practice should be cultivated daily in the believer's life. The Bible states, "True worshippers are called to worship God in spirit and in truth" (John 4:23-24) which emphasizes the importance of sincerity and authenticity of our worship.

#### Purpose

To glorify, honor, and praise God, and to align ourselves with His purposes, and to fulfill our innate desire for connection with Him. Worship is an expression of our adoration and loyalty to God, acknowledging His grace and the salvation He offers. It draws us into a deeper connection with the Father by shifting our focus from ourselves to the One who is worthy of all honor and praise. In worship, we find a space to listen, reflect, and respond to God's presence with gratitude and devotion, aligning our hearts with His purpose.

The Bible also teaches that humans were created to worship and praise God, reflecting His glory and acknowledging His sovereignty in all aspects of life. It is the ultimate purpose why we were created. God said, "I have made them for my glory" (Isaiah 43:7)

#### Definition

In the Bible, the Hebrew word translated as "worship" is *shachah* and literally denotes the act of bowing down. The Greek word *proskuneō*, rendered as "worship," means "to encounter God and praise Him."

Worship is a profound and sacred act that transcends mere rituals or routines. It is the heartfelt response of the soul to the majesty, love, and holiness of God.

#### Forms of expression

**Vocal Expressions:** Singing: A fundamental form of worship. Singing in worship is emphasized throughout the Bible, with over 400 references to singing. It serves as means to glorify God and unite believers in communal praise.

- Old Testament: Psalms are filled with songs of praise, lament and thanksgiving. (Exodus 15:1)
- New Testament: Jesus and His disciples sang hymns after the last supper. (Matthew 26:30) Apostle Paul encourages believers to sing psalms, hymns, and spiritual songs. (Ephesians 5:19)
- Speaking and Shouting: Expressing joy and adoration through spoken words or shouts of praise. The Bible encourages believers to shout joyfully. (Psalm 47:1) Shouting can signify victory and triumph. It serves as a collective expression of faith and gratitude. It represents a heartfelt way to connect with God and celebrate His greatness.

#### **Physical Expressions:**

- Bowing and Kneeling: These postures signify humility and reverence before God, often practiced during prayer or worship services. (Psalm 95:6) Bowing and kneeling before the Lord signifies our acknowledgment of His magnificence, glory, and beauty. It's an act of laying everything down at His feet and humbling ourselves before His holiness.
- Dancing: Worship dance or liturgical dance is a joyful expression, celebration, and praise to God. The Bible mentions dancing in several passages: (Exodus 15:20, Psalm 149:3, 2 Samuel 6:14)

- **Lifting Hands:** Raising our hands during worship signifies surrender and openness to God's presence. When we raise our hands, it represents our willingness to yield to God's Will and trust in His plan for our lives. It's an outward sign of humility and dependence on God. It also signifies our readiness to receive God's blessing and guidance. (Psalm 63:4)

### **Worship as a lifestyle**

Worship isn't just something we do on Sundays. Worship is an essential part of the Christian life. It's a lifestyle of recognizing God's sovereignty and honoring and glorifying Him in everything we do and everything we say as we will have to stand before Him and give an account. (Matt. 12:36) Through worship, we align ourselves with God's purposes and open ourselves up to His power working in us and through us.

True worship is not confined or limited to singing, praying or even preaching but it's an attitude of reverence and awe that should permeate every aspect of our lives. It is an internal heart response – a complete surrender expressed through a lifestyle of obedience, gratitude, and love. It's about bringing every area of our lives into submission to God's glory. The apostle Paul urges us to "offer our bodies as a living sacrifice, holy and pleasing to God" as an "act of spiritual worship" (Romans 12:1). Because we were created to worship, God is expecting our lives to line up to what He has created!!

**"But the hour cometh, and now is, when the true worshippers shall worship the Father in spirit and in truth: for the Father seeketh such to worship him. God is a Spirit: and they that worship him must worship him in spirit and in truth." (John 4:23-24)**

It's important for us to know that worship is reserved for God only! So, we don't worship His servants ((clergy) Revelation 19:10), saints, prophets, statues, angels, Mary (mother of Jesus), money, material things (houses, cars, occupations etc....) They are idols and eventually will become our god... we will begin to put our trust and faith in them instead of Jesus, the only one worthy to receive all glory and honor... (Exodus 34:14) Also, we don't worship out of obligation or desperation: It's unpleasing to the Lord.

For example, in Genesis 4:2-5, Cain (Tiller of the ground): Offered fruit of the ground – offering was given out of obligation. His brother Abel (Keeper of the sheep): Brought the firstling (finest) of his flock and fat thereof – offering given out of faith and admiration.

Worship is an offering unto the Lord, and we must give Him our best. He is our 1<sup>st</sup> priority, nothing else should come before Him.

### **Key Aspects of Worship**

**Intentionality:** Worship is a conscious choice rather than a mere emotional experience or ritual. It involves actively engaging our heart, mind, and actions in worship, ensuring that it is a genuine expression of our faith and devotion. (Colossians 3:23)

**Forms of Worship:** Worship can take on many forms, including corporate gatherings (worship services), Hebrews 10:25, personal prayer (secret closet), Matthew 6:6 and even acts of kindness (outreach/serving) Mark 10:44-45

**Spiritual Connection:** True worship involves a heartfelt response to God's love and presence. When we worship deliberately, placing our heartfelt worship upon God it deepens our connection with Him and leads us to spiritual growth and transformation. (John 15:5)

### **How to Cultivate our Worship**

Schedule Worship Time: Setting aside specific times for worship can help us make it a regular and consistent part of our life.

Prayer & Fasting: powerful spiritual disciplines that foster deeper connection with God, promotes personal transformation, and enhances our spiritual growth. (Daniel. 9:3, 10:2-3)

Consecration: separating ourselves for a period to spend uninterrupted time with the Lord. This period is for sanctification, holiness, and purification. (Joshua 3:5)

Engage with Scripture: Reading and mediating on the Bible can enhance worship experiences, providing deeper insight into God's character and will. (Romans 12:2)

Participating in Community Worship: Joining others in worship services can enrich personal worship and provide encouragement and accountability. (Hebrews 10:25)

### **Key worship scriptures to meditate on:**

- Psalm 29:2: Ascribe to the Lord the glory due his name, worship the Lord in the splendor of his holiness.
- Psalm 150:6 Let everything that has breath praise the Lord. Praise the Lord!
- Hebrews 13:15 Through Jesus, therefore, let us continually offer to God a sacrifice of praise, the fruit of lips that openly profess His name.
- Revelation 14:11: You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will they were created and have their being.

**Understanding that we were created to worship God is foundational to our faith. Worship is a response to God's greatness and love. By embracing our purpose as worshipers, we can experience a deeper relationship with God and reflect His glory in the world around us.**



## Annex F

### Servanthood: Pleasing God

#### Introduction

This class is designed to show how servanthood is a part of the life that we live in Christ. We pray that with this class you will begin to have a better understanding of servanthood in Christ.

#### Purpose

To show how servanthood is important when we are called to serve Christ and our brothers and sisters.

#### Definition

Servanthood- Also known as slaves (Rev 22:3): A slave who gives up their rights to another and is devoted to their interest rather than their own. This is something we aren't willing to do most times.

#### Important Aspects of Servanthood

- Servanthood is a lifestyle We must be like Jesus in the way we live our lives; our speech and lifestyle must be Christ-like
- Servanthood existed before time, and the world began (Matthew 12:13) Being a servant is part of our eternal identity for all who follow Jesus (Matthew 16:24; Luke 9:23; John 8:12; 1 Peter 2:21)
- Only when we become slaves to God and his Son do we take the place created for us before the foundation of the world
- While we're slave for Christ, he will provide for us, be with us, and care for us
- There is a blessing in serving (John 13:12)
- We will either serve Christ or Sin (Romans 6:20)
- There is no shame in being a servant for Christ Being a servant of Christ is an honor and a privilege that comes from God when you accept Jesus as Lord and Savior into your life. It is a great position to be a servant of God (Colossians 3:17)
- We are called to do the work, to increase the Kingdom of God in spirit and in truth: not for selfish ambition or pride (Proverbs 16:18)
- We are to live with the attitude of selflessness and service in our actions to bring glory to God rather than personal gain.
- We don't do what we want as servants but what the father calls us to do (John 17:4)
- We must completely surrender what we want for what God wants
- Servanthood is a way of greatness
- We have people in the Bible who accepted servanthood when called by God
- Jesus! He was not selfish; he chose to serve mankind. From his birth in a manger, beginning his ministry performing his first miracle with the wedding in Cana, his teachings, his compassion for others, and going to the cross to give his life for you and me (Matthew 10:28; Luke 2:1-7; Mark 15:20-40)



### **Moses**

- From his whole journey, to becoming a prince of Egypt (Exodus 2:1-10)
- To being called by God from a burning bush; to leading his people to freedom from Egyptian slavery (Exodus 3:1-10)
- Spending 40 years in servanthood to God

### **Apostle Paul**

- From persecuting Christians to becoming one
- Wrote most of the New Testament
- Romans 1:1
- Galatians 1:10
- Titus 1:1

### **Apostle Peter**

- From denying Christ to redemption
- Leader of the early believers in Christ's Church
- Was a close disciple of Jesus
- He was also a Fisherman
- Acts 2
- John 18:15-27
- Matthew 4:18

### **Apostle John**

Called himself a slave for Christ (Revelations 1:1)

### **Mary**

From a teenager in Nazareth to be chosen to become the Mother of Our Lord and Savior Jesus Christ (Luke 1:38)

### **All believers are called to servanthood for Christ**

- Acts 2:38
- Acts 11:17
- II Timothy 2:24
- I Peter 2:16
- Revelations 7:3
- Revelations 19:2
- Revelations 22:3-6
- We are to live as people who are free, not using your freedom as a cover up for evil but living as servants of God (I Peter 2:16)



## **Annex G**

### **Discipleship: Becoming Follower of Jesus**

#### **Introduction**

Whether you have recently accepted Christ or you have been walking with Him for a while, we pray this study will give you a foundation and an outline as you begin a discipleship relationship. When you are finished, we also pray that this will be something you can use to disciple someone else.

#### **Purpose**

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age” (Matthew 28:19–20).

#### **Definition**

Discipleship can be defined as “investing into others by teaching them to become followers of God. Making disciples is entirely about who someone is and becomes. It’s not about what they do or how they do it. Doing is the natural result of being.

What does it mean to be a follower of God? What does a follower look like? A follower of God believes in God and has accepted the unconditional forgiveness, love, and grace of God and now has a relationship with God. (Ephesians 2:8-9). He has decided to do life “God’s way” because he believes that God created him (Ephesians 2:10). They are hungry to learn, apply, and synthesize God’s truths for living so they can thrive in their given design (Psalm 1:1-3). They are becoming prepared, confident, and skilled to live their best life on earth.

#### **Establishing Dependency**

Jesus didn’t twist anybody’s arm to follow him. He simply said “Come” You can only follow if you surrender to what you are following. Matthew 16:2.

For communication to be effective there must be a sender and a receiver. Becoming a good student requires us first to become good listeners. Prayer is a key ingredient to discipleship.

- Builds trust in Christ (Proverbs 3:5-7)
- Increases familiarity with Christ (John 13:35)
- Builds intimacy in our relationship with Christ (John 15:5)
- Foster dependency in Christ (John 15:5)
- Keep us centered in Christ (John 15:5)

#### **Elements of discipleship**

There are two essential elements in discipleship:

- Evangelism
- Teaching

No one will follow God delay if they do not choose Him. We need to tell people about Christ. Evangelism is essential to making followers of God. Has disciples of Christ we have to know how to share the Gospel about Christ with other intentionally We should all have a good quick answer for our thriving lives with Jesus (1 Peter 3:15).

Disciple makers are just teacher intentionally teaching biblical truth they have learned and applied. We help them understand who they are and what they can be. We help them apply God's transforming truths, and release them as prepared, confident, and skilled to live their best life ever on earth. Teaching followers of God how to avoid needless disasters and navigate needed trials. (2 Timothy 2:1-2).

## **Successful discipleship is all about transforming individual- Doug Burrier**

### **Don't Lose Focus on Individuals**

The goal is to allow individuals to encounter God (and His truths) so that they can be transformed. Making disciples requires that we watch, pray, and lead people from where they are to the next closest place to God. Making disciples needs to be done interactively and intimately. (Acts 2:42).

The effectiveness of discipleship increases as the distance decreases between the leader and the follower. The effectiveness also increases as the time spent together increases.

### **Surrender Is Essential**

Jesus first call was for the disciple to surrender everything, choose him and follow him. From the first call:

- Matthew 4:19-20
- Matthew 16:24

Jesus did not make disciples of those who did not want to follow Him. Jesus' call was to follow Him. That is our call to people: follow God

### **Process, Series of Life Events**

Disciples were made along the way. Jesus spent three years with His disciples. If we are to make disciples, we must do the same. Sometimes he taught them ahead of time (proactive), and sometimes in the moment of need or opportunity (reactive), but Jesus was always teaching along the way (Mark 3:14)

### **Dealing With Tough Questions**

Dealing with tough questions is part of making disciple. Dealing with tough issues causes us to grow spiritually. Jesus called those He made disciples to go beyond education into application. Jesus did not just teach. He causes learning. He caused application. (Luke 22:27)

### **Handling Challenging Situations**

Jesus put His disciples in challenging situations. Likewise, as followers of Jesus we will also find ourselves in challenging situations, spaces, relationship etc. Jesus never shied away from challenging situations, and neither should we. Often God challenges us to prove us (John 6:5-7)

### **Preparing Them to Go**

Just as baby Eagles grow and will eventually be pushed out of their nest, Jesus pushed the disciples out of the nest as they learned and began to apply God's truth. He didn't totally release them yet to be on their own but was still there helping them to synthesize and apply God's truth (Luke 10:1-23)

## **It Time To Serve / Let Them Go to Grow**

We must use careful discernment when the day comes to release disciples to do the work of the ministry. If we keep them too long, we can discourage them, and if we release them too early, we can put them in harm's way. The work will not get done if we don't send disciples (1 Timothy 3:6-7)

## **It Takes Time**

Discipleship is not a quick fix, but it provides a fix for a lifetime. Discipleship takes time because it takes time to consume the truths of God. It takes time to learn on your own. It takes time and work to learn to apply the truths to varying situations. It takes time to practice, and it takes time to experience (1 Peter 2:2)

## **Personal Discipleship**

It is important that we spend time with disciple in different ways. Jesus taught the universal truths of God in so many ways and used some many different teaching styles. Discipleship is at its best, a real, interactive investment in helping individually created humans in diverse situations learn to follow right where they are. Discipleship has as practice is ongoing. I will never stop growing, learning, and expanding if I keep following