

## DEFINING NATIONAL OFFICE FUNCTION

1. Arrange all national leadership forum meetings as determined by the leadership.
2. Assist national leaders in their groups with anything practical in their function with the churches relating to them.
3. General Administration
  - ✓ Pastors Ordinations
  - ✓ Processing membership applications, ordination and probation periods
  - ✓ Membership cards
  - ✓ Maintain members’ documentation and database
  - ✓ Assist with PBO status for tax exemption
  - ✓ Apply for marriage licenses
4. Chaplaincy services
5. Communication
  - ✓ Membership communication (email; website; post; newsletter; magazine)
  - ✓ Media – Press Statements
  - ✓ Communicate with organizations (SACC; TEASA; NIRSA and other religious bodies)
  - ✓ National emergency issues
6. Finances
7. Arrange National Pastors Conference
8. Coordinating conflict resolutions and other events
9. Coordinating International Churches affairs

### POLICY

All IFCC local Churches have familiar similarities yet distinct differences which make them unique. We sincerely seek to release ministers to develop their own uniqueness, gifting and emphasis on developing through the ministry of the Holy Spirit.

The IFCC should have an overall basic agreed policies, procedures and practices in place setting a standard for Ministers and Churches that are involved in Church planting. This will assist them to develop their own policies, procedures and processes to be successful. They can draw on others that have established church plants assisting in practical ways for example the cultural dimension; finances; interpretation of scriptures; preparation of ministers theological and spiritual. Working together like this will assist Churches and Pastors in building confidence, trust, and inter-dependence in their relationships. This should not affect the autonomy of local churches but rather strengthen them!

### PROCESS & PROCEDURE

- ✓ The transitional process will be over a period of two years.
- ✓ Pastors and their Churches not in a group decide to which recognized leader they will relate.
- ✓ A group will be created for those not sure to which recognized leader they will relate.
- ✓ To fulfill the constitutional legal requirements written communication must be submitted to our members 3 calendar months before the national pastors’ INDABA of the proposed structural changes. An IFCC Newsletter to this effect was sent 21 November 2010 to the IFCC members informing them of the pending proposed structural changes.

(INDABA MASTER COPY)