**NORTHWESTERN ZAMBIA CONFERENCE OF THE SEVENTH-DAY ADVENTIST CHURCH**

**CHURCH ORGANISATION REQUIREMENTS**

DISTRICT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPANY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

MOTHER CHURCH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEMS | REQUIREMENTS | QUANTITY | ACHIEVED | SHORTFALL |
| No. Baptized Members | 25 or More Adults | Strong in faith |  |  |
| Communion cups | 150% of Members | Durable cups |  |  |
| Towels | 50% of Members | Proper size & durable |  |  |
| Basins | 50% of members | Durable |  |  |
| Plates | 4 | Non-plastic |  |  |
| Trays | 2 or more | Good & durable |  |  |
| White Linen set | 4 | Good quality |  |  |
| Chairs | 6 | Same type, good & durable |  |  |
| Tables | 1 | Non-plastic |  |  |
| Jug or Kettle | 1 | Strong, good & durable |  |  |
| Tithe Returners – 1st & 2nd | 40% of family units |  |  |  |
| Place of worship | 1 | Preferably your own plot |  |  |
| Toilets | 2 or more | Buildings in good condition |  |  |
| Leadership | Strong & Mature | Productive |  |  |
| Pastor (Church/District) | Comment on leadership ability |  |  |  |
| Church Elder | Check the items & approve |  |  |  |
| Members with own Bibles | 25% |  |  |  |
| Date Stamp/Headed Paper | 1 Date stamp |  |  |  |
| Church Manuals | At least 4 |  |  |  |
| Hymn Books | At least 4 |  |  |  |
| Manuals of Bible Doctrine | At least 4 |  |  |  |
| Adult Study Guides | At least 10 |  |  |  |
| Baptismal Gowns/Blankets | Atleast 5 for every 10 members |  |  |  |
| Pan | 1 |  |  |  |
| Spoons | 2 |  |  |  |
| Knives | 2 |  |  |  |
| Brazier | 1 |  |  |  |
| Forks | 2 |  |  |  |
| Board and rolling pin | 1 set |  |  |  |
| Trunk | 1 |  |  |  |

I, Pastor …………………………………………….certify that I have made a physical check on the Company and that the information given is true. I, therefore, recommend the Company to be organized into a church.

Pastor’s Signature:……………………………………………. Date:………………………….

Church Elder’s Name & Signature:………………………….. Date: …………………………

Company Leader’s Name & Signature: …………………….. Date:…………………………..

**NORTHWESTERN ZAMBIA CONFERENCE OF THE SEVENTH-DAY ADVENTIST CHURCH**

**CHURCH ORGANISATION PROGRAM**

**NAME OF PARENT CHURCH:…………………………………………………………………………………….....**

LOCATION OF COMPANY:………………………………………………………………………………………………

NAME OF COMPANY:……………………………………………………………………………………………………..

NAME OF DISTRICT:………………………………………………………………………………………………………

NAME OF DISTRICT LEADER:………………………………………………………………………………………….

DATE OF ORGNANISATION:……………………………………………………………………………………………

**OPENING REMARKS:…………………………………………………………………………………….....................**

**O**PENING SONG:…………………………………………………………………………………………………………..

OPENING PRAYER:………………………………………………………………………………………………………...

SPECIAL SONG:……………………………………………………………………………………………………………

CONSTITUTION OF CHURCH AND FUNDAMENTAL BELIEFS:…………………………………………………

MEMBERS’ RESPONSE TO CHURCH BELIEFS:………………………………………………………………………

FORMATION OF NUCLEUS (3 SENIOR MEMBERS):…………………………………………………………………

**ORGANISATION VOWS:**

1. Have you received Jesus Christ as your personal Lord and Savior?
2. Are you in full harmony with the principles of faith?
3. Have you been baptized by immersion?
4. Are you in good fellowship and enjoying one another’s confidence?

CALLING OF INDIVIDUAL MEMBERS/VOWS:…………………………………………………………………….....

CHOOSING THE NOMINATING COMMITTEE:………………………………………………………………………

ELECTION OF CHURCH OFFICERS: …………………………………………………………………………………

ORDINATION:………………………………………………………………………………………………………………

CHARGE TO ELECTED OFFICERS:………………………………………………………………………………………

INSTRUCTION IN ORDER OF WORSHIP SERVICE:…………………………………………………………………

CHURCH’S RESPONSE: …………………………………………………………………………………………………..

VOTE TO RECOMMEND INTO FELLOWSHIP OF SISTERHOOD OF CHURCHES:……………………………

CLOSING REMARKS – DISTRICT PASTOR: ……………………………………………………………………….......

CLOSING SONG:……………………………………………………………………………………………………………

CLOSING PRAYER:…………………………………………………………………………………………………............

PART 1

**BREAKDOWN OF MONTHLY TITHE INCOME AND LOCAL FUNDS TO BE ATTACHED TO THE REMITTANCE FORM – PREVIOUS YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **TOTAL TITHE ONLY** | **TOTAL COMBINED OFFEREING** | **# OF MEMBERS PARTICIPATING** |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

PART 2

BREAKDOWN OF MONTHLY TITHE INCOME AND LOCAL FUNDS TO BE ATTACHED TO THE REMITTANCE FORM – CURRENT YEAR

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **TOTAL TITHE ONLY** | **TOTAL COMBINED OFFEREING** | **# OF MEMBERS PARTICIPATING** |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

* How many are salaried workers at your company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many of the salaried workers are faithful tithe returners: \_\_\_\_\_\_\_\_\_\_
* How many peasant farmers do you have\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many peasant farmers are faithful returners\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many are commercial farmers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many commercial farmers are faithful tithe returners\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many family units do you have\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How many of these family units are faithful in tithe and offering\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Formula: Faithful families X 100***

***Total Family Units***