



**THE APOSTOLIC FAITH MISSION OF SOUTH AFRICA
NATIONAL CHILDREN'S MINISTRY**

**(A Department of the AFM of SA formed in terms of Section 8.1 of the
Constitution)**

POLICY

1. NAME

The Department shall be known as:

THE NATIONAL CHILDREN'S MINISTRY hereafter referred to as the **NCM**.

2. MANDATE

The NCM is commissioned by the National Leadership Forum to serve, co-ordinate and empower Children's Ministry at National, Provincial, Regional and Local levels.

3. PREAMBLE

3.1. The NCM acknowledges the sovereignty of God Almighty who has called us to his wonderful light through Jesus Christ, His Son, and who guides and teaches us through His Holy Spirit. We also acknowledge that the Word of God is the highest authority, and that both through effective management and a sound financial policy system, all children within the scope of the ministry of the AFM of SA be led to a spiritual maturity, and to mobilize them to ministry in the Body of Christ.

3.2. The NCM declares that all children are precious in His sight (Math 19:14 & Mark 10:14), and for this reason we are called to proclaim the Gospel of Jesus Christ to all children with a view to:

3.2.1. Lead children to the wonderful experience of accepting Jesus Christ as their personal Saviour and to

3.2.2. Teach children the full truth of God's Word.

3.3. The NCM is convinced that the children of today are part of the Church of today and ministry to them is of vital importance.

3.4. The NCM seeks to fulfill the ministry to children.

3.5. MISSION

Our mission therefore is to fulfil the mission of the church through:

- 3.5.1. Teaching and leading all children to the knowledge of the Kingdom of God through the acceptance of Jesus Christ as Lord and Saviour;
- 3.5.2. Teaching and encouraging children to seek the Baptism in water and of the Holy Spirit; and
- 3.5.3. Facilitating their spiritual growth and to equip them to fulfill their ministry in the Church.

3.6. OBJECTIVES

The NCM acknowledges that to achieve its philosophy and mission requires a lifetime commitment. It is a process that has to be in motion and be reviewed regularly. The following goals are to be measured and achieved:

- 3.6.1. To produce balanced personalities who will relate well with God and other people.
- 3.6.2. To instil and maintain a Pentecostal mission.
- 3.6.3. To produce obedient and loyal citizens who will strive for spiritual, social, economic and political harmony.
- 3.6.4. To promote the well-being of children in Church and Society.
- 3.6.5. To reach every child within and outside the Church through teaching and evangelizing.
- 3.6.6. To train and equip children to fulfill the mission of the church (Proverbs 22:6).
- 3.6.7. To train and equip teachers to fulfill the mission of the ministry.
- 3.6.8. To research current trends in education and adapt these for use in children's ministry by making available and continually updating a well-designed Children's Ministry curriculum and other training material, inclusive of audio-visual material and teaching aids, that will not only enhance learning but empower teachers and
- 3.6.9. To facilitate the identification of trainers for the purpose of training and equipping teachers at Local, Regional and Provincial levels.
- 3.6.10. Ensuring that the best interests' of the child is the paramount concern in all matters affecting the child.

3.6.11. Protecting the child from maltreatment, abuse, neglect, degradation, discrimination, exploitation and any other physical, emotional or moral harm or hazards.

4. NATIONAL CHILDREN MINISTRY GOVERNANCE

4.1. OFFICERS

During each election year of the church, the following officers of the department shall be elected from the ranks of NCM Forum, subject to each officer to be elected to have been a member of the NCM Forum for not less than two terms of four (4) years:

- 4.1.1. Director.
- 4.1.2. Deputy Director.
- 4.1.3. Secretary.
- 4.1.4. Treasurer.

4.2. NATIONAL EXECUTIVE COMMITTEE

- (i) During the election year at the sitting of the General Business Meeting where the officers are elected, which will be the officers of the executive committee, additional members will be elected. Such additional members will become provincial co-ordinators of their respective provinces.
- (ii) The additional members will consist of one member per province, subject to such being a regional children ministry leader within the particular province.

4.3. EXECUTIVE MANAGEMENT

The NCM Executive Committee assist the Officers to manage the affairs of the Department between the meetings of the NCMF and the NCMGBM.(See 4.5 below)

4.4. TERM OF OFFICE

With effect from 2012, the term of office of the NCM Executive Committee shall be four (4) years.

4.5. AGENT AND EXECUTIVE MANAGEMENT

The NCM Executive Committee shall be the agent of the NCM Forum and shall be the collective executive management of the Department.

4.6. FILLING OF VACANCIES

Any vacancy that may occur within the term of office of the NCM Executive Committee shall be filled by the NCM Forum Members, and such positions shall be held up to the next election year of the church.

4.7. MEMBERS: CORE ROLES AND RESPONSIBILITIES

The NCM Executive Committee shall from time to time consider and determine their individual core roles and responsibilities for approval by the NCM Forum (Refer to Annexure B).

4.8. NATIONAL CHILDREN MINISTRY FORUM (NCMF)

4.8.1. COMPOSITION

The NCM Forum shall be constituted as follows:

- 4.8.1.1. The Officers as elected in terms of clause 4.1
- 4.8.1.2. The NCM Executive Committee as elected in terms of clause 4.2; and
- 4.8.1.3. The Leaders of the Regional Children's Ministries.

4.8.2. FREQUENCY OF MEETINGS

The NCM Forum shall meet at least twice a year to consider the following:

- 4.8.2.1. Reports from the NCM Executive Committee
- 4.8.2.2. Annual planning and review
- 4.8.2.3. Assess and ratify resolutions taken by the NCM Executive Committee
- 4.8.2.4. Approval of the annual budget

- 4.8.2.5. Approval of the annual financial statements
- 4.8.2.6. Any other matter deemed to be in the interests of the NCM
- 4.8.2.7. Any possible amendments to the NCM policy and submit such amendments for final approval to the NLF.

4.8.3. QUORUM

The quorum for the NCM Meetings shall be constituted by delegates present at the meeting.

4.8.4. FUNCTIONS

The NCM Forum shall:

- 4.8.4.1. Promote and fulfil the mission and objectives of the Department as per clauses 3.5 and 3.6;
- 4.8.4.2. Determine a Teacher's Code of Conduct and
- 4.8.4.3. Determine and develop the NCM curriculum and teachers training materials, and/or enter into agreement with relevant suppliers thereof.

4.8.5. DELEGATION OF POWERS

Any powers of the NCM Forum may for such periods and under such conditions as it may deem fit, be delegated to or withdrawn from any member of the Forum. The NCM Forum may authorize any person or persons from within its own ranks to take any action on its behalf.

5. MEMBERSHIP OF THE NATIONAL LEADERSHIP FORUM (NLF)

The Director shall be an *ex officio* member of the National Leadership Forum. In the absence of the Director for whatever reason, any one of the NCM Executive Committee shall be delegated by the director as his/her *secundus*.

6. FUNDING

The NCM Forum shall annually determine the basis of funding in consultation with the National Financial Advisory Board of the church.

7. STANDING AND AD-HOC COMMITTEES

The NCM Forum may appoint standing and/or *ad-hoc* committees to fulfil its obligations in terms of its mandate.

8. NCM GENERAL BUSINESS MEETING (NCMGBM)

8.1. FREQUENCY

Every two years with effect from 2012 the NCM General Business meeting shall be held at a place and time as determined by the National Leadership Forum (NLF).

8.2. CONSTITUTION

The NCM General Business meeting shall consist of:

- 8.2.1. The Officers elected in terms of clause 4.1;
- 8.2.2. The Executive Committee elected in terms of clause 4.2;
- 8.2.3. The NCM Forum Members in terms of clause 4.7.1;
- 8.2.4. One delegate from the Local Children's Ministry of each participating assembly.

8.3. FUNCTIONS

The functions of the NCM General Business meeting shall be the following:

- 8.3.1. Receive reports from the NCM Executive Committee and Forum;
- 8.3.2. Receive the annual financial reports for the preceding periods;
- 8.3.3. Receive reports on syllabi/curriculum;
- 8.3.4. Election of Officers in terms of 4.1 during each election year of the church;
- 8.3.5. Election of the NCM Executive Committee in terms of clause 4.2 during each election year of the church;

- 8.3.6. Consider any other matter that may be deemed to be in the interests of the NCM;
- 8.3.7. Give broad direction on policy matters within the NCM.

9. LEGAL STATUS

The NCM is a legal persona with perpetual legal succession and the NCM Forum, as determined by this policy, is its agent.

- 9.1. The NCM is an independent legal persona distinct from the church and /or its members and/or the members of the NCM and shall, subject to the regulations, as separate legal persona:
 - 9.1.1. Be entitled to own immovable property, assets and funds distinct from the church or its members or the members of the NCM;
 - 9.1.2. Be capable of acquiring rights, obligations, privileges, powers and liabilities, distinct from the church or its members or the members of the NCM;
 - 9.1.3. Be capable of instituting and/or defending legal action in its own name;
 - 9.1.4. Be capable of conducting legal transactions of whatsoever nature in its own name;
 - 9.1.5. Be capable of acquiring property and to dispose of, alienate or encumber its property and to in any way deal with its property;
 - 9.1.6. Be capable of employing persons in its employ, as it may deem necessary and as envisaged in this policy.
- 9.2. The NCM Forum has the competency to execute any legal transaction or any other action which might be necessary to fulfil the calling of the church in general and to conduct the business and affairs, and to exercise the powers, and to control the operations of the NCM on its behalf.
- 9.3. The NCM Forum shall receive, administer and account for income, expenditure, assets and liabilities of the NCM in accordance with the provisions of the National Financial Policy which forms part of the regulations.

- 9.4. The Constitution and Regulations of the AFM of SA shall be the Constitution and Regulations of the NCM.

10. PROVINCIAL CHILDREN'S MINISTRY (PCM)

10.1. COMPOSITION

The PCM shall be constituted by the regional Childrens' Ministry leaders and regional Childrens' Ministry secretaries at a particular province.

10.2. DUTIES AND RESPONSIBILITIES

Most specifically, the duties and responsibilities of the Provincial Coordinators include the following:

- 10.2.1. To carry out the aims and objectives of the NCM;
- 10.2.2. To implement decisions taken by NCM Executive and / or Forum;
- 10.2.3. To facilitate and encourage co-operation between regions;
- 10.2.4. To co-ordinate provincial activities and
- 10.2.5. To monitor and make sure that all regions have structures and are functioning.
- 10.2.6. To report to NCM Forum from time to time.

11. REGIONAL CHILDREN'S MINISTRY (RCM)

Regional Children's Ministries shall register with the NCM Secretary as participating members.

11.1. COMPOSITION

- 11.1.1. The Regional Children's Ministry Council shall consist of delegates from Local Children's Ministry, and specialists in children's ministry as approved by the RCM.
- 11.1.2. The Regional Children's Ministry Council shall meet at least twice a year.
- 11.1.3. With effect from 2012 the Regional Children's Ministry Council shall, during each election year of the church, elect:

- 11.1.3.1. A Regional Children Ministry Leader
 - 11.1.3.2. A Regional Deputy Children Ministry Leader
 - 11.1.3.3. A Secretary
 - 11.1.3.4. A Treasurer
 - 11.1.3.5. And other members as may be required from time to time.
- 11.1.4. If there is no Regional Children’s Ministry, a Local Children’s Ministry may apply to the Secretary of NCM for placement within an existing RCM Region.

11.2. FUNCTIONS

- 11.2.1. The Regional Children’s Ministry Committee will perform such functions as will be decided upon by the Regional Children’s Ministry Council, bearing in mind the vision of the National Children’s Ministry.
- 11.2.2. Shall consider all matters referred by the Regional Leadership Forum and implement decisions by the NCM
- 11.2.3. Coordinate the Local Children’s Ministry
- 11.2.4. Manage the funds of the region of the children’s ministry. Open and operate a banking account in the name of the RCM
- 11.2.5. To arrange conferences and activities for the educators as well as the children at a regional level
- 11.2.6. To see to it that local educators are equipped
- 11.2.7. To submit quarterly reports to the NCM
- 11.2.8. Participate in the provincial as well as national activities of the children’s ministry
- 11.2.9. To receive and consider reports from local children’s ministry
- 11.2.10. Develop and implement an annual program for the region
- 11.2.11. To further the aims and objectives of the NCM

11.2.12. The RCM shall have the power to co-opt additional members during its term of office in order to provide for a broad representation of the local children's ministries and

11.2.13 The RCM shall consider and make proposals to the PCM and NCM.

11.3. PRESENTATIVE

The Regional Children's Ministry Leader or his/her secundus from the ranks of the RCM Committee will represent the Regional Children's Ministry at the National Children's Ministry Forum.

12. LOCAL CHILDREN'S MINISTRY (LCM)

12.1. COMPOSITION

12.1.1. Each Local Assembly Governing Body will be encouraged to establish a Local Children's Ministry.

12.1.2. The Local Children's Ministry, consisting of local members involved in children's ministry, will appoint/elect a committee that will plan and organize the smooth running of the LCM.

12.1.3. The Local Children's Ministry shall elect the following Office Bearers to manage the affairs of the Local Children's Ministry:

12.1.3.1. A Local Children Ministry Leader;

12.1.3.2. A Deputy Local Children Ministry Leader;

12.1.3.3. A Secretary

12.1.3.4. A Treasurer

12.1.3.5. And any number of additional members as per the requirements of the Local Children's Ministry.

12.2. FUNDING

Monies contributed to the Local Children's Ministry will be administered by either the Assembly Governing Body or the LCM Committee and will be utilized to support the ministry as it may deem necessary.

12.3. DUTIES AND RESPONSIBILITIES

The Local Children's Ministry Committee shall:

- 12.3.1. Ensure the smooth functioning of the Local Children's Ministry
- 12.3.2. Implement decisions taken by the NCM, PCM, RCM and the local assembly Governing body.
- 12.3.3. Appoint sub-committees when necessary
- 12.3.4. Nominate members to attend the RCM / PCM and or NCM meetings specifically to represent the interests of the Local Children's Ministry.
- 12.3.5. Give support to the local assembly in the activities of the local assembly.

12.4. RCM REPRESENTATIVE

The Local Children's Ministry Leader or his/her secundus from the ranks of the LCM Executive will represent the LCM at the RCM Forum.

13. MEETING PROCEDURES

Procedures for all meetings shall be in terms of provisions of Appendix 1 to the Constitution of the AFM of SA.

14. ELECTION PROCEDURES

Election procedures shall be in accordance with the provisions of Regulations 1.32.1 to 1.32.6 of Appendix 1 to the Constitution of the AFM of SA.

15. DISSOLUTION (CLOSURE) OF THE DEPARTMENT

Should the National Leadership Forum of the AFM of SA determine that, after due consideration, the NCM has fulfilled its purpose in terms of its mandate as referred to in clause 2 and/or has become redundant, the NCM may be dissolved (closed) by a two-third majority vote at a normal meeting of the National Leadership Forum. Upon such dissolution (closure) the assets and liabilities of the NCM and the operations of PCM's, RCM's and LCM's shall revert to the National Leadership Forum and/or its successor.

16. AMENDMENTS TO THE POLICY

To amend this policy in any way, a written notice shall be submitted to the Secretary of the NCM. In this notice, full particulars of the proposed amendment/s including a motivation thereof must be given. Thereafter notice shall be circularized together with meeting packs at least twenty one (21) days prior to the next NCM Forum meeting and a clear majority of members present at the NCM Forum meeting shall decide whether or not the policy shall be so amended.

17. Annexure A (All Educators involved in Children’s Ministry must subscribe and sign a Code of conduct as approved of by the NCM GBM).

18. Annexure B (The duties and responsibilities of the Director, Deputy Director, Secretary and Treasurer as approved of by the NCM GBM).

ANNEXURE A – Ethical Behaviour for All Members Involved in CM

ETHICAL BEHAVIOUR FOR ALL EDUCATORS INVOLVED IN CHILDREN'S MINISTRY

1. CODE OF CONDUCT

- 1.1. Demonstrate commitment to children's ministry;
- 1.2. Demonstrate support for the mission and values of the ministry;
- 1.3. Demonstrate a high level of personal integrity and honesty;
- 1.4. Demonstrate an understanding of the difference between the roles of management and governance;
- 1.5. Think strategically;
- 1.6. Communicate effectively;
- 1.7. To uphold and promote the church laws, regulations and policies;
- 1.8. To observe and maintain ethical standards of the NCM;
- 1.9. To honour the mandate of the NCM;
- 1.10. To treat the interest of the NCM as paramount;
- 1.11. To avoid putting myself in a position that is in conflict with what the NCM stands for;
- 1.12. To honour all undertakings given in the course of my duties / mandate, until the duties / mandate is performed, released or executed and
- 1.13. To execute my duties without fear, favour or prejudice.

2. DISCLOSURE AND DECLARATION OF INTEREST

- 2.1. Members shall not abuse their positions when executing their duties by soliciting or manifest bias or prejudice against or in favour of any person or, and including a voluntary professional association.
- 2.2. Members shall recuse himself / herself from the meeting or deliberations if either a reasonable suspicion of bias or conflict of interest exists, based upon objective facts.

3. CONFIDENTIALITY

- 3.1. Members shall strive to be prudent in the use of information in the course of their duties, by refraining from using confidential information of any kind for any personal gain or in a manner that might be prejudicial / detrimental to their members.
- 3.2. Members shall continuously endeavour to strive for improvement in the proficiency and effectiveness of their service.

4. QUALIFICATIONS OF MEMBERS INVOLVED IN CHILDREN'S MINISTRY

- 4.1. **Born again (saved):** spiritually matured, baptized in water, baptize in the Holy Spirit, active member of the assembly. The educator will be identified through an open process such as an interview.
- 4.2. **Called:** be interested in the well-being of children. Have good human relations, friendly and approachable.
- 4.3. **Passion:** Love for the children's ministry; love the children and appreciate them.
- 4.4. **Knowledge:** attend bible study, workshops, and / or seminars.
- 4.5. **Dedication and commitment:** proper preparation of a lesson.
- 4.6. **Honest and faithfulness:** faithful in tithes and offerings, honest in time management and able to fulfil promises.
- 4.7. **Perseverance:** waiting upon the Lord in times of challenges and attacks.
- 4.8. **Self –discipline and integrity:** managing your tongue, conduct and ways of doing business. Above all, be trustworthy and be what you say you are.

5. DISQUALIFICATIONS

- 5.1. Any person who was charged, convicted and/ or sued or sentenced due to any misconduct involving a child, will be disqualified.
- 5.2. Any person who is charged or convicted/ sued while involved in the children's ministry will be automatically dismissed and be removed from the ministry.
- 5.3. Any person who does not meet the above qualifications shall automatically not be considered for this ministry.

ANNEXURE B – Roles of Office Bearers

ROLES AND RESPONSIBILITIES OF OFFICE BEARERS INVOLVED IN CHILDREN'S MINISTRY

1. THE DUTIES OF THE OFFICERS

- 1.1. To assist the head of the department in the execution of the leadership and management of the department, individually and collectively.
- 1.2. The officers will be the officers of the department.

2. THE DIRECTOR

The Director, in general, oversees the operation of the NCM and ensures that all members in the ministry have the chance to play an active part and that everyone feels informed and included.

Most specifically, the **DUTIES and RESPONSIBILITIES** include the following:

- 2.1. To ensure that all statutory regulations, NCM policy and the Constitution of the AFM of SA are observed;
- 2.2. To provide a management and leadership role;
- 2.3. To ensure that the NCM functions properly in all levels;
- 2.4. To ensure that there is full participation during meetings and allowing all members to be heard during meetings;
- 2.5. To ensure that all relevant matters are discussed and that effective decisions are made and carried out;
- 2.6. To provide a strategic role in executing his / her duties;
- 2.7. To preside over meetings of the NCM GBM, NCM Executive Committee and NCM Forum;
- 2.8. To generally supervise the affairs of the NCM between meetings in conjunction with other committee members;
- 2.9. To report the activities of the NCM to the NLF and GBM;
- 2.10. To act as a primary spokesperson for the ministry and liaise with external organisations having similar aims and objectives if and when need arises;

2.11. To visit provinces, regions and local children's ministries from time to time and

2.12. To be a member of NLF

3. THE DEPUTY DIRECTOR

Most specifically, the **DUTIES and RESPONSIBILITIES** of the Deputy Director include the following:

3.1. To perform tasks and duties assigned by the director and;

3.2. To act as a director if the director is not available.

4. THE SECRETARY

The Secretary is the key administration officer of the NCM. The smooth running of the ministry depends on the efficiency with which the secretary handles the records, correspondence and other communications.

Most specifically, the **DUTIES and RESPONSIBILITIES** include the following:

4.1. Liaising with the Director of the NCM to plan meetings;

4.2. Receiving agenda items from NCM Executive and / or Forum Committee Members;

4.3. Giving clarity on meeting attendance;

4.4. Circulating agendas and reports;

4.5. Taking minutes during the NCM Executive and / or Forum meetings;

4.6. Checking that agreed actions of the NCM are carried out;

4.7. Keeping up-to-date details (i.e. names, addresses and contact numbers) for the NCM Executive Committee Members, NCMF Members, PCM coordinators, RCM Committee Members , LCM Committee Members and CM Teachers;

4.8. Maintaining records, including all legal documents such as NCM policy, Constitution of AFM of SA, leases, etc;

4.9. Filing minutes and reports of the NCM;

4.10. Filing the attendance registers and;

4.11. Keeping a diary of future activities of the NCM.

5. THE TREASURER

The Treasurer oversees the financial administration of the NCM and ensures that the NCM's financial affairs are conducted correctly and efficiently.

Most specifically, the **DUTIES and RESPONSIBILITIES** include the following:

- 5.1. To propose and plan the budget with the Director of the NCM;
- 5.2. To prepare the financial records for the annual audit;
- 5.3. To ensure that all monies are banked promptly;
- 5.4. To make sure all accounts are paid timeously;
- 5.5. Keeping records of all receipts and payments and;
- 5.6. To ensure that all financial records are maintained and stored in a secure location.

-----AMEN-----

Compiled by NCM for November NLF Meeting