



PASTORAL DEPARTMENTS MANUAL

FOR

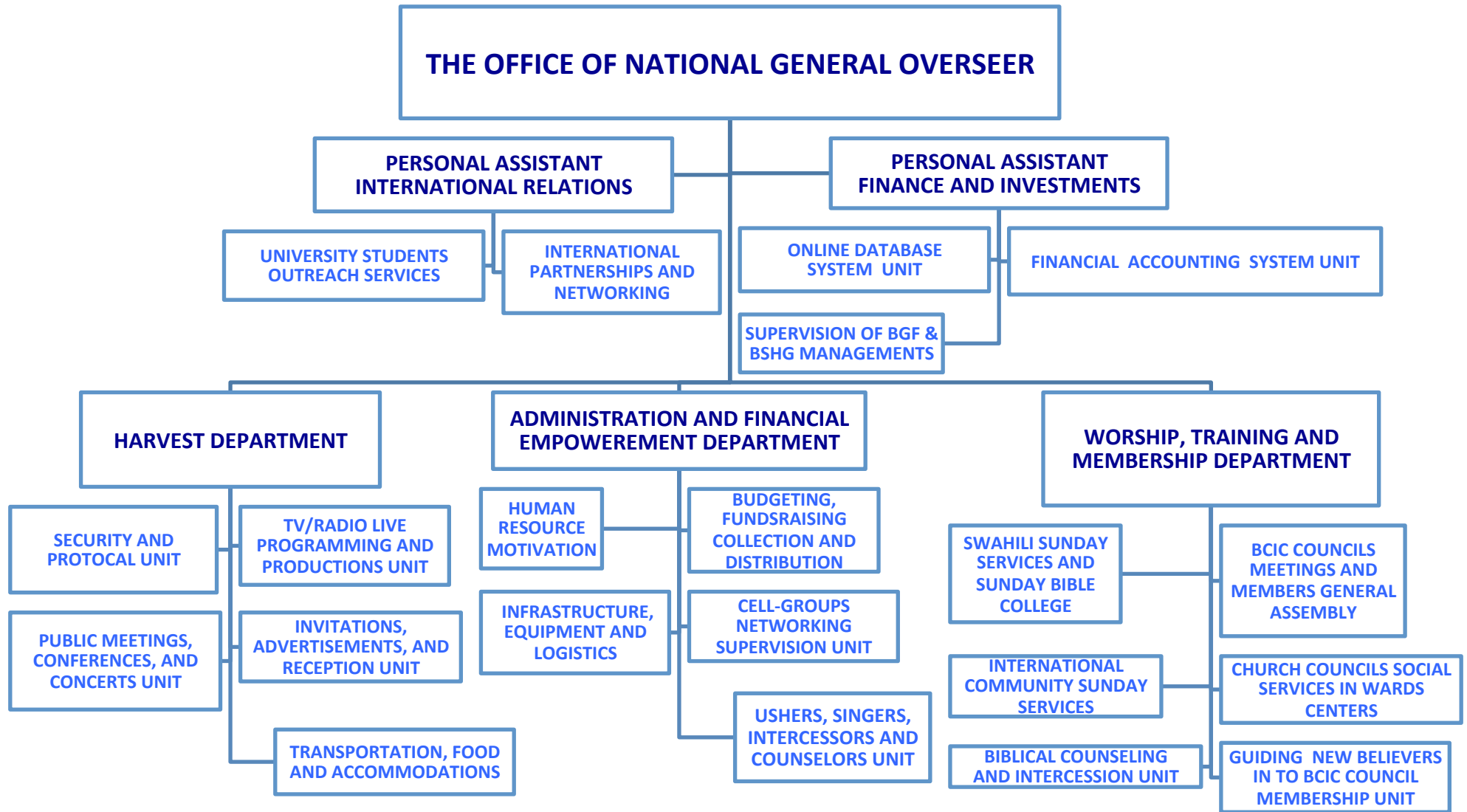
THE HARVEST

IN

THE YEAR 2016

BY: THE NATIONAL AND INTERNATIONAL GENERAL OVERSEER
WMI/BCIC Head Offices Mbezi Beach

THE OFFICE OF NATIONAL GENERAL OVERSEER SET UP



FOUR STRATEGIC OBJECTIVES

AND

IMPLEMENTATION STRATEGIES

STRATEGIC OBJECTIVE

1. From January 2016 WMI/BCIC Headquarters to conduct three programs of worship services, each session targeting to minister to 3,000 participants, in order to meet our weekly goal of 9,000 attendants every Sunday

IMPLEMENTATION STRATEGIES

- 1. Sunday Bible College classes**
- 2. International Community Services**
- 3. Sunday Holy Spirit worship (Kiswahili services)**
- 4. New generation transformation services (Evening service)**

STRATEGIC OBJECTIVE

2. From January 2016 BCIC Headquarters begins mobilizing, organizing and supervising transformation conferences, seminars, workshops and Gospel music concerts, each targeting about 3,000 participants per session of each Program or event on a monthly basis

IMPLEMENTATION STRATEGIES

- 1. Wards and Streets moral transformation through BCIC councils and cell-groups networks**
- 2. Marriage and family transformation workshops on Saturday once a month**
- 3. Youth morals and economic transformation conferences once a month**
- 4. East Africa Transformation Concerts events in the month of June and October 2016**

STRATEGIC OBJECTIVE

IMPLEMENTATION STRATEGIES

3. To organize and supervise Zonal transformation public meetings and conferences in 4 major cities and minister to 40,000 attendants in the year 2016

1. Transformation meetings in Mbeya city
2. Transformation meetings in Dodoma city
3. Transformation meetings in Mwanza city
4. Transformation meetings in Arusha city

4. To establish and run economic investments in each zone in order to contribute about 4.0 Bil to the year 2016/2017 Action Plan and Budget

1. Beans agricultural project of 3,000 acres in the Southern Zone of Mbeya
2. Horticulture irrigation project of 500 acres in Northern Zone of Arusha
3. Fish farming project in the Lake Victoria covering Lake Zone
4. Beekeeping Project and horticulture project of 3,000 acres in Dar es Salaam and Coastal Zone
5. Seed oil plant project in Central Zone of Dodoma

HARVEST DEPARTMENT MANUAL

- 1. Bishop John Rwezaura (Head of Department)**
- 2. Pastor Bernard Jomalema (Deputy Head of Department)**

DEPARTMENTAL STRATEGIC OBJECTIVES

DEPARTMENT	STRATEGIC OBJECTIVES	PERFORMANCE INDICATORS
HARVEST DEPARTMENT	<ol style="list-style-type: none"> 1. Mobilizing, receiving and attending about 1,000 new attendants in 3 worship services, on Sunday at BCIC HQ 2. Mobilizing, receiving, and attending about 3,000 participants through seminars, conferences, workshops and overnight events at Mbezi BCIC auditorium every month 3. Mobilizing and organizing 4 ZONAL TRANSFORMATION EVENTS that will attend about 10,000 people in Stadium of each City in the year 2016 4. Organizing and conducting annual EAST AFRICA TRANSFORMATION EVENT at National Stadium in October 2016 	<ol style="list-style-type: none"> 1. Number of TV/Radio advertisements produced 2. Number of TV/Radio programs produced and presented 3. Number of new guests attended Sunday services 4. Number of people new born again believers on a weekly and Sunday services 5. Number of people attended as well as number of new born again through seminars, conferences and public events

Pastoral Department Manual

(Departmental functions and Head of Department responsibilities)

DEPARTMENTAL FUNCTIONS

1. Production and broadcasting live TV/Radio programs
2. Security and protocol
3. Public meetings, conferences and concerts
4. Invitations, advertisements and reception
5. Transportation, food and accommodations

HEAD OF DEPARTMENT RESPONSIBILITIES

1. Receiving directives from the General Overseer
2. Supervision of department functions
3. Chairing meetings of Units coordinators
4. Receiving development reports from Units Coordinators
5. Attending head of Pastoral department meetings
6. Submitting departmental development monthly reports to the general overseer

Department Manual

Units functions and Coordinator's responsibilities

UNIT	FUNCTIONS	COORDINATOR'S RESPONSIBILITIES
1. Production and broadcasting live TV/Radio programs	<ul style="list-style-type: none">① Preparing competent presenters and producers of TV/Radio programs② Constructing best studios with best studio equipment for TV/Radio productions③ Supervision of events of worship services, conferences and concerts that are being conducted at BCIC HQ Mbezi Beach④ Production of TV/Radio programs and distribute them at a reasonable cost⑤ Supervision of marketing and sales of products	<ul style="list-style-type: none">1. Coordinating of unit activities2. Chairing unit staff meetings3. Approving funds according the budget4. Receiving development reports from subordinates Receiving report from Live Programs supervisor5. Receiving report from Marketing supervisor6. Submission of unit report to the head of department
2. Security and protocol	<ul style="list-style-type: none">① Security for leaders and ministerial properties② Security for all attendants and participants who are being ministered	<ul style="list-style-type: none">1. Coordinating unit activities2. Chairing security meetings3. Inspection of security in all ministerial premises Receiving report from Protocol Supervisor4. Receiving report from security Supervisor5. Submission of unit report to the head of department

UNIT**FUNCTIONS****COORDINATOR'S RESPONSIBILITIES****◆ Public meetings, conferences and concerts**

- ① Field survey
- ② Obtaining legal permits
- ③ Contacting stakeholders
- ④ Coordinating preparations

1. Coordinating unit activities
2. Chairing staffs meetings
3. Ensuring availability of best equipment and facilities
4. Approving funds according the budget
5. Receiving report from Field survey supervisor
6. Receiving report from Legal permits supervisor
7. Receiving report from Communications supervisor
8. Receiving report from Preparations supervisors
9. Submission of unit report to the head of department

◆ Invitations, advertisements and reception

- ① Equipping ministers
- ② Provision of Materials resources
- ③ Distribution of invitations
- ④ Guests reception services

1. Coordinating unit activities
2. Chairing staffs meetings
3. Ensuring availability of best equipment and facilities
4. Approving funds according the budget
5. Receiving report from Invitations supervisor
6. Receiving report from Publications supervisor
7. Receiving report from media advertisements supervisor
8. Receiving report from Guests reception supervisor
9. Submission of unit report to the head of department

◆ Transportation, food and accommodations

- ① Transportation services
- ② Food provision services
- ③ Accommodation services

1. Coordinating unit activities
2. Chairing staffs meetings
3. Ensuring availability of best equipment and facilities
4. Approving funds according the budget
5. Receiving report from Transportation supervisor
6. Receiving report from Food supervisor
7. Receiving report from Accommodation supervisor
8. Submission of unit report to the head of department

WORSHIP, TRAINING AND MEMBERSHIP DEPARTMENT MANUAL

- 1. Pastor Renatus Tondogoso (Head of Department)**
- 2. Pastor Gosbert Kweyamba (Deputy Head of Department)**

DEPARTMENTAL STRATEGIC OBJECTIVES

DEPARTMENT	STRATEGIC OBJECTIVES	PERFORMANCE INDICATORS
WORSHIP, TRAINING AND MEMBERSHIP	<ol style="list-style-type: none">1. Conducting three programs, each session for about 3,000 attendants, meeting the goal of ministering to total of 9,000 participants at BCIC HQ every Sunday2. Registering and managing a multiplication process of 40 new cell-groups every month meeting the goal of forming about 480 new cell-groups by December of the year 20163. Motivating and encouraging every BCIC member to become self-sustained economically by owning not less than one acre of land by December of the year 2016	<ol style="list-style-type: none">1. Number of new born again believers on a weekly and Sunday services2. Number of people counseled and delivered from demonic bondages3. Number of new believers trained and baptized in water4. Number of people baptized in the Holy Spirit5. Number of new cell groups registered6. Number of believers owning economic projects via MVIMAUTA

Worship, Training and Membership Department Manual

(Departmental functions and Head of Department responsibilities)

DEPARTMENTAL FUNCTIONS	HEAD OF DEPARTMENT RESPONSIBILITIES
1. Sunday Bible College	1. Receiving directives from the General Overseer
2. International Community Services	2. Supervision of department functions
3. Kiswahili services	3. Chairing meetings of Units coordinators
4. Biblical counseling and intercession	4. Receiving development reports from Units Coordinators
5. Cell groups networks	5. Attending head of Pastoral department meetings
6. Ushers, singers, intercessors and Biblical counselors welfares	6. Submitting departmental development monthly reports to the general overseer

Department Manual

Unit functions and Coordinator responsibilities

UNIT	FUNCTIONS	COORDINATOR RESPONSIBILITIES
◆ Kiswahili services	<ul style="list-style-type: none">① Sunday worship schedules② Attendances registrations③ Praise and worship supervision④ New believers registrations⑤ Holy Spirit baptism registrations⑥ Water baptism registrations⑦ Children Sunday services⑧ Sunday attendants supervision	<ul style="list-style-type: none">1. Coordinating unit activities2. Chairing staff meetings3. Ensuring availability of best equipment and facilities4. Approving funds according the budget5. Receiving report from Attendance registrar6. Receiving report from Singer and musician leader7. Receiving report from New believer Registrar8. Receiving report from Holy Spirit baptism registrar9. Receiving report from Children ministry Pastor10. Submission of unit report to the head of department
◆ Sunday Bible College	<ul style="list-style-type: none">① Curriculum improvement② Preparation of class facilities③ Student/disciple registrations④ Examination preparation and supervision⑤ Awarding of certificates to graduates	<ul style="list-style-type: none">1. Coordinating unit activities2. Chairing staff meetings3. Ensuring availability of best equipment and facilities4. Approving funds according the budget5. Ensuring availability of best classes facilities6. Receiving report from Admissions supervisor7. Receiving report from Class attendance supervisor8. Receiving report from Examinations supervisor9. Submission of unit report to the head of department

UNIT	FUNCTIONS	COORDINATOR RESPONSIBILITIES
◆ International Community Services	<ul style="list-style-type: none"> ① Sunday worship schedules ② Attendance registrations ③ Praise and worship supervision ④ New believer registrations ⑤ Holy Spirit baptism registrations 	<ul style="list-style-type: none"> 1. Coordinating unit activities 2. Chairing staff meetings 3. Ensuring availability of best facilities 4. Approving funds according the budget 5. Receiving report from singers/musician leader 6. Receiving report from new believer supervisor 7. Receiving report from Holy Spirit baptism Supervisor 8. Submission of unit report to the head of department
◆ Biblical counseling and intercession	<ul style="list-style-type: none"> ① Biblical counseling in the Wards ② Biblical counseling at BCIC HQ Mbezi Beach ③ Deliverance services at Wards level ④ Deliverances at BCIC HQ Mbezi Beach ⑤ New counseles in the Ward ⑥ New counseles at BCIC Mbezi Beach 	<ul style="list-style-type: none"> 1. Coordinating unit activities 2. Chairing staff meetings 3. Ensuring availability of best facilities 4. Approving funds according the budget 5. Reports from Counseling supervisor-Wards 6. Reports from Counseling supervisor-HQ 7. Reports from deliverance supervisor-Wards 8. Reports from deliverance supervisor-HQ 9. Submission of unit report to the head of department
◆ BCIC Councils at Ward level	<ul style="list-style-type: none"> ① Cell-groups networking services ② Biblical counseling services in the ward ③ Economic groups networking services ④ Weddings and funeral services ⑤ Orphans and widows services in the ward 	<ul style="list-style-type: none"> 1. Coordinating unit activities 2. Moderating BCIC Councils coordinators meetings at HQ 3. Chairing Wards coordinators meetings 4. Chairing Deacon meetings 5. Approving funds according to the budget

UNIT**FUNCTIONS****COORDINATOR'S RESPONSIBILITIES**

◆ **BCIC Council meetings and All members assembly**

- ① Youth council meetings
- ② Men's council meetings
- ③ Women's council meetings
- ④ Children's ministry meetings
- ⑤ BCIC Members general assembly

- 1. Coordinating unit activities
- 2. Chairing staff meetings
- 3. Ensuring availability of best facilities
- 4. Approving funds according the budget
- 5. Development reports from Youth Coordinator
- 6. Development reports from Men's Coordinator
- 7. Development reports from Women's coordinator
- 8. Development reports from Children's Pastor
- 9. Submission of unit report to the head of department

◆ **Bringing new convert into BCIC Council membership**

- ① Following-up new convert from repenting prayer services
- ② Provision of New beginner training courses
- ③ Registering new believer in BCIC Council membership

- 1. Coordinating unit activities
- 2. Ensuring availability of entertainment services
- 3. Approving funds according the budget
- 4. Development reports from New convert Follow-up and New Beginner Training Supervisor
- 5. Development reports from BCIC Council membership Registrar

ADMINISTRATION AND FINANCIAL EMPOWEREMENT DEPARTMENT MANUAL

- 1. Mr. Benito Mtulo (Head of Department)**
- 2. Mrs. Domina Temalilwa (Deputy Head of Department)**

DEPARTMENTAL STRATEGIC OBJECTIVES

DEPARTMENT

STRATEGIC OBJECTIVES

PERFORMANCE INDICATORS

ADMINISTRATION AND FINANCIAL EMPOWERMENT

- 1.To prepare and supervise the annual action plan as per vision 2028 year and its strategic plan
- 2.To create and maintain different types of sources of funds that will financially support the annual budget as per action plan
- 3.To coordinate and financially support other departments to achieve their main goals and annual budgets

1. Number of new sources of revenues created and projects invested
2. Amount of money raised distributed to the annual budget
3. Number of facilities, infrastructures and equipment acquired and maintained
4. Number of human resources employed, promoted or terminated

PASTORAL DEPARTMENT MANUAL

(Departmental Functions and Head of department responsibilities)

DEPARTMENT FUNCTIONS	HEAD OF DEPARTMENT RESPONSIBILITIES
① Budget, fundraising, collections and distribution of funds	1. Receiving directives from the General Overseer
② Infrastructures, equipment and logistics	2. Supervision of department functions
③ BCIC Councils at Wards level	3. Chairing meetings of Units coordinators
④ BCIC Cell-groups networks	4. Receiving development reports from Units Coordinators
⑤ Human Resource welfares	5. Attending head of Pastoral department meetings
	6. Submitting departmental development monthly reports to the general overseer

Department Manual

Unit functions and Coordinator responsibilities

UNIT	FUNCTIONS	COORDINATOR RESPONSIBILITIES
◆ Budgeting, fundraising, collection and distribution of funds	<p>① Budgeting and budget supervision</p> <p>② Fundraising and collection of funds from selected sources</p> <p>③ Procurement and payments</p>	<ol style="list-style-type: none">1. Coordinating unit activities2. Chairing staff meetings3. Ensuring availability of best facilities4. Approving funds according the budget5. Receiving report from Budgeting supervisor6. Receiving report from Funds collection supervisor7. Receiving report from Payments supervisor8. Submission of unit report to the head of department
◆ Infrastructure, equipment and logistics	<p>① Auditorium and its premises construction, Cleaning and decoration</p> <p>② Ensuring of best equipment, electricity and water</p> <p>③ Logistics and supervision of Zonal Offices</p>	<ol style="list-style-type: none">1. Coordinating unit activities2. Chairing staff meetings3. Ensuring availability of best equipment/facilities4. Approving funds according the budget5. Ensuring of cleanliness and decorations6. Ensuring of electricity and water7. Empowering coordinator in Zonal Cities8. Submission of unit report to the head of department

UNIT**FUNCTIONS****COORDINATOR RESPONSIBILITIES****◆ BCIC Cell-group networks supervision**

- ① Registrations of cell-group-Ward
- ② Registration of special groups-BCIC HQ
- ③ Coordination of cell-group services -Ward
- ④ Coordination of deacon meetings-Ward
- ⑤ Coordination of deacon meetings-HQ
- ⑥ Coordination of Council services-Ward
- ⑦ Coordination of Council services-HQ

1. Coordinating unit activities
2. Chairing staff meetings
3. Ensuring availability of best facilities
4. Approving funds according the budget
5. Receiving report from Ward Registration Supervisor
6. Receiving report from HQ Registrations Supervisor
Receiving report from Deacon Supervisor
7. Receiving report from Youth Council Coordinator
8. Receiving report from Men's Council Coordinator
9. Receiving report from Women's Council Coordinator
10. Submission of unit report to the head of department

◆ Ushers, singers, intercessors and Biblical counselors

- ① Moral standards supervision
- ② Quality performance supervision
- ③ HR welfare legal supervision

1. Ensuring every ministerial staff abides with moral standards according the Bible and WMI constitution
2. Ensuring every ministerial staff is providing services according to the approved performance quality control
3. Ensuring every ministerial staff is working according to the approved legal contract
4. Submission of unit report to the head of department

UNIT**FUNCTIONS****COORDINATOR RESPONSIBILITIES****◆ Human Resource welfare**

- ① Staff salaries and allowances services
- ② Transportation and mobile vouchers
- ③ Minister' families financial empowerment
- ④ Health Insurance benefits

1. Coordinating Unit activities
2. Ensuring tithes and offerings are deposited in designated account and used for full time ministers salaries and allowances
3. Ensuring payments of staff salaries are paid in full and on time
4. Ensuring house rent and bank loans for approved ministers are paid on time
5. Ensuring health Insurance for all employees are paid in time
6. Ensuring every fulltime minister is empowered with a private project that will help his family by complementing his salary and allowances
7. Submission of unit report to the head of department



LIST OF SECRETARIAT STAFF

IN THE OF OFFICE

OF

**THE NATIONAL GENERAL OVERSEER
WMI/BCIC HEADQUARTERS**

LIST OF SECRETARIAT STAFF AT WMI-HQ

S/N	FULL NAMES	POSITION	RESPONSIBILITIES	ACCOUNTABILITY
1.	Arch Bishop Sylvester Gamanywa	<ol style="list-style-type: none"> Visionary and founder of the 2028 Vision National General Overseer for WMI/BCIC 	<ol style="list-style-type: none"> Chief speaker for national and international issues Chief Implementer of the 2028 Vision Presiding of Pastoral departmental meetings and BCIC members general assembly 	The Board of Trustees-WMI
2.	Bishop John Rwezaura	Overseer at WMI/BCIC HQ	<ol style="list-style-type: none"> Personal Assistant for the national general overseer Head of Harvest Department 	The national general Overseer
3.	Mr Bob Ryan	International Consultant	<ol style="list-style-type: none"> Personal Assistant for the National General Overseer Head of International Relations Unit 	The national general Overseer
4.	Mrs. Chilwa Kiliaki	Trustee – WMI	<ol style="list-style-type: none"> Personal Assistant for the National General Overseer Chief of Finance and investment Units of BGF, BSHG and MVIMAUTA 	The national general Overseer
5.	Rev. Bernard Jomalema	Pastor at BCIC HQ	<ol style="list-style-type: none"> Deputy Head of Harvest Department 	The national general Overseer

S/N	FULL NAMES	POSITIONS	RESPONSIBILITIES	ACCOUNTABILITY
6.	Mr. Claver Temalilwa	Deacon	1. Coordinator for Public meetings, conferences and concerts Unit	Head of Department
7.	Mrs. Edna Jimmy	Deacon	1. Personal Assistant for the national general overseer 2. Public Relations manager for WMI/ BCIC HQ	National General Overseer
8.	Rev. Renatus Tondogoso	Senior Pastor at BCIC HQ	1. Head of Worship, Training and Membership Department at (BCIC HQ) 2. Coordinator of council meetings and member general assembly	National General Overseer
9.	Rev. Gosbert Kweyamba	Senior Pastor at BCIC HQ	1. Deputy Head of Worship, Training and Membership Department at (BCIC HQ) 2. Coordinator for Deliverance and intercession services	National General Overseer
10.	Mr. Francis Badundwa	Deacon	1. Coordinator for Kiswahili Sunday Services and Children ministry 2. Coordinator for ushers, singers, intercessors and Biblical counselors.	Head of department

S/N	FULL NAMES	POSITIONS	RESPONSIBILITIES	ACCOUNTABILITY
11.	Mr. Michael Mshighwa	Deacon	<ol style="list-style-type: none"> 1. Coordinator for International Community Sunday Services 2. Coordinator for Sunday Bible College 	Head of Department
12.	Mrs. Sajida Kimambo	Deacon	<ol style="list-style-type: none"> 1. Coordinator for Biblical counseling and intercession Unit 	Head of Department
13.	Mr Joachim Fernands	Deacon	<ol style="list-style-type: none"> 1. Coordinator for BCIC Councils at Wards level 2. Coordinator for Youth Council at BCIC HQ 	Head of Department
14.	Martha Onesmo Mella	Deacon	<ol style="list-style-type: none"> 1. Coordinator for Bringing New Convert into BCIC Council membership 	Head of Department
15.	Mr. Benito Mtullo	Church Secretary	<ol style="list-style-type: none"> 1. Head of Administration and Financial Empowerment Department 2. Coordinator for Cell-group networking Unit 	National General Overseer
16.	Mrs. Domina Temalilwa	Deacon	<ol style="list-style-type: none"> 1. Deputy Head of Administration and Financial Empowerment Department 2. Coordinator for International connections 	National General Overseer

S/N	FULL NAMES	POSITIONS	RESPONSIBILITIES	ACCOUNTABILITY
17.	Mrs. Frida Mndeme	Deacon	1. Procurement and Payments Supervisor	Head of Department
18.	Mr James Manyama	Deacon	1. Coordinator for Budgeting, fundraising, collection and payments Unit	Head of Department
19.	Mrs. Muza Mshighwa	Deacon	1. Coordinator for Human Resource welfare	Head of Department
20.	Mrs Hyasinta Kessy	Deacon	1. Coordinator for Infrastructure, equipment and logistics	Head of Department