

HOTR

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PCC LEADERS MANUAL



House On The Rock, The Refuge PCC Leaders Manual

**HOUSE ON THE ROCK, THE REFUGE,
PCC LEADERS, MANUAL A.K.A FRIENDSHIP CENTER**

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THE PURPOSE & VISION OF THE PCC SYSTEM

DEFINING THE PURPOSE, MISSION & VISION OF THE PCC SYSTEM

To accurately define the purpose of the PCC system, one must first understand the purpose and mission of the Church because the PCC system is meant to drive the vision home on a more personal level.

The Purpose & Mission of the Refuge

The Purpose of the Church is *“to reach a hurting and dying generation with Jesus’ message of hope and compassion, discipling them to Christ like maturity, releasing them to fulfill their God ordained destinies in the Church and in life as God’s instrument for reaching and touching our world in order to bring Jesus glory.”*

The mission statement of the Church is *“building lives for life.”*

As a Church increases in size it becomes increasingly impossible for one man or a few men to adequately reach people on a personal level. And people need a personal touch. Jesus sent us into the world to make disciples not just converts. To make a disciple takes the investment of time into the lives of the said disciples.

How do we achieve this?

- Worship to God
- Fellowship/ of the Brethren
- Service to God by serving people.

PCC’s make room for;

- Friendship/ bonds
- Leadership development through active mentoring
- Christ like discipleship through interaction on the Word
- Expression of individual spiritual gifts
- Practical immediate care

WHAT IS THE PCC SYSTEM?

Sometimes to understand what a thing is, you must first understand what it is not.

The PCC system is not another service team (department) in Church.

The PCC system is the Church!

PCC is an acronym that stands for PASTORAL CARE CENTER A.K.A FRIENDSHIP CENTER. It is the house fellowship/cell system of the HOUSE ON THE ROCK, THE REFUGE.

It is a network of home cell groups where every member of The Refuge belongs.

The Vision of the PCC system. What We Want To Achieve.

We see the whole of the Abuja metropolis and suburbs covered with PCC's where practical Christianity is consistently exemplified. (Raising effective disciples of Christ all over the FCT)

The Purpose of the PCC system. Why It Exists.

The purpose of the PCC system is to rise disciples by sharing God with people through fellowship in a smaller and friendly unit.

The Mission of the PCC system. What We Do.

The mission of the PCC is to connect with people through the instrumentality of the **WORD** and **CARE**.

THE BIBLICAL BASIS OF THE PCC SYSTEM

As much as one would want to claim that this idea was original, it is not. It is not just a good idea, it is a God idea. It is biblical patterns of effective leadership that serves as the template for cell systems in Churches all over the world and the PCC system is no exception. Here are the biblical examples;

- Jethro's Model – Exodus 18:13-26
- Jesus Christ & His Disciples – Mark 3:14-15
- The Early Church – Acts 2:46, 5:42

Study the above biblical models and suggest the various things we can learn from them.

What Were The Things The Early Church Did That Made Them So Impactful?

- Meeting from home to home
- Continual study of the Word
- Continual Worship
- Continual Communion
- Continual Prayer
- Unity of Faith & Purpose
- Liberal giving
- Practical care
- Continual rejoicing & praise
- And Practical Care

What Were The Results Of These Activities?

- Godly fear came upon every soul
- Signs and wonders were done
- Needs were met
- Favor with the people
- There was great power and grace
- The Church grew daily

FINDING IDENTITY WITHIN THE PCC SYSTEM

Everyone wants and needs a sense of identity and belonging.

As a Church increases in size and with faithful attendance, many times that sense of identity, significance and belonging is often lost for many people. Through the PCC system *everybody can be somebody in the Refuge*.

By being in the PCC system you are not just a number in the statistics of the Church you are a person with a name. It is through the PCC system that you have an immediate church family that knows you and that you know.

The Church only practically knows you through your PCC.

Recommendations from your PCC become essential for any benefits or promotions within the Church system.

Here are some additional benefits of being a part of the PCC system.

- Deep Relationships
- Room for expression of your gifts and calling
- Effective evangelism and outreach
- Effective leadership/discipleship development for tomorrow
- Hands on pastoring
- Rapid response to emergencies
- Steady sustained spiritual growth
- Provision of covering and accountability
- Fulfillment of Ephesians 4:11-16
- Regular additions to the Church

THE STRUCTURE AND SYSTEMS OF GROWTH OF THE PCC SYSTEM

The Principle of Transference of Pastoral Care

The days of one man being saddled with the responsibility of pastoring a large congregation alone are gone for good.

The Pastor must pastor through people. This is one of the benefits of the PCC system. The pastor can effectively transfer his words, blessing and pastoral care through PCC leaders all across the city. So even though you might not get to meet the pastor one on one, you would have effectively come in contact with his spirit through the various PCC leaders.

Again as much as one would wish that this was an original idea, it is not. God thought of it first.

Biblical Basis for Delegation/Transference of Pastoral Care.

There was a point in time when Moses was trying to counsel the people all by himself from morning to night, everyday, every week. He was slowly killing himself. His father-in-law stepped in:

Jethro's Leadership Advise to Moses

Exodus 18:13-25

Paul's Fatherly Advise to Timothy

2 Timothy 2:2

Jesus' Example of Pastoring

Jesus effectively pastored 12 disciples and even amongst the 12, He closely mentored 3.

You can effectively mentor personally about 12 to 15 people. Through these 12 men Jesus deposited His message for the whole world.

This is why our estimated healthy PCC size is 15 persons. Once a PCC is 15 to 20 it must multiply and birth another PCC.

THE ESSENTIAL ROLES OF A PASTOR

- A pastor is a shepherd. He personally guides and leads those sheep under Him.
- He is an intercessor and advocate for the people before God.
- He is to minister the life changing word of God faithfully to his people.

A PCC leader, Assistants and Leaders in Training are actually Pastors in training.

So in effect, PCC leadership is actually delegated Pastors.

The whole PCC system therefore works through the principle of delegation/discipleship.

THE WORKING STRUCTURE OF THE PCC SYSTEM

Each PCC is expected to grow to a maximum number of between **15 to 20 consistent members**.

- **4 PCC's** are together classified as an Area
- **4 PCL's** are under the supervision of a **PC Coordinator (Pastoral Care Coordinator)**

NOTE:

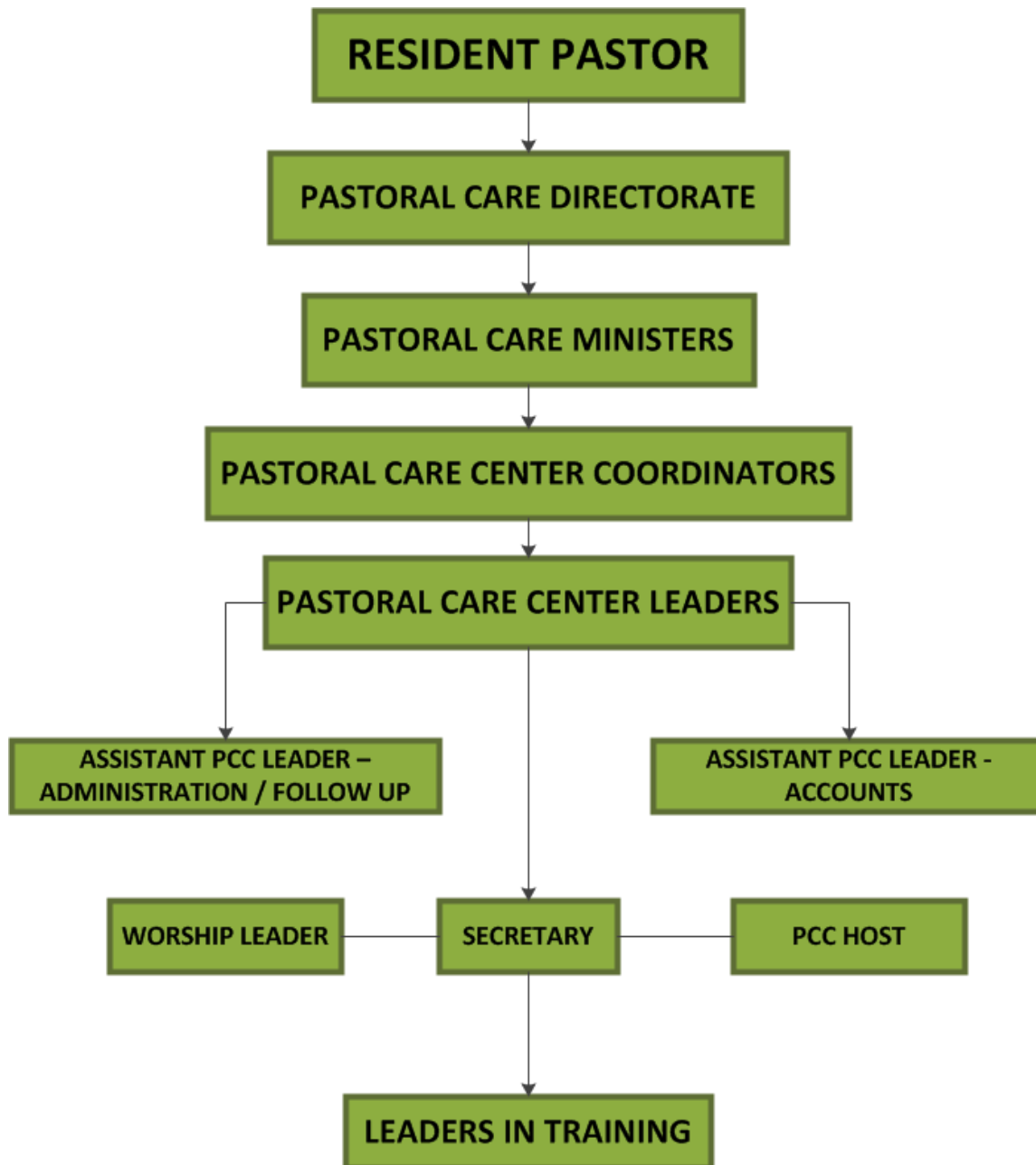
When a **PCC Coordinator** births **twelve (12) PCC's** and above, he/she is qualified to become a **PCM (Pastoral Care Minister)**.

All the **PCL, PCCO** and **PCM** are actually pastors in training, and all are under the **PCD (Pastoral Care Directorate)**.

PATORAL CARE DIRECTORY

- ADMIN:** This is the Hob of the **PCD**
- CARE:** Support **PCC** emergency needs of members
- CFN:** Information Hob of **First Timers** and **New Converts**.

ORGANOGRAM OF THE PCD



How the System Continues To Grow

When a PCC sustains the maximum number between **15 to 20 (members)** for **Four (4)** consecutive meetings, it is time for multiplication. The PCC is expected to Multiply down the middle, with a minimum of **Ten (10)** members starting the new PCC while the remaining half remains in the Mother PCC.

When the Mother PCC has successfully birthed **Three (3)** other PCC's, the PC leader of the Mother PCC qualifies to become a PC Coordinator over the **Four (4)** PCC's after he has successfully raised new PC leader for the Mother PCC in his stead.

As PCC's continues to grow under him/her and become **Twelve (12)** PCC's in number the mother **PC Coordinator** becomes qualified as a **PCM** to have oversight over the **Twelve (12)** PCC's and above under him.

NOTE:

- A **PC Coordinator** is not allowed to visit more than a maximum of 2 PCC per week.
- A **PC Coordinator** can only visit PCC under his oversight
- A **PC Minister** is expected to visit on a regular bases only the PCC within his Jurisdiction
- A **PC Minister** should at every quarter have Zonal or Area summit
- The **PC Coordinator** and **PC Minister** must submit their individual reports to the **PC Directorate** through the PCD Admin.

There will be an effective reporting system through all the levels of the PCC system with all reports ultimately ending at the Pastors' table.

- PCL Reports
- PCCO Repots
- PCM Reports

Specialized PCC's

As the PCC system continues to grow we will develop unique PCC groups that cater for the peculiar needs of certain persons within the Church.

The first form of Specialized PCC's, are those that hold on 1st Saturday of every month. PCC holds on Tuesdays and Sunday

NOTE: *Sunday for those who cannot attend Tuesdays due to their work schedule*

As time goes on, we will birth specialized PCC's that meet specialized needs and people groups. ***E.g. Youth PCCs, Sports men PCCs, Couples PCCs etc.***

THE TYPICAL STRUCTURE IN A PCC

Various roles within the PCC

PC Leader (PCL) – As an effective PC leader, the PCL pastors, evangelise, train, counsel, encourage, listen and challenge Christ followers.

Assistant PCLeader Administrative/Follow-up – This is one of the two Assistant PCC leaders in charge of the administrative/follow-up responsibilities of the PCC.

Assistant PCLeader Treasurer – This is the person that holds the PCC money. A record of all monies (income and expenditure) is to be kept with the PC leader administrative/follow-up, while the Treasurer maintains his/her own records.

Leader(s) in Training – These are persons that have been recognized to be potential PCC leaders and therefore enrolled in a training program.

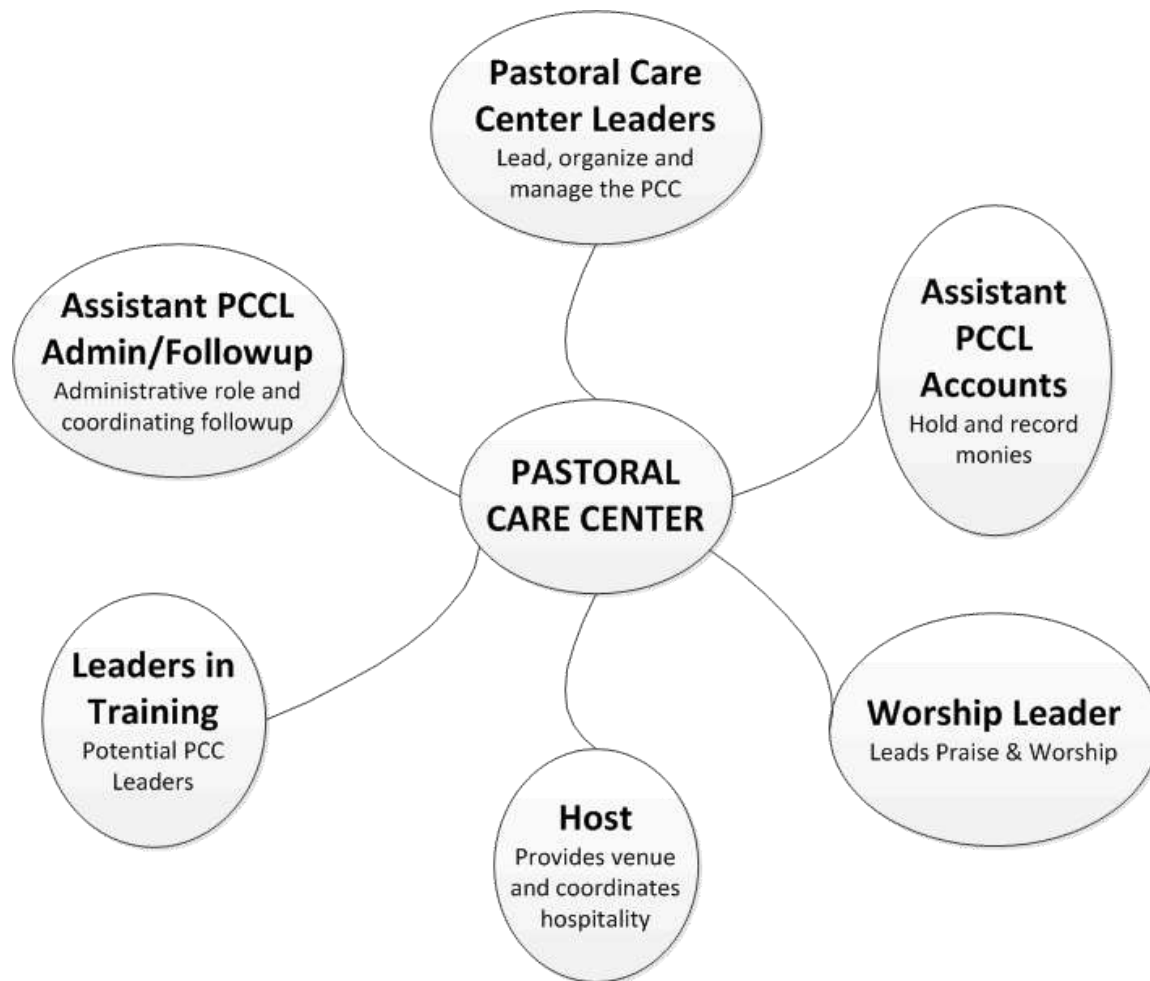
Prayer Leader – Is an open role that can be taken by different persons at each PCC meeting.

Worship Leader – If someone that has a gift in leading Praise & Worship is noticed that person can be designated the Worship Leader otherwise it is an open role that different persons can take in each PCC meeting.

Host – The Host is the provider of the venue and should be encouraged to be part and parcel of the activities of the PCC. Where possible should be in-charge of coordinating hospitality.

Other open roles are the Visitor(s) and the Growing disciple(s).

Here is a diagrammatic representation of the various Roles within a PCC:



Time Allotment for Activities in A PCC Meeting

The **First segment** runs for **15 minutes** and includes Opening prayers, Praise and Worship and sharing of Testimonies.

The **Second segment** is for **40 minutes** and is for the interactive **Bible study**.

The **Third segment** is for the Prayers, Altar call and PCC Offering and is for **15 minutes**.

The **Fourth** and final segment is Care Time and is for **15 minutes**. This is the time in which you seek out those that are in need and try to meet the need.

The total PCC **Meeting Time** is therefore for **1:30minutes (One hour thirty)** and should not exceed this.

This time allotment is for a typical regular PCC meeting but there can be changes when there is going to be a special event of some sort. E.g. a Love Feast, an Outreach etc. But whatever we do we keep it within the allotted One hour thirty minutes.

Here is a diagrammatic representation of this:

- Opening prayer 5 Minuit's
- Praise 5 minuet's
- Worship 5 minuets'
- Testimonies 5 Minuit's
- session 40 Minuit's
- Alter call/Offering 15 Minuit's
- Care time 15 Minuit's

TOTAL TIME 1:30 Minuit's

THE PCC LEADERSHIP

To be a PC leader is a weighty responsibility because the church belongs to the living God. It is a call to leadership position, which requires living a blameless and pure life, this takes effort and self-discipline.

You are a leader and so it's not any different as such from leadership responsibility.

One of the first things you must understand is that you are a representative of HOUSE ON THE ROCK The Refuge, as a matter of fact; you are "THE REFUGE" personified.

PCC is HOUSE ON THE ROCK THE REFUGE , so whatever happens is a direct reflection of the HOUSE ON THE ROCK. 2 Cor. 5:18, 20.

Before going ahead to highlight the job description of a PCC leader, it's necessary for us to briefly talk about leadership.

Leadership is leaders acting – as well as caring; inspiring and persuading others to act for certain shared goals that represent the values, the wants and needs, the aspiration and expectation of the people they represent.

As a good PCC leader, you must be visionary and decisive, you should be able to effectively communicate the vision, of HOUSE ON THE ROCK, The Refuge, the Vision, Purpose and Mission of the PCC to the people you have over sight of. You must have an intuitive understanding of human nature that combines with the ability to **CARE, Establish TRUST.**

JOB DESCRIPTION OF PCC LEADER

- PASTORAL OVERSIGHT OVER PCC MEMBERS
- REPRESENTATION OF THE PASTOR TO YOUR COMMUNITY
- BE INTERCESSOR FOR MEMBERS AND SOULS IN YOUR AREA
- BE FAITHFUL IN ALL CHURCH ACTIVITIES
- DEVELOP LEADERS UNDER YOU
- RUN WITH THE VISION OF THE PCC SYSTEM
- COMMUNICATE EFFECTIVELY THE VISION AND GOALS
- BE A LISTENER
- COUNSEL
- EVANGELISE
- VISIT AND ATTEND TO MEMBERSHIP

- BE AN ENCOURAGER
- EFFECTIVELY RUN YOUR PCC MEETINGS AND EVENTS
- ATTEND WEEKLY PCC LEADERS MEETINGS, TRAININGS AND LEADERS SUMMIT.
- SET SMART GOALS(ACRONYM FOR) **S: SPECIFIC, M: MEASURABLE, A: ACTIONABLE/ ACHIEVABLE, R: REALISTIC, T: TIME BOUND**

QUALIFICATIONS FOR PCC LEADER (1 Tim. 3:1-13, Tit. 1:7-9, Ex. 18:13-25)

Study the above scriptures; they are the spiritual qualifications for leadership within the House of God.

Clearly, HOUSE ON THE ROCK, The Refuge needs PCC leaders. But leaders would have to rise from within our own ranks.

- i. Must have completed Membership class and undergoing The Finding the Rock Classes to be an Acting PCC leader or PCC assistant. Upon completion of the Finding the Rock Classes, he/she can now be ratified as a PCC leader or Assistant, no longer in an ACTING capacity. Such a person does not qualify to be PCC Coordinator unless he/she has completed the Spiritual Authority Classes.
- ii. Must be apt to teach and must also be teachable. Therefore must be a good Communicator, a person of Character and Integrity.
- iii. Must demonstrate ability to work with a variety of individuals.
- iv. Should be able to mentor and raise other disciple
- v. Must be a real Christian that walks in Love, Faith and Hope.

JOB DESCRIPTION OF ASSISTANT PCC LEADER ADMIN/FOLLOW-UP

- 2nd person in leadership of the PCC.
- Responsible for the PCC reports and as a result doubles as the PCC secretary.
- Runs the PCC in absence of the PCC leader.
- Deals with all administrative issues with the PCC.
- Ably assist the PCC leader in all areas of need.
- Attend weekly PCC leaders meetings, training and leaders' summit
- Works with the Central Follow-Up Network of the PCC Directorate
- Coordinates follow-up in the PCC.
- Meets with the CFN after every Sunday service to receive letters for First Timers allocated to his/her PCC.
- keeps record of personal data of all the members. He keeps information like birthdays, wedding dates etc. for effective fellowship.

- a. **PC Leader Accountant/Treasurer** is to keep proper record of their offering and other necessary financial information of the PCC center. Any amount spent should be properly documented and keep with this person with the Assistant PCC leader administrative having his own records. Furthermore, he/she also submit weekly expenditure reports through the PCCL to PCC Directorate
- b. For good organization you need a **Praise/Worship Leader** that will passionately set the atmosphere right before the meeting starts.

FINANCIAL/ EXPENDITURE STATEMENT FOR THE WEEK

OPENING BALANCE ₦

OFFERING	
BALANCE AVAILABLE	

TITHE		
REFRESHMENT		
OTHER EXPENSES		
CASH AT HAND		

Leader in Training – This is a defined port-folio where a potential leader is identified and called into leadership training. This is largely an apprenticeship. The person now attends PCC Leaders and Assistants Meetings and is given various delegated responsibilities within the PCC from time to time. Must undergo full leadership Training before he/she can be released into PCC leadership

Host – This is the person or family that released their home for the use of PCC. They should be encouraged to be actively involved in the PCC. Give them things to do. Particularly in the area of hospitality though all hospitality is to be funded by the PCC

PRACTICAL CARE IN THE PCC SYSTEM

BIBLICAL BASIS FOR CARE IN THE PCC SYSTEM:

THE NEW TESTAMENT CHURCH EXAMPLE:

ACTS 2; 42-47

*v.42 - And they **continued steadfastly** in the apostles' doctrine and **fellowship**, in the breaking of bread, and in prayers.*

They continued sharing unity and close association with one another.

They had **fellowship- (Koinonia)**

Koinonia is a unity brought about by the Holy Spirit.

In Koinonia the individual shares in common an intimate bond of fellowship with the rest of the Christian Society.

Koinonia cements the believer to the Lord Jesus Christ and to each other.

V.44 -45: *Now all who believed were together and **had all things in common**, and sold their possessions and goods, **and divided them among all, as anyone had need.***

This was spontaneous and voluntary benevolence as a result of understanding God's love.

They truly cared for one another, as each of them had ALL things in common, and as each one had need, they would distribute to meet that need.

Because they understood the love of God, they were able to love one another easily.

DORCAS' EXAMPLE OF CARE

ACTS 9: 36-42

v.36: *At Joppa there was a certain disciple named Tabitha, which is translated Dorcas. This woman was full of good works and charitable deeds which she did.*

v.39...*And all the widows stood by him weeping, showing the tunics and garments which Dorcas had made while she was with them.*

From the Bible, we can also see the example of Dorcas, who was accounted to be a woman full of good works and charitable deeds which she did. i.e. she helped those who were in need. She was also kind in her attitude to other people. She had a genuine heart of care.

She really cared for the widows there and also had deep concern for them, so much so that when she died all the widows stood and wept, showing the clothing she had made for them.

JESUS' EXAMPLE OF CARE

ACTS 10: 38

v.38: *How God anointed Jesus of Nazareth with the Holy Spirit and with power, who went about **doing good...***

Our most pertinent example is that of our Lord Jesus Christ. He was accounted to have gone about doing good everywhere He went. He was deeply concerned about the welfare of the people and He would always reach out to the needy and ensure that He met their every need.

THE IMPORTANCE OF HAVING A CARING HEART AS A PCC LEADER

It is so important for a PCC leader to have a heart and attitude of love and genuinely care for the people he/she is leading. This is because what most people want to know is really how much you care for them apart from how much of word knowledge you have. If people feel that you do not really care about what happens to them outside the church premises, they may not stay on in church especially when they are going through challenges in their lives.

PRACTICAL STRATEGIES FOR SHOWING CARE

1. Have a heart of care and show deep concern for people.
2. Know the names of the people you are leading.
3. Find out about the people's welfare and how they are doing on a frequent basis.
4. Call them up regularly.
5. Take time to counsel them.
6. Visit them and pray with them.
7. Visit the sick and pray with them.
8. You may also buy things for them.

WHO QUALIFIES TO RECEIVE VARIOUS LEVELS OF CARE?

Every person in the PCC System qualifies to receive care. However there are certain prerequisites that would afford a person receiving all the various levels of care including financial benefits, viz:

- ❖ You must be a faithful/committed member of the PCC System.

WHAT QUALIFIES ONE TO BE A FAITHFUL AND COMMITTED MEMBER?

- You must be a regular and active member of a PCC for at least four (4) weeks consistently.

RAISING A LOVE OFFERING

This is another practical and important means of showing care.

A love offering may be raised during care time to meet any need expressed.

Love Offering may be raised in the PCC Meeting when appropriate. Love Offering may be in cash or in kind. For example, food stuff or clothing may be given to the needy person.

Love offerings should not be abused because they are separate from your normal PCC offering. They are for a specific need. This helps you to not have to always deplete your savings to meet individual needs.

EVANGELISM AND OUTREACH THROUGH THE PCC SYSTEM

The purpose of this chapter is to convince every believer of their personal responsibility to be a witness of the Lord Jesus Christ and to equip them with a basic knowledge of the gospel message that they might be able to share it with others.

HOW TO ADD TO YOUR PCC

Outside of caring for our PCC members, the most fundamental function of the PCC system is evangelism and discipleship which as a matter of fact is one of the ways you can add to your PCC.

Part of the PCC meeting should be to pray especially for the lost. The PCC members and leaders must be trained to reach out and make disciples within their networks of relationships. Nothing will happen if we simply sit back and hope.

HOW EVANGELISM BEGINS

What can you do to get your group started in evangelism?

Groups are apt when thinking about renewed evangelistic effort, to consider first some plan for interesting, enlisting, or organizing members to do the work. A plan may indeed be valuable in helping those who are already concerned to see what to do and how to do it.

Evangelism bears fruit only as they flow spontaneously from hearts filled with the love of Christ which expresses itself in concern for others. Such love is evident by the power of the Holy Spirit.

METHOD OF EVANGELISM

This is not a program but a process. A program has a beginning and an end. The Master's plan has no end, just a beginning. Our whole purpose is to win souls for Christ. We aren't out to play the numbers game; we are out to love people and let them know Christ love's them.

There are several methods to evangelism but just for the purpose of this chapter we are going to look at a few things.

i. TAKE PART IN COMMUNITY OR NEIGHBORHOOD DEVELOPMENT

Neighborhood friendships can be built. Too often we are so busy with activities that we ignore activities and projects that affect our neighborhood or neighbors or we only make our voices known when we are unhappy about something. Our disapproval would be more effective witness if we were also known for enthusiastic support of all projects in which we can conscientiously participate. All good citizens, whether Christian or not, should be interested in community clean up campaigns, and to the underprivileged etc. working together at such activities, we will learn to know one another better.

ii. REACH OUT TO FAMILIES

Even though every PCC has evangelizing potential in the group that already exist, many needs in your environment may not be addressed by the program you have to offer. Depending on the area in which your church is located e.g. low-income and high-income

homes, elderly residents, working couples, family's etc. Just be sensitive to the needs of the people around you. Jesus did this. He healed the blind and the lame; He befriended a despised and lonely tax collector, He welcomed children. He began at that point of need and shared His love.

iii. THE WITNESS OF HOSPITALITY

Read through the names in your guest book or list the persons you have invited during your quarterly love feast or for a friendly evening. Unless you have made a special effort to visit them, chances are that you will lose them.

One of the requirements for the PCC system is **HOSPITALITY (1 Tim 3:2, Tit. 1:8)**. Note especially the word **'HOSPITABLE'**, the Greek term literally means "a lover of strangers". Of course we want to open our homes to friends and family, but why don't we build friendship with those who do not know Christ? Invite a neighbour or a co-worker from the office etc.

MONTHLY OUTREACH

It is expected that once in every month we go out in groups to invade our environment and this is primarily to reach out to those within and around the neighborhood. Make it a point for every member to at least, speak to one person, this is more like **One-on-One evangelism** and more like **House-to-House evangelism**.

QUARTERLY LOVE FEAST - Acts 2: 42- 47.

The love feast is designed to build closer friendships and interaction and is a major fishing event. The atmosphere should be non- threatening but rather relaxing.

The love feast should be liberally programmed to attract the lost and yet strong enough to tell them the message of salvation.

The love feast is a quarterly event preferably on Saturday. All the PCC's under a zone should come together once to celebrate a joint love feast.

ALTAR CALL

At the end of every meeting always endeavor to give an opportunity for men to be saved, rededicate their lives and get baptized in the Holy Ghost.

Since this is the case, it is not all strange that the church of Christ, which is God's vehicle, would be involved in evangelism. The only good news in the world of darkness is the gospel of the light of Jesus Christ. As members of the body of Christ we are responsible to get the word out.

FOLLOW-UP THROUGH THE PCC SYSTEM

Introduction

The importance of effective follow-up to any church growth can never be over emphasized. The ability of any local assembly to retain her First Timers and turn them to committed members is largely dependent on her system of follow-up.

Human beings are naturally communal in nature. And everybody loves to be where he or she is given some sense of belonging. Nobody wants to be lost in a crowd. And it's important that

anybody/everybody who steps in through the doors of the church/PCC be made to feel truly welcomed and special at first instance.

It has been observed that many visitors, First Timers and Young Converts come to church with a lot of personal issues. And these people most often than not hope to find somebody in the house of God that they can open up to and share or discuss their issues with. Hence the need for One-on-One counseling and House-to-House or Office Visitation as the case may be. Where this is effectively carried out, the result is that the First Timer or Young Convert readily finds a confidant and perhaps a friend in whom he can depend on. It is only therefore natural for such a person to choose to remain where he has received care and attention.

Follow-up through letters and e-mails is good but the most effective and result-oriented style of follow-up is the One-on-One personal touch follow-up. This affords both parties a chance to dialogue and rub minds and it also leaves a lasting impression on the minds of both parties. And further creates a bond for continuity. That is why we welcome the idea of PCC Leaders and Assistants playing this vital role in the follow-up of First Timers and Young Converts.

There will be a central PCC follow-up network called Central Follow-Up Network (CFN)

- The CFN works with/through the PCC system.
- There is a core leadership of the CFN that is part of the PCC Directorate.
- That is, each PCC will have a Follow-Up representative that will ultimately report to the CFN.

What is the job of the CFN?

The CFN:

- Maintains the detailed database of 1st Timers and Young Converts
- Oversees monitors and supervises the follow-up system in the whole PCC structure.
- Does all the previous jobs responsibilities of the old Follow-up department, except visiting the 1st Timers on a one-on-one basis. The later responsibility is now on the individual PCC's.
- Co-hosts 1st Timers with the Assistant PCC Leader Follow-Up.
- Organises training projects for follow-up persons in conjunction with and with the permission of the PCC Directorate.

N/B: Leaders training will be for:

- **PCC Leaders (PCCL)**
- **Assistant PCC Leader-Administration/Follow-up (APCCLA)**
- **Assistant PCC Leader Accounts/Treasurer (APCCLAT)**
- **Leaders-in-Training (LT)**

N/B: The training will be done quarterly.

How Does This System Work?

- In each PCC, there is a PCC Leader(PCCL), Assistant PCC Leader Admin/Follow-up.(APCCLA/F), Assistant PCC Leader Account/Treasury (APCCLAT/T) and Leaders in Training(LT).
- The major focus for Follow-Up is on the APCCLA/f.

What is his role?

- He is effectively the key contact person and the liaison officer of his particular PCC.
- On Sundays he works with the CFN in receiving the First Timers in all services. Also assists in collecting and collating database.
- Receives letters for the various persons for his PCC and the details allocated to his PCC by the CFN.
- Between receiving the letters on Sunday and PCC leaders meeting on Sunday, he is expected to have made some form of contact (e.g. via phone, email) with the First Timers allocated to his PCC.
- At PCC meeting on Tuesday/Sunday, he hands in the letters and the forms to the PCCL, who during the meeting distributes follow-up assignments to the members of PCC.
- The PCCL himself must COMPULSORILY participate in the exercise of follow-up and visitation and letter distribution.
- Each member who collects any letter for delivery should report back on the official report form to the PCCL.
- The APPCLA will have a list of new persons to be followed –up every other week and a corresponding new list of First Timers to be visited.

N/B: CFN meeting holds every Sunday after service

How Does The Growth of the PCC Affect Follow-Up?

- As the system grows, the APCCLA/F could rise to the position of a PCCL.

N/B: The Leader-in-Training (LT) is under the APCCLA/f. And he can only rise to the top through the office of APCCLf.

Q: What happens to those that are brought into various PCCs on every PCC meetings, Outreach and other invitations and events?

Ans: The APCCLA/F also collates names of people assimilated directly into the PCC through their own efforts and reports to the CFN so these can be included in the data base.

SPECIALIZED REPORT SYSTEM FOR THE CENTRAL FOLLOW-UP NETWORK (CFN)

- The Assistant PCC Leader Admin/ Follow-Up (APCCLA/F) of each PCC receives the names and letters to first timers and new converts on Sunday after the services allocated to his PCC.
- In addition he receives the first follow-up report form for each person.
- Before the next PCC leaders meeting the APCCLA/F should have contacted the person(s) allocated to his PCC via phone calls, emails or other means; inviting the person(s) to the PCC meeting that week.
- At the PCC meeting that week the letters forms are distributed to various members of the PCC for One-on-One follow-up.
- After the letters are delivered to the persons to be followed, the PCC members fill the forms accordingly and return to the APCCLA/F at the following PCC meeting. So effectively we have one week in which to follow-up the person(s) given them.
- The APCCLA/F returns the filled and submitted forms back to the CFN the following Sunday for analysis for further follow-up if necessary.
- The CFN can issue new follow-up forms for further follow-up after assessment and analysis of the first contact.
- This whole exercise is repeated every week.

This follow-Up system when properly implemented will result in the back door of the Church being effectively closed. It will result in the phenomenal continual growth of the Church.

REPORT SYSTEMS WITHIN THE PCC SYSTEM

The Importance of Reporting

We have high expectations in the PCC system. A lot of structures and systems have been put in place to help us achieve these expectations. In any organization that is serious about success, good management must put in a place an equally good structure of monitoring the activities within the organization to ascertain that everything is on track towards the agreed goals. The PCC system is no exception in this!

An effective report system at various levels of the PCC system enables us to adequately monitor the activities within the PCC system and make sure we are on track to achieve all our goals.

It has been established that when you work with human beings it is not what you expect that happens but what you inspect. The report system is our way of continually inspecting what is happening in the PCC system.

The Reporting system also helps enforce accountability. This reduces the possibility of renegade PCC's doing their own thing and maybe even splitting into their own Church.

The Reporting system helps further establish spiritual authority and hierarchical placement for function.

The Report system enables us to monitor growth specifically and accurately.

The Report system affords us the opportunity to identify problem spot early and solve them.

The Report system gives us a consistent flow of testimonies from the lay member of the Church to the Church eldership.

It makes channeling of challenges and problems in faithful member's lives to the eldership, easy and more effective.

NOTE: The PCM should hold zonal Summit Quarterly

The PCC Coordinator (PCCCo) and PC Minister (PCM) must have a report sheet where they report to the PC Directorate (PCD) through the PC Admin.

Various Levels of Reporting

- Weekly report from PCC Leaders in triplicate to PCCO, PCM and PC Directorate.
- Weekly report from PCC Coordinator to PCM
- Monthly report from PCC Coordinator in duplicate to PCM and PC Directorate
- Monthly report from PCM to PC Directorate.
- Weekly report summary from PC Directorate through Admin to the Resident Pastor.
- Monthly report from the PC Directorate through Admin to the Resident pastor.

N/B: The CFN has its own specialized report system.

Here are the prototypes of the various reports forms for every level of the PCC system.

**THE REFUGE, HOUSE ON THE ROCK
PCC LEADER'S WEEKLY REPORT**

DATE: _____

1. **LEADER'S NAME:** _____
2. **PCC NAME & ADDRESS:** _____

3. **ASSISTANT(S) NAME: (a)Admin:** _____
(b)Treasure: _____
4. **LEADERS IN TRAINING** _____
5. **WHO LED TODAY'S FELLOWSHIP:** _____
6. **TOTAL ATTENDANCE:** _____ **MALES +** _____ **FEMALE=** _____ **PEOPLE**
7. **TOTAL No. OF VISITORS:** _____
- i. **VISITORS FROM CHURCH** _____
- ii. **VISITORS FROM NEGH/WORK/ETC.** _____
8. **WERE YOU VISITED BY ANY CHURCH LEADER(S) OR ANY LEADER IN THE PCC SYSTEM:** _____
9. **IF YES, WHAT IS/ARE HIS/HER NAME/THEIR NAME(S):** _____
10. **OFFERING TAKEN:** _____ **TITHE FOR THE WEEK:** _____
BALANCE IN YOUR PCC TREASURY _____
11. **TITLE OF BIBLE STUDY OUTLINE:** _____
12. **TIME FELLOWSHIP STARTED:** _____ **TIME ENDED:** _____
13. **LEVEL OF PARTICIPATION: POOR[] GOOD[] VERY GOOD[]**
14. **(a)ANY SALVATION: (b)ANY REDEDICATION: (c)ANY HOLY SPIRIT BAPTISM: (d)HEALING:** _____
15. **ANY MAJOR TESTIMONIES? (IF YES STATE THE DETAILS AT THE BACK OF THIS REPORT)**
16. **ANY MAJOR CRISIS THAT REQUIRES PASTORAL ATTENTION: (IF YES STATE DETAILS AT THE BACK OF THIS REPORT)**
17. **DID YOU MEET YOUR GROWTH GOAL THIS WEEK?** _____
18. **IF NO, WHAT WERE THE REASONS?** _____

19. **WHAT IS YOUR GROWTH GOAL FOR NEXT WEEK?** _____
20. **WHAT IS/ARE YOUR STRATEGY (IES) OF ATTAINING IT?** _____

21. **GENERAL REMARKS:** _____

22. **ANY PASTORAL CARE ISSUES? (IF YES STATE THE DETAILS AT THE BACK OF THIS REPORT)**

LEADERS SIGNATURE: _____

**HOUSE ON THE ROCK, THE REFUGE
PCC LEADER'S MONTHLY REPORT**

DATE:

Month You Are Reporting On _____

PCC Leader's Name _____

Names of Assistant PCC Leaders and Leaders in Training _____

PCC Name & Address _____

ATTENDANCE

Total Attendance for the Month _____

Average Attendance _____

Total Number of Visitors for the Month _____

FINANCE

Total Offering for the Month _____

Average Offering _____

Total Tithe for the Month _____

Average Tithe _____

Total Expenditure for the Month _____

Remaining Balance _____

IMPACT

No. Of Salvations _____

No. Of Rededications _____

No. Of Holy Ghost Baptism _____

No. Of Healings _____

GROWTH

Did You Meet your Growth Goal For The Month? _____

If Yes or No, What Were The Reasons For This? _____

What Is Your Growth Goal For Next Month? _____

What Are Your Strategies and Plans For Achieving The Said Goal? _____

LEADERSHIP DEVELOPMENT

Rating of Assistant PCC Leader Admin/Follow-up . _____ [poor, fair, good, excellent]

Rating of Assistant PCC Leader Accounts/Treasurer _____ [poor, fair, good, excellent]

Assessment & Recommendation of Leaders in Training:

General Remark's _____

Please report on any Pastoral Care issues that arose during the month and how it was handled on the back of this report.

PCC Leader's Signature

**THE REFUGE, HOUSE ON THE ROCK
PCC COORDINATOR'S MONTHLY REPORT**

DATE: _____

Month You Are Reporting On _____

Coordinator's Name _____

Name of Area _____

ATTENDANCE & GROWTH

Assessment of General Attendance of PCCs in Your Area _____

Have any of the PCCs in Your Area Birthed another PCC in this month? _____

If Yes, Give Details _____

Are any of the PCCs in your Area ready to birth a new PCC in the coming month? _____

If Yes, Give Details _____

GROWTH

Did you meet your growth goals for your Area? _____

If Yes or No, Please what are the reasons for this? _____

What are your growth goals for the coming month? _____

What are your strategies for achieving these goals? _____

IMPACT

Total No. Of Salvations _____

Total No. Of Rededications _____

Total No. Of Holy Ghost Baptism _____

Total No. Of Healings _____

RECOMMENDATIONS

Recommendation of most outstanding PCC in your Area _____

Recommendation of any outstanding PCC leader, Assistant or Leader in Training _____

General Remark's _____

Were there any Pastoral Care Issues brought to your notice and how did you handle them (Report on back of this report)

PCC Coordinator's Signature

**THE REFUGE, HOUSE ON THE ROCK
PCC COORDIANTOR'S WEEKLY REPORT**

PCC Name _____

Name of Area _____

Numbers of PCC visited this week _____

Names of PCC's visited

- _____
- _____
- _____

Attendance of PCCL

1. _____
2. _____
3. _____
4. _____

Observations at PCC visited (was it friendly, warm, receptive & other?) _____

If otherwise what step's is taken? _____

Recommendations _____

General Remark's _____

PCC Coordinator's Signature

**THE REFUGE, HOUSE ON THE ROCK
PASTORAL CARE MINISTER'S MONTHLY REPORT**

DATE: _____

Name: _____

Name of Zone _____

Names of Area Coordinators and Areas in Your Zone:

Recommendation of Area Coordinators under You:

General Assessment of Growth & Impact in Your Zone _____

Recommendations for More Growth in Your Zone (Please include specific Recommendations of people that have distinguished themselves) _____

Were there any pastoral care issues that were brought to your notice this month and how did you handle them?
Please report in detail as an attachment or on the back of this report.

General Remark's _____

LEADERSHIP DEVELOPMENT

The Importance of Leadership

John Maxwell said “*everything rises and falls on leadership*”! How true this is! Leadership is the determinant of success in any endeavor. PCC is also about leadership.

2 Timothy 2:2 – Paul admonished Timothy to raise leaders in his stead for effective ministry. Leaders that would be able to raise other leaders. So, even Paul understood the importance of leadership.

Leadership development is growth by multiplication. If an effective evangelist were to reach 1,000 people a day for Christ he would win the world to Christ in 13,515 years! But a very effective disciple who teaches or trains two people a year to reach others for Christ has the potential to win the world to Christ in 33 years. The truth is that as we multiply ourselves we multiply our ministry.

Leadership Development within the PCC

As a Church continues to grow in every area, it must also continually develop leaders. Since the cell system (PCC) is the primary agent of growth of the Church, we realize therefore that it must also be the primary place of leadership development.

In fact a Church can only grow as large and effective as its leadership structure and development! For leadership to go up leaders must be developed that will take on the responsibilities that leadership used to hold.

There is no real lasting success without succession planning.

Actually the PCC system is all about leadership development.

It is a viral structure that makes for speedy leadership development and a high turnover of leaders based on productivity.

Through the PCC system the problem of natural leaders joining a vibrant Church and not finding a place to express their gift is solved because they can quickly find expression to their leadership gift within the PCC system. It also makes for leadership promotion based on performance and productivity and not just on premise of the need of the Church and the availability of the person.

Mentor – Protégé Relations within the PCC System

All PCC leadership must have leadership development on the fore of their minds. The reality is that you cannot go up unless you have developed leaders to take over in your stead. Right from the start of any PCC any PCC leader should be looking for natural leaders and potential leaders to mentor up. The growth of the PCC upwards and laterally in terms of birthing other PCC's is also dependent on the availability of leaders that you have mentored up in the mother PCC.

The PCC leader and his assistants must therefore be continually establishing mentor-protégé relationships with potential leaders within the PCC.

How to Mentor Someone

As a good mentor, the protégé wants to know how much you care before he wants to know how much you know. Quickly establish a relation based on care and concern. Show genuine interest in your potential protégés.

Show them how it is done! You must be an apt teacher. Take time to tell why you do what you do the way you do it. Show them how to do it.

Watch them do it! Start delegating responsibilities with oversight. Do not relinquish all your responsibilities at one go, lest someone asks what then makes you the leader. Delegate and oversee. Make corrections where corrections are needed and please do not forget to commend when it is done right.

Release them to do it! After you have over time proven the efficiency of your protégés release them to do the work.

Express faith in your protégés. Do not fall into the trap of expecting absolute perfection from your protégé. Remember you were not as efficient as you are now as a leader when you first became a leader. Someone had to believe in you and trust you!

How Do I Identify A Potential Leader?

- Look for group members that take the group seriously.
- Consider those who challenge your leadership. These may be potential leaders who are frustrated.
- Look for gifted people whom you can recognize and affirm.
- Pray regularly for new leaders.
- Look for people who embrace the small group (PCC) vision.
- Observe people as they perform duties and work with others to ascertain their leadership potential.
- Observe people that are interactive and that people naturally listen to when they talk.

How Do I Overcome the Objections of Potential Leaders?

1. ***"I just don't have the time."*** Remember that people make time for those things they count important. Help them catch the importance and purpose of the PCC system and leadership development.

2. ***“I don’t have the gift of leadership.”*** Encourage people by reminding them that leadership is character development and not necessarily giftedness. It takes time to develop character and competency (skills). If you believe someone has the basic character qualities of a potential leader, remind them that you will make sure that they get the necessary training they need to be effective.
3. ***“I’m not the leadership type.”*** At this point you need to explore what the person means by this. Perhaps their definition of leadership is not biblical. Perhaps they view a leader as someone who is in charge and in control, as opposed to someone who can facilitate life change by caring for, shepherding, discipling, and loving others.

How Leadership Develops In the PCC System

In the each established PCC there should be a PCC leader, an assistant PCC leader (administrative/Follow-up) and an assistant PCC leader (account/treasury). As the PCC gets to the regular number of between 15 to 20, it should multiply by birthing another PCC. To start a new PCC you need at least someone to be the new PCC leader and one assistant. From the leaders in the mother PCC, persons can be moved into leadership roles within the mother PCC and the new PCC.

So an Assistant PCC Leader (Admin/Follow-up) can become a PCC Leader. An assistant PCC leader (Treasury) can become an assistance PCC leader.

This leadership ascension system makes sure that our leaders have had a taste of all levels of basic leadership within the PCC. This will make any PCC leader not to be a ***“high priest”*** that is not untouched by the feelings of the infirmities of his leaders in training, having been there himself. It also makes for thorough leadership development.

A successful PCC leader that births three strong PCC’s apart from his own PCC will qualify to become a PCC Coordinator overseeing all three (4) strong PCC’s in his Area (but he must have also raised a PCC Leader to take over the leadership of the mother PCC).

A successful PCC Coordinator that is from his area is able to produce another area qualifies to be a PCM over the 3 Areas (obviously also raising area coordinators that will oversee the areas directly).

There will be quarterly PCC leadership training for all leaders within the PCC system; new and old.

PRAYERS, THE HOLY SPIRIT AND THE SUPERNATURAL IN YOUR PCC

- **How to allow the Holy Spirit have His way in your meetings.**
- **The ministry of the gifts of the Holy Spirit.**

INTRODUCTION

It is pertinent to note that House on the Rock, The Refuge is a prayer based church. This Ministry was birthed in the place of prayer and we strongly believe that prayer is the major bedrock to any successful ministry. Prayer is so vital to our lives, so much so that it is often said that a prayer less Christian is a powerless Christian.

WHAT IS PRAYER?

In very simple terms, prayer is a two-way communication and relationship with God, our Maker. It involves us, His children talking and fellowshiping with Him, and He in turn responding back to us. Prayer is a lifestyle.

PERSONAL PRAYER LIFE OF A PCC LEADER

Every PCC leader should be a man/woman of prayer. Prayer should be of uppermost priority in your life. As the leader, you must always be in communion and in touch with our Heavenly Father. You must know His heart so you can effectively lead the people. You must be sensitive to His leadings, promptings, dictates and ways. As the shepherd over the flock of God, you must be able to have supernatural oversight above the ones you are leading.

PRAYING FOR MEMBERS

Every PCC leader has been called to be a shepherd (pastor) over God's flock. The leader's duty is to pray always for his members. He should pray for their spiritual growth and that all their needs be met.

PRAYING FOR CHURCH LEADERS

We need to uphold the church leadership in the place of prayer, for their hearts always ought to be sensitive to know the way the church should go and the pattern by which to build upon.

PRAYING FOR OUR NEIGHBORHOODS

It is also so important that we pray for those in our neighborhood for we have been sent to reach a hurting and dying generation. Therefore, we need to pray that as we go out to evangelize to the lost in our neighborhoods, their hearts would be receptive to the gospel of Truth and they would indeed be reconciled back to God.

PERSONAL LIFE OF A PCC LEADER

As a PCC Leader, you must always build up our personal life. You must have a close walk and intimate fellowship with the Holy Spirit. You must be a friend of the Holy Spirit. You must also trust Him to show you the way and direct the course of your meetings. You must continually abide in God and in His Word.

The leader must always prepare well beforehand for every meeting that he/she will lead. To be an effective PCC leader, one must learn to study the outline and to meditate on it so that you are full of the Bible study outline, for you cannot give what you do not have. The leader must be able to grasp the spirit of the outline and not just the letter to be able to effectively lead, share and impart the led.

The leader must also foster interaction during the meetings and be so sensitive to the promptings of the Holy Spirit to know when to drop appropriate utterances during the meeting. Even as the leader gives access to the Holy Spirit to have His way, he/she must still be time conscious during the meeting.

THE HOLY SPIRIT AND THE SUPERNATURAL

The PCC leader must learn to fully co-operate with the Holy Spirit and allow Him move in the midst of the people throughout the meeting. We must desire the manifest presence of God and His power in our meetings. We must expect that He will come in His fullness to save, heal and deliver, but that can only happen to the degree that we allow Him to move. We must learn to fully co-operate with the Holy Spirit.

Isaiah 10:27

It shall come to pass in that day that his burden will be taken away from off your shoulder and his yoke from your neck, and the yoke will be destroyed because of the anointing oil.

The power of the Holy Spirit in our midst puts the extra in the ordinary and the super in our natural. The Anointing makes ministry easy.

Mark 16:15-18, 20

And He said to them, "Go into all the world and preach the gospel to every creature. He who believes and is baptized will be saved: but he who does not believe will be condemned. And these signs will follow those who believe: in My name they will cast out demons: they will

“speak with new tongues: they will take up serpents: and if they drink anything deadly, it will by no means hurt them: they will lay hands on the sick, and they will recover.”

And they went out and preached everywhere, the Lord working with them and confirming the word through the accompanying signs. Amen.

The Lord has given us a commandment to GO. As we GO with His power backing us, these signs will accompany us:

- You shall cast out demons
- You shall speak in new tongues
- You shall walk over serpents
- You shall lay your hands on the sick and they shall recover

THE MINISTRY OF THE GIFTS OF THE HOLY SPIRIT

1 Corinthians 12: 7-11

But the manifestation of the Spirit is given to each one for the profit of all: for to one is given the word of wisdom through the Spirit, to another the word of knowledge through the same Spirit, to another faith by the same Spirit, to another gifts of healings by the same Spirit, to another the working of miracles, to another prophecy, to another discerning of spirits, to another different kinds of tongues, to another the interpretation of tongues. But one and the same Spirit works all these things, distributing to each one individually as He wills.

From the above Scripture, there are nine gifts of the Spirit, but in relation to this topic, we shall discuss only four of them.

The purpose of the Ministry gifts is specific – to “profit” the body of Christ. These gifts are specifically available to EVERY believer as the Holy Spirit distributes them. The Holy Spirit is in charge of their manifestation, but they are available to all believers.

Therefore, in the PCC meetings, the leader must also make him or herself available for the Holy Spirit to use in these various capacities. He must also have faith to operate the gifts as the Spirit wills and he must earnestly expect them. We need to expect the gifts of the Spirit to be made manifest amongst us, for it is only what we expect that we would see.

We must allow the Spirit to have free course in our meetings, for someone might just need that word of prophecy to confirm certain decisions that need to be made in his/her life at that moment, etc.

The Word of wisdom – this is a spiritual utterance at a given moment through the Spirit, supernaturally disclosing the mind, purpose and way of God as applied to a specific situation. This is simply to know what to do, the answer to a question or the solution to a problem. It often has to do with knowledge of the present and future.

The Word of knowledge – this is a supernatural revelation of information pertaining to a person or an event, given for a specific purpose, usually having to do with an immediate need. This is simply to supernaturally know something that you could not know by any natural means. It often has to do with divine knowledge of the past and future.

Gifts of healings – are those healings that God performs supernaturally by the Spirit. The gift is related to healings of many disorders.

Prophecy – This is to supernaturally declare what God is saying or revealing at that particular time. It is a divine disclosure on behalf of the Spirit, an edifying revelation of the Spirit for the moment, a sudden insight of the Spirit, prompting exhortation or comfort.

The Holy Spirit would never impose Himself on anyone. To see Him move mightily in your midst you need to crave and hunger to see the power of God at work in your midst. In other words, you need to:

- Desire to see the supernatural in your ministry.
- Pray and give yourself to be used of God. Pray for the gifts of the Spirit.
- Study more about the supernatural in the life and ministry of Jesus in the Word and good Christian material.

In conclusion, whilst the meeting is going on, the PCC leader should yield him or herself as a vessel through which the Holy Spirit can move and deal with the various issues pertaining to the individual and/or encourage them at the PCC meetings through any of the gifts mentioned above.

EFFECTIVE LEADERSHIP SKILLS & PRINCIPLES

Proper Preparation for Your Meeting

Your preparation will often be the determinant of whether you have a successful meeting or not. If you do not prepare, you have prepared to fail.

Points for Proper Preparation

- Secure a good prayer cover.
- Make sure you have gone through and are very conversant with the outline for that PCC meeting. Do not allow anyone to lead the interactive bible study that has not earlier been through the outline and attended the PCC leaders and Assistants training on Sunday.
- You must have a clear sense of direction, leadership and what the central message for that meeting is.
- Make sure you have envisioned all possible detours from the objectives so as to be able to avoid them effectively.
- Find out from the Holy Spirit in prayer the things He wants to achieve in the lives of your members.
- Be there **EARLIER** than your people to receive them as they arrive. They should not be there waiting for you.
- Create a friendly, warm, comfortable and caring atmosphere.
- Greet people as they enter (call them by name when you know their names). And if you don't know find out what their names are.

In having an impactful Meeting you must have answered the following questions:

- What do you want your group to know?
- What do you want your members to feel?
- What do you want your members to do?

Understanding Your Members

For you to effectively reach and communicate with the members of your PCC you must understand them with their various personality types. You must identify what type of roles they play in your group. There are supportive roles and destructive roles.

Supportive Roles:

1. Information Seeker – wants to know more about the subject.
2. Opinion Seeker – wants to know what others think.
3. Initiator – introduces new ideas.
4. Elaborator – shares more light on the subject.
5. Tension-Reliever – uses gentle humor in tense situations. Identifies with others.
6. Reviewer – provides summary and clarity statements.
7. Consensus Seeker – wants agreement in the group on points.
8. Encourager – builds up others.
9. Defender – defends the purpose and values of the PCC.

When you identify these supportive roles in members of your PCC, you can utilize and encourage them. But realize that roles change, so do not peg anyone with a permanent role.

Destructive Roles:

1. Aggressor – Insults and criticizes others.
2. Rabbit Chaser – Consistently focuses on stories or issues that are irrelevant to the subject at hand.
3. Recognition Seeker – Always calls attention to his/her achievements.
4. Dominator – Manipulates and tries to control discussions.
5. Special Interest Pleader – Always relates all topics to his/her own special interest and revelation.
6. Negativist – perfectionist who always sees the “down side” of any issue or subject.
7. Distractive Joker – uses jokes to distract others.

Discourage these kinds of roles. Quickly take the ball out of the court of a person going down the road of any of these destructive roles.

Generating Interactive Discussion

It is important to always remember that PCC is not another Church service where one person preaches at everyone. **IT MUST BE INTERACTIVE!** As PCC leader you are the **GUIDE** not the all in all!

In getting to know people you must learn the various types of questions you can ask that will generate conversation. E.g. what is your favorite movie and why? Who is your number one advisor in life and why? If you had three wishes what would you wish for? What is the story behind the longest time you went without sleep? ... Questions like these are ice-breakers in quickly getting past formality when getting to know someone.

In facilitating interaction remember **ACTS**:

Acknowledge everyone who speaks during a discussion.

Clarify what is being said and felt.

Taking it to the group helps others to chip in their views/

Summarize what has been said.

Learning To Use Questions

There are few things that generate interaction like good questions.
Learn to use all sorts of questions to generate discussion.
There are Opening Questions that introduce the subject.
Launching questions lead into a particular area of the subject.
Guiding questions keeps the group on track.
Summarizing questions
Application questions

You must be a good listener

Listen verbally by affirming what is said.

Listen non-verbally with your facial expressions, body movements/posture etc.

How To Lead Someone To The Lord

Every PCC leader must be able to effectively lead someone to the Lord both on a one on one basis and in a group setting.

- Establish the hopeless sinful state of man. Romans 3:23.
- Reveal the consequence of sin and present the offer of God for deliverance. Rom. 6:23.
- Present what to do to be saved. Rom. 10:8-10, 13.
- Buttress your points with personal experience and testimonies.
- Give an opportunity for a response.
- Trust the Holy Spirit to do the convicting/convincing!
- Find out if there is anyone who wants to give their life to Christ
- Lead them through confessional prayer
- Pray for them
- Welcome them to the family of Christ.

In a group setting, no matter the subject you can still rope in the salvation message and include it in your altar call at the end of the meeting.

How To Minister The Baptism In The Holy Spirit

Every PCC leader must also be able to minister the baptism in the Holy Spirit.

- Make it clear from the beginning that it is a matter of faith, not intellect. It is the same faith for getting born-again that you use to get baptized in the Holy Spirit.
- Quickly show through the book of Acts where others got baptized in the Holy Spirit with the evidence of speaking in tongues. Acts 2:38-39
- Enumerate various benefits of being baptized in the Holy Spirit. Acts 1:8
- Establish that is free and available for the asking in faith. Luke 11:13
- Explain that the infilling and the speaking in tongues is a cooperation between the person and the Holy Spirit. So after asking and believing, the Holy Spirit will give the utterance but you will have to do the speaking. Acts 2:1-4
- You may share your own testimony as to how you were baptized in the Holy Spirit.

- Pray with and guide the person through the baptism. Lay hands for impartation and encouragement of faith. Acts 19:6
- Once the person has asked for the baptism in the Holy Spirit tell him that it is done and he should start to thank God.
- Then tell him to go ahead and start speaking as the Lord gives him utterance. Tell the recipient that you will go ahead and pray in tongues and he should feel free to join you.

If the person does not speak in tongues, encourage him that he has already received the baptism in the Holy Spirit and that he should not doubt that even though he has not spoken in tongues yet. Encourage him to continue to believe God, be expectant for the release of his own spiritual language.

How To Restore The Backslider

Realize that there will always be the possibility of backslidden in your midst, so you must always make calls for rededications.

- Establish that despite their backsliding that the Lord will gladly receive him/her back. John 6:37
- Counsel him/her on how to be and stay restored through faithful bible study, prayers, fellowship in PCC and service.
- If not yet baptized in the Holy Spirit yet, lead him in the baptism.

Learning To Be A Good Counselor

As a PCC leader it is expected that you will also be an able counsel because you are the first line of pastoring that your PCC members know. So you must learn the art of good counseling.

- Show that you care. People are interested first in how much you care before they want to know what you know.
- Be friendly, warm and optimistic.
- Maintain personal hygiene particularly in the area of mouth odor.
- Be prayed up.
- Be a good listener. Listen thoroughly before you speak. Ask questions for clarification.
- Be knowledgeable in the Word of God and also well read in other areas.
- Exemplify good Christian character.
- Lean on the Holy Spirit.
- Have the spirit of discernment and divine wisdom.
- Make good common sense and intelligence.
- Always take the opportunity to counsel a person as a privilege and respect it as such.

Counseling Principles

- Always remember the counselee's name. Address person by his/her first name, unless otherwise indicated by the counselee.
- Stay cool, calm and collected. Don't display shock or dismay. Rather stay on the side of positive emotions.
- Trust God to give you the Words to speak.
- Always bring the focus to the Word of God, not the adverse circumstance nor on yourself.

- Always speak the truth in love, not condemn but always seeking for restoration.
- If counseling someone of the opposite sex, make sure it is not in a secluded private setting.
- Always report serious issues that may affect the Church or its leadership to the Leadership of the Church.
- Refer cases that are beyond you to the next level of leadership.

The Goals Of Counseling

Even in counseling you must be goal oriented. Here are the goals of counseling:

1. To understand the counselee's current situation.
2. To understand how he has tried to handle his problem. What has he already done?
3. To understand his view of the problem. What does he think happened? Try and see if he understands the problem. What is his perception?
4. To understand his reason(s) and motivation for seeking counseling.
5. To understand his emotional reactions – how he feels about his problem.
6. Evaluate the total problem, in and out.
7. Estimate tentatively his strengths. Empower him accordingly.
8. To help him clarify his life situation and problem.
9. To provide guidance. GUIDE, SUGGEST, NEVER SAY, "DO THIS!" Present options to him, let the choice be his.

CODE OF CONDUCT

AS AN AMBASSADOR OF CHRIST:

- A PCCL must be appropriately/decently dressed
- Must be a man/woman of integrity
- Not allowed to borrow, solicit and patronize members for personal funds
- Must be neat and tidy
- He/she must not involve in any Immoral Act such as Fornication, Adultery, Use of drugs, smoking and Alcohol etc
- Must be available at all meetings (PCC Leaders review meetings).
- Must be prompt in submitting reports
- Failure and or non-submission of report will attract a **FINE**
- Must encourage members to clean up and tidy PCC venues before and after every Meeting.
- Ensure that the meeting closes as at when due (7:30) and members must leave and not linger longer than necessary
- Every PCC needs should be forwarded to the PC Directorate.
- The Directorate has disciplinary measures for any misconduct of a PCCL.

CONCLUSION:

As ambassadors of Christ and The Refuge of House On The Rock, Abuja, it is expected that every leader must live above board as true ambassadors both in words and deeds to bring Jesus glory. And as we conscientiously give ourselves to God's service to humanity by increasing the kingdom, we shall in turn be richly rewarded on every side if we faint not in Jesus name. Amen.

