



# Organizational Structure & Ministries

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## Vision Statement:

Kingdom Family International Church is an inter-denominational, multicultural fellowship of believers in Jesus Christ. We equip individuals to grow and mature through the power of the Holy Spirit into the image of Christ while balancing family life and Kingdom service.

**Mission:** “Winning souls to Christ, through the power and anointing of the holy spirit, one family at a time”

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## ABOUT THIS DOCUMENT

This document contains general information regarding ministries at Kingdom Family International Church (KFIC). More detailed information can be found in the **Ministry Manual** for each ministry. See the ministry leader of the specific ministry to view the ministry’s Manual.

All ministries of KFIC work to serve and support the Body of Christ for the advancement of the Kingdom of God.

The ministries of KFIC are managed with this structure to report up to the Senior Pastor:

1. Individual Ministries are managed by **Ministry Leaders**
2. Groups of Ministry Leaders report up to one of the 12 **Ministry Directors**
3. Ministry Directors report up to one of the 6 members of the **Executive Team**
4. Members of the Executive Team report up to the **Senior Pastor**

**Note:** If viewing this document in Word, using the **Navigation Pane** under the **View** menu provides quick access to the information.

## KINGDOM EXECUTIVE TEAM

This 6-member team, selected by and reporting to the Senior Pastor, assists in overseeing the spiritual and business matters of the church. The Senior Pastor uses this team as a sounding board to discuss a range of public and confidential matters regarding the ministry. The team meets once a month (first Tuesday of the month) to discuss matters that are critical to mission and vision of the Kingdom Family International Church. Each member of this team has the responsibility of managing 2 of the 12 KFIC ministry areas below.

## KFIC MINISTRY AREAS & MINISTRIES

Following are descriptions for the ministry areas and ministries at KFIC. The descriptions include the Ministry name, name of the current Ministry Leader, an explanation of what the ministry does, qualification for being a member of the ministry, the ministry leader qualifications, and information regarding sub-ministries managed by the ministry.

### I. KINGDOM MEN

*Ministry Director: Troy Taylor*

This ministry area is a wonderful coming together of Men, Word, and Holy Spirit in the name of the Lord Jesus. Through the dual application of scriptural study and heart ministry, varying needs are met and men of God leave freed, healed, equipped, and encouraged to walk in the wholeness in which God created them. With study topics during the break-out sessions spanning both the Old and New Testaments, teachings on



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discipleship, touching and agreeing in prayer, confession, testimony, praise, relationships and fellowship, men become fuller in Christ and better equipped for realizing God's will.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Men ministries calendars and schedules;
- serves as the primary point of contact for all Kingdom Men ministries requests;
- purchases supplies for all Kingdom Men ministries;
- oversees the budget for all Kingdom Men ministries;
- serves as leader of individual Kingdom Men ministries until a leader is in place;
- strategizes on new and existing areas of focus for moving men forward in their gifts from God;
- plans and organizes men's breakout sessions;
- has a visible presence on site for other ministry events;
- assesses ministry team needs and ensures the needs are met.

### Areas of responsibility:

#### 1. Security & Ushers

*Ministry Leader: Earl Hoke*

These ministries help maintain an atmosphere that is conducive for an edifying experience for all in attendance. The Security ministry safeguards the Pastors and church leaders and provide security for the Vision Owners and guests as well as the property. The Ushers seat members and visitors in an orderly manner, collect the offering, and direct appropriate movement with a warm and embracing spirit. These ministries serve during normal weekly service hours and as requested in advance for special events.

The leader of this ministry:

- is appointed by the Kingdom Men ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team;
- strategizes on new and existing areas of focus for Security and Ushering efforts;
- plans and has a visible presence on site for events;
- assess event needs for scheduled and emergency services in the facility;
- ensures that the facility is canvassed, and the trash is disposed;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Men ministry leader.



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## 2. Transportation

*Ministry Leader: Tim Majors, Sr.*

This ministry provides service as requested for individuals who would not otherwise be able to attend Sunday worship services, Midweek Gatherings, and other KFIC sponsored events. Ministry volunteers also frequently provide transportation for church and choir members for other activities away from the church, such as out-of-town speaking engagements.

The leader of this ministry:

- is appointed by the Kingdom Men ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team;
- strategizes on new and existing areas of focus for Transportation efforts;
- plans and has responsibility for maintenance of KFIC vehicles;
- manages a log book of all vehicle activities;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Men ministry leader.

## II. KINGDOM TECHNOLOGY

*Ministry Director: Vincent L. Lancaster*

This ministry area provides technology services to support the KFIC mission and vision at large and the objectives of the various KFIC ministries. The scope of this ministry includes researching products for purchase that meet ministry needs, installing and maintaining technology, providing training, and addressing any technology issues.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, encouragement, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Technology schedules;
- serves as the primary point of contact for all Kingdom Technology requests;
- purchases supplies for all Kingdom Technology ministries;
- oversees the budget for all Kingdom Technology ministries;
- serves as leader of individual Kingdom Technology ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

**Areas of responsibility:**

## 1. Audio Visual Team

*Ministry Leader: Open*

This ministry manages the setup, use, maintenance, and replacement of KFIC audio, video, recording, and editing hardware and software. The ministry is comprised of individuals with expressed experience or interest in AV technology and services and providing related support, as well as desire to support the overarching objectives and schedules of Kingdom Technology. Services are rendered for routinely scheduled weekly events as well as specially scheduled events.

The leader of this ministry:

- is appointed by the Kingdom Technology leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. technical training, processes, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages duty and event schedules;
- serves as the primary point of contact for AV requests;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Technology Leader.

## 2. IT & General Tech Support

*Ministry Leader: Open*

This ministry manages the technology and technical support (i.e. purchase, installation, maintenance, repair, training) needs of the KFIC Ministry including computers, internet, network, telephony, office equipment, security system, etc. The ministry is comprised of individuals with expressed experience or interest in technology and providing related support, ability to adhere to procedures and protocols, and a desire to support the overarching objectives and schedules of Kingdom Technology. Services are provided as needed, some requiring less than 24-hour notice.

The leader of this ministry:

- is appointed by the Kingdom Technology leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. technical training, processes, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages duty and event schedules;
- serves as the primary point of contact for IT and general technology requests;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Technology Leader.



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### 3. Website Support

*Ministry Leader: **Open***

This ministry manages the design, development, maintenance, and admin support of the KFIC web site. The ministry is comprised of individuals with expressed experience or interest in web technology and providing related support, ability to adhere to procedures and protocols, and a desire to support the overarching objectives and schedules of Kingdom Technology. Services are provided as needed, some requiring less than 24-hour notice, and some site content updates in the absence of primary content updaters.

The leader of this ministry:

- is appointed by the Kingdom Technology leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. technical training, processes, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages duty and event schedules;
- serves as the primary point of contact for IT and general technology requests;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Technology Leader.

### III. KINGDOM WOMEN

*Ministry Director: Valerie Frazier, Associate Pastor*

This ministry area's purpose is to empower women with Biblical instructions on how to walk in their divine purpose, live victorious lives, operate in their gifting(s) and calling with authority and the power given by the Holy Spirit. The Kingdom Women Ministry promotes authentic Sisterhood and assist others in becoming Disciples of Christ.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Women ministries calendars and schedules;
- serves as the primary point of contact for all Kingdom Women ministries requests;
- purchases supplies for all Kingdom Women ministries;
- oversees the budget for all Kingdom Women ministries;
- serves as leader of individual Kingdom Women ministries until a leader is in place;
- strategizes on new and existing areas of focus for moving women forward in their gifts from God;



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- plans and organizes women's breakout sessions;
- has a visible presence on site for events for other ministry events;
- assesses ministry team needs and ensures the needs are met.

### Areas of responsibility:

#### 1. Greeters

*Ministry Leader: Samantha Chrisp*

The ministry of greeting is perhaps one of the most crucial in the church because it is one of the most visible. Church greeters station themselves in the lobby area before worship services and other KFIC scheduled events to offer a friendly smile, directions, and assistance to our guests and Vision Owners. The goal of this ministry is to ensure guests and Vision Owners feel welcome and have an uplifting experience that encourages them to come back, again and again.

The leader of this ministry:

- is appointed by the Kingdom Women ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team;
- strategizes on new and existing areas of focus for Greeting efforts;
- plans and has a visible presence on site for events;
- assess event needs for scheduled and emergency services in the facility;
- collaborates and assess event needs with other ministry leaders for scheduled events in facility;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Women ministry leader.

#### 2. Hospitality and Food Services Ministry

*Ministry Leader: Barbara Minor*

This ministry assists with providing meals/snacks during church events. The ministry also assists families in the church and community with meals during times of illness and bereavement. Additionally, they keep a record throughout the year of planned events and the types/amounts of food needed to serve.

The leader of this ministry:

- is appointed by the Kingdom Women ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team;
- strategizes on new and existing areas of focus for food and serving efforts;
- plan and coordinates team for schedule events as requested;
- collaborates and assess event needs with other ministry leaders for scheduled events in facility;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Women ministry leader.



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## IV. KINGDOM SPIRITUAL SERVICES

*Ministry Director: Valerie Frazier, Associate Pastor*

This ministry area meets the individual prayer, counseling, spiritual, and related needs of the church members and its guests at church events and other ministry opportunities. These needs include leading in receiving salvation, rededication, and baptism of the Holy Spirit.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Spiritual Services ministry calendars and schedules;
- serves as the primary point of contact for all Kingdom Spiritual Services ministry requests;
- purchases supplies for all Kingdom Spiritual Services ministries;
- oversees the budget for all Kingdom Spiritual Services ministries;
- serves as leader of individual Kingdom Spiritual Services ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

### **Areas of responsibility:**

#### 1. Altar & Deliverance Ministry

*Ministry Leader: Valerie Frazier, Associate Pastor*

This ministry is designed to provide assistance, prayer, and comfort to people who come to receive spiritual guidance and deliverance through prayer. The ministry also assists leadership, through the guidance of the Holy Spirit, in sustaining order in the house during times of altar calls and applies wisdom while guiding the congregants as they encounter God and His presence. This should include Jesus Christ's example of cleansing a person of demonic spirits and influences. This theological concept attributes physical, psychological, spiritual, and emotional problems that people suffer through the activities of the possessing and oppressing spirits.

The leader of this ministry:

- is appointed by the Spiritual Services Ministry Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages team schedules;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Spiritual Services Ministry Leader.



### 2. Prayer & Intercessory Ministry

*Ministry Leader: Christie Minga*

This ministry at KFIC is designed to teach about the need for and practice of prayer and to "stand in the gap" by praying for members, friends, the State, Country, and the World. This ministry purposes to bring about change through prayer, to stimulate a love and thirst for prayer within the KFIC Family, and to support KFIC and Leaders through committed and faithful prayer and fasting. Members of this team have an open and willing heart and desire to labor in prayer; as well as have a passion for interceding, praying, and exhorting others to spend time in prayer.

The leader of this ministry:

- is appointed by the Spiritual Services Ministry Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages team schedules;
- coordinates time of group prayer including: corporate prayer, midweek prayer, monthly prayer service, prophetic prayer, and prayer calls;
- monitors and manages prayer request inbox: [PrayerRequests@kingdomfamily.church](mailto:PrayerRequests@kingdomfamily.church);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Spiritual Services Ministry Leader.

### V. KINGDOM YOUTH

*Ministry Director: Don Bri, Youth Pastor*

The purpose of this ministry area is to shape the character of elementary, middle, high, and college youth to reflect the image of Christ. Our ministry trains young people to lead the cause of Christ and apply Christianity to every area of life. We provide programs and activities to give young people a chance to participate in Church life, develop their own faith and spirituality, and discover new friendships. It is an effort to reach out to the youth with the love of God as revealed to us in Jesus Christ through the power of the Holy Spirit. It is a means for youth to grow as individuals while exploring ideas, values, and faith within the context of a supportive community of peers and adults.

The leader of this ministry area:

- monitors spiritual growth of the youth;
- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);





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- oversees all Kingdom Youth ministries calendars and schedules;
- serves as the primary point of contact for all Kingdom Youth ministries requests;
- purchases supplies for all Kingdom Youth ministries;
- oversees the budget for all Kingdom Youth ministries;
- serves as leader of individual Kingdom Youth ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

### Areas of responsibility:

#### 1. Kingdom Kids & Nursery

*Ministry Leader: Cynthia Majors*

This ministry teaches and provides activities for children from infancy to middle school. Kingdom Kids & Nursery serves and leads the youth with love by the grace of God, filtered by the word. We encourage them to build a relationship with God as individuals and provide guidance and instruction, led by the Holy Spirit, so they can apply it to their everyday life. This ministry meets first through fourth Sundays at the beginning of service for Nursery age children and after announcements and/or offering for school aged children. Each member of this ministry volunteers their time and should exemplify a Godly life style and feel the call on their life to children's ministry.

The leader of this ministry:

- is appointed by the Youth Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- prays for the Youth Department;
- prays with and for youth as needed;
- mentors and trains ministry team members by developing their leadership skills;
- imparts weekly, monthly, and/or quarterly to the entire ministry team via prayer, word study, discipleship, leadership training, and/or practical applications;
- reviews all forms, lesson plans, classroom attendance, etc.;
- assists during service times with emergencies or unsettled situations between a team member and a child/parent;
- coordinates Youth Ministry events both on and off church property and outreach programs;
- prepares monthly schedule for distribution to Team Leaders;
- ensures that Fellowship Hall is setup for I-Mpact Service;
- supports the Youth Pastor in I-Mpact Business;
- purchases Snacks for I-Mpact;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Youth ministry leader.

#### 2. Kingdom Youth (I-Mpact)

*Ministry Leader: Don Bri, Youth Pastor*

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This ministry teaches and provides activities for pre-teens, teens, and young adults. Kingdom Youth serves and leads the youth with love, by the grace of God, filtered by the word. We encourage them to build a relationship with God as individuals and provide guidance and instruction, led by the Holy Spirit, so they can apply it to their everyday life. This ministry meets second, third, and fourth Sundays after announcements and/or offering. Each member of this ministry volunteers their time and should exemplify a Godly life style and feel the call on their life to children's ministry.

The leader of this ministry:

- monitors the spiritual growth of the youth;
- is appointed by the Youth Ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- brings forth the "WORD";
- mentors and trains ministry team members by developing their leadership skills;
- prays with and for youth as needed;
- imparts monthly/quarterly to the entire ministry team via prayer, discipleship, leadership training and practical applications;
- provides oversight to all team leaders and helps and evaluates spiritual health of each individual;
- oversees the ministry budget, including submission of funds spent to finance team;
- submits written request for all events;
- reviews forms, lessons, attendance, etc.;
- coordinates events both on and off church property and outreach programs for the youth;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Youth Ministry Leader.

### 3. Young Men's Leadership Academy

*Ministry Leader: Rodney Frazier, Sr., Senior Pastor*

The emphasis for this ministry is Scholarship, Leadership, Entrepreneurship, and Fellowship. In addition, it provides a training platform for young men (ages 8 - 18) in the areas of automotive training, etiquette, proper dress (such as how to tie a neck tie), etc. This ministry meets each 3<sup>rd</sup> Saturday of the month and each member of the team is appointed by the Senior Pastor.

The leader of this ministry:

- is appointed by the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Young Men's Leadership Academy calendars and schedules;
- serves as the primary point of contact for all Young Men's Leadership Academy requests;
- purchases supplies for the Young Men's Leadership Academy;



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- oversees the budget for Young Men's Leadership Academy;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

### 4. Young Women's Leadership Academy

*Ministry Leader: Valerie Frazier, Associate Pastor*

This ministry provides a platform for Pre-Teen and Teen girls to discuss issues of the day while providing Biblical resolutions. We host activities such as sleepovers, dinners, movie nights, etc. The participants are encouraged in Self Esteem, Etiquette, Leadership, Scholarship, and Goal Setting. This ministry meets each 3<sup>rd</sup> Saturday of the month and each member of the team is appointed by the Associate Pastor.

The leader of this ministry:

- is appointed by the Associate Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Young Women's Leadership Academy calendars and schedules;
- serves as the primary point of contact for all Young Women's Leadership Academy requests;
- purchases supplies for the Young Women's Leadership Academy;
- oversees the budget for Young Women's Leadership Academy;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Associate Pastor.

### 5. Young Adult and College Ministry

*Ministry Leader: Open*

The Young Adult and College Students (YAACS) purpose is to equip young adults and college students with Biblical instructions that will afford them the opportunity to grow in their faith and deepen their relationship with God. In addition, as representatives of the next generation of church leaders, the goal of YAACS is to equip, train and release these individuals to walk in their God given destiny. In addition to attending Sunday service, this group meets quarterly outside of church to discuss concerns and needs as they pursue lives of righteousness in a world that promotes extreme ungodliness. Members of this team are appointed by the Senior Pastor

The leader of this ministry:

- is appointed by the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);



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- oversees all Young Adult and College Ministry calendars and schedules;
- serves as the primary point of contact for all Young Adult and College Ministry requests;
- purchases supplies for the Young Adult and College Ministry;
- oversees the budget for Young Adult and College Ministry;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

### 6. Academic Enrichment

*Ministry Leader: Open*

Academic Enrichment (i.e. tutoring) is provided on an as needed basis for our members and the community at large. Members of this team are appointed by the Senior Pastor.

The leader of this ministry:

- is appointed by the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Academic Enrichment calendars and schedules;
- serves as the primary point of contact for Academic Enrichment requests;
- purchases supplies for Academic Enrichment;
- oversees the budget for Academic Enrichment;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

## VI. KINGDOM EDUCATION

*Ministry Director: Jennifer May-Parker, Minister*

This ministry area offers spiritual development opportunities, whether the person is new in their walk with God or a studied, mature believer. The ministry seeks to help KFIC members grow in knowledge, truth, and understanding of God's Holy Word. The team reviews and evaluates teaching and curricula for biblical accuracy and consistency with KFIC values (weekly Bible Studies, classes, leadership training, etc.). Members of this team must have a passion for equipping the saints for ministry.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);

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- strategizes and discusses with the Senior Pastor the Christian education focus of the church;
- is responsible for planning, implementing and overseeing Christian education in the church;
- oversees all Kingdom Education ministries calendars and schedules;
- serves as the primary point of contact for all Kingdom Education ministries requests;
- purchases supplies for all Kingdom Education ministries;
- oversees the budget for all Kingdom Education ministries;
- serves as leader of individual Kingdom Education ministries until a leader is in place;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

### Areas of responsibility:

#### 1. Evangelism Team

*Ministry Leader: Margarita Caicedo Bonett*

The Evangelism Ministry is comprised of servants of God who have accepted the call of God on their life (accepted salvation/have relationship with the Lord), desire to share the plan of Salvation, open to training/equipping, and are responsible for taking the Gospel of Jesus Christ outside the four walls of the church on an on-going basis. They also plan and execute ministry evangelism events at least quarterly.

The leader of this ministry:

- is appointed by the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- strategizes the geographic areas of focus for evangelism efforts;
- plans and spearheads evangelism events;
- assesses event needs and collaborates with other ministries to obtain resources and support. (i.e. obtaining door knockers, flyers, water, transportation services, etc.);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team Leader.

#### 2. Discipleship Team

*Ministry Leader: Open*

This team is responsible for assisting new believers' growth through the Holy Spirit, overcome the pressures and trials of life through the Word of God, and by becoming more Christ-like through a discipleship training program. This program is focused on helping members of KFIC become more committed to Christ and His church through the intimate study of God's Word. Members of this team must be passionate about disciple-making and have the ability to teach specific tenets of the discipleship training program. In addition, the transformation of this new believer is obtained through:



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- Prayer
- Midweek Gathering
- Sunday Service
- New Vision Owner Orientation
- One-on-One Mentoring

The leader of this team:

- is appointed by (with the assistance of the Senior Pastor) and accountable to the Chairman of the Pastoral Staff;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Discipleship Team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- plans, organizes and assesses the discipleship training program to include teachers;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Pastoral Staff Leader.

### 3. Wellness Ministry

*Ministry Leader: Joan Williams*

The Wellness Ministry serves KFIC by providing information on disease prevention, healthy lifestyles, and community health activities. This ministry also sponsors an annual Health & Wellness month culminating in a Health & Wellness Fair to emphasize illness prevention through education on healthy lifestyle choices and early illness detection by offering free health screenings. This team is comprised of persons expressing an interest in this area and provides services as needed, as scheduled, and as requested.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Wellness Ministry (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- is the lead coordinator for all wellness events;
- is responsible for our yearly health and wellness month to include programs and teachings that month;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Pastor Staff Leader.

#### 3a. Health Team

*Ministry Leader: Gina Taylor*



## Organizational Structure & Ministries

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In addition to managing medical emergencies during KFIC events, this team also supports the overarching mission of the Wellness Ministry by assisting with Health and Wellness education. This ministry also provides first aid training to security, ushers, and greeters and provides scheduled physical fitness classes and nutrition training. Members of this team have documented education, training, and experience in Health and Wellness areas. Services are rendered at KFIC events on and off property.

The leader of this team:

- is appointed by and accountable to the Wellness Ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Church Board (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Wellness Ministry leader.

### VII. KINGDOM FAMILY LIFE

*Ministry Director: Michael Ballen, Minister*

The goal of this ministry area is to meet the unique needs of specific adults and families via training, equipping, and teaching the Word of God while promoting a sense of community in KFIC.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Family Life calendars and schedules;
- serves as the primary point of contact for all Kingdom Family Life ministries requests;
- purchases supplies for all Kingdom Family Life ministries;
- oversees the budget for all Kingdom Family Life ministries;
- serves as leader of individual Kingdom Family Life ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

#### **Areas of responsibility:**

##### 1. Married Couples Ministry

*Ministry Leader: Open*



## Organizational Structure & Ministries

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The Married Couples Ministry provides a relaxed environment to discuss marital issues of the day while providing Biblical teachings and solutions to all marital conflicts. This ministry hosts marriage retreats, date nights, and other events. Participants of this ministry are normally dating, engaged, or married. This ministry meets monthly.

The leader of this ministry:

- is appointed by the Kingdom Family Life Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- needs to be in a legal, heterosexual marriage to one man or one woman;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Family Life ministries leader.

### 2. Singles Ministry

*Ministry Leader: Open*

Through biblical teaching, meetings, events, activities, and fellowship; this ministry provides a Christ-centered community that encourages living a healthy and satisfying life that glorifies God as a single adult. Participants of this ministry have either never been married or were previously married. This ministry meets at least once a month.

The leader of this ministry:

- is appointed by the Kingdom Family Life Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Family Life ministries leader.

### 3. Seniors Ministry

*Ministry Leader: Rebecca Inge*

The WOW (Words of Wisdom) Seniors Ministry strengthens, encourages, empowers, and nurtures adult participants 60 years of age and older. It also serves as a voice and a resource center for matters that impact the senior community as they make an impact in the overall mission and vision of KFIC. This ministry schedules events at varying times throughout the year.

The leader of this ministry:

- is appointed by the Kingdom Family Life Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);



## Organizational Structure & Ministries

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- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Family Life ministries leader.

### 4. Vision Owner Services

*Ministry Leader: Solomon and Marisa Dunston*

This ministry renders a series of services to visitors with the anticipation of them becoming a KFIC Vision Owner. Including scheduling and preparing New Member Orientation, baby dedication, and water baptism, ensuring new members are properly updated in the church database, communicating the existence of new members to KFIC Ministry leads, sending bereavement cards and flowers, and member follow up; this ministry purposes to help introduce and acclimate potential Vision Owners to the KFIC community.

The leader of this ministry:

- is appointed by the Kingdom Family Life Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Family Life ministries leader.

## VIII. KINGDOM ARTS

*Ministry Director: Theresa Edwards*

This ministry area uses the creative arts to glorify God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. In addition to owning and planning production for the annual Easter and Christmas events, it also ministers at events sponsored by other ministries (i.e. Evangelism Ministry), when requested with advanced notice.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the leaders of the ministry teams (i.e. via prayer, biblical study, fasting, skills edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Arts calendars and schedules;
- serves as the primary point of contact for all Kingdom Arts requests;
- purchases supplies for all Kingdom Arts ministries;

## Organizational Structure & Ministries

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- oversees the budget for all Kingdom Arts ministries;
- serves as leader of individual Kingdom Arts ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

### Areas of responsibility:

#### 1. Mime Ministry

*Ministry Leader: Tedric Minor*

This ministry uses the art form of mime to glorify the Lord God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. The ministry is comprised of males and females who are open to training/equipping and have the desire to minister through this art form. The ministry supports the overarching objectives and schedules of Kingdom Arts.

The leader of this ministry:

- is appointed by the Kingdom Arts ministries leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. mime training, practices, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages choreography;
- manages the practice and event schedules;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Arts ministries leader.

#### 2. Drama Ministry

*Ministry Leader: Open*

This ministry uses the art form of theatre (drama, comedy, etc.) to glorify the Lord God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. The ministry is comprised of male and female Believers in the Lord Jesus who have received God's gift of salvation, are open to training/equipping, and have the desire to minister through this art form. The ministry supports the overarching objectives and schedules of Kingdom Arts.

The leader of this ministry:

- is appointed by the Kingdom Arts ministries leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. theatrical training, rehearsals, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages scripts and themes;
- manages the practice and event schedules;

- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Arts ministries leader.

### 3. Adult Dance Ministry

*Ministry Leader: Amanda Horne*

This ministry uses the art form of dance (varies styles) to glorify the Lord God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. The ministry is comprised of adult female Believers in the Lord Jesus who have received God's gift of salvation, are open to training/equipping, and have the desire to minister through this art form. The ministry supports the overarching objectives and schedules of Kingdom Arts.

The leader of this ministry:

- is appointed by the Kingdom Arts ministries leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. mime training, practices, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages choreography;
- manages the practice and event schedules;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Arts ministries leader.

### 4. Youth Dance & Step Ministry

*Ministry Leader: Open*

This ministry uses the art form of dance (various styles) to glorify the Lord God, communicate salvation through Christ, encourage the heart, and inspire spiritual growth. The ministry is comprised of pre-teen and teen girls (dance) and boys (step) who are open to training/equipping and have the desire to minister through these art forms. The ministry supports the overarching objectives and schedules of Kingdom Arts.

The leader of this ministry:

- is appointed by the Kingdom Arts ministries leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the skills of the ministry team (i.e. mime training, practices, workshops, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- manages choreography;
- manages the practice and event schedules;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Arts ministries leader.

### IX. KINGDOM MUSIC

*Ministry Director: Milton and Angela Coley, Ministers*

The purpose of this ministry area is to lead and facilitate the congregation in worship through music and song, with our ultimate goals being to bring glory and pleasure to God and see the church strengthened and unified. Our attitude is that of servants, not performers; therefore, we are committed to preparing ourselves spiritually, musically, and expressively. While applicable skill and talent are needed, we believe the most important attribute of a music ministry member is having the heart to worship God. Participants of this ministry must have a call to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. This ministry operates each Sunday and may be called upon to minister for any special service or outside ministry opportunity.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- Born Again and Spirit Filled with the evidence of speaking in tongues;
- called to Music Ministry;
- member of KFIC and have completed Membership classes;
- acceptable level of talent or skill on instrument or voice. Follow all Worship ministry guidelines;
- must be on time and prepared for services and rehearsals;
- attend all scheduled rehearsals;
- serve during designated services;
- must attend Midweek Gathering and Sunday Morning Worship Services;
- be ready to minister and serve for any service when asked;
- must know songs when ministering and serving;
- must maintain good instrumentation/singing skills;
- must submit to authority and not walk in offense when or if corrected;
- must live a holy, consecrated life unto the Lord;
- assesses the ministry needs and ensures the needs are met.

#### **Areas of responsibility:**

##### 1. Adult Praise & Worship Team

*Ministry Leader: Milton and Angela Coley, Ministers*

As worship ministry members, the call is to lead God's people into His presence through singing and playing under the direction of the Holy Spirit. The primary purpose of the Worship Leader is to lead praise and worship and usher the people into the presence of the Lord, as well as prepare the way for the preached Word to come forth. Participation is by audition.

The leader of this ministry:

- is appointed by the Kingdom Music ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- leads Praise and Worship services;
- helps to prepare the heart of people by ministering songs of worship;
- rehearses with band and singers;
- assists in preparing songs;
- attends one workshop a year on vocal training and be ready to present to the music staff and/or praise team;
- has a call of God on his/her life for praise and worship;
- can sing on pitch and improvise;
- can teach vocal parts (soprano, alto, tenor and bass) when needed;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Music ministry leader.

### 2. Youth Praise & Worship Team

*Ministry Leader: Open*

Consists of members ages 6 – 18 and can be called upon to minister in any service and provides vocal backup to the person leading worship.

The leader of this ministry:

- is appointed by the Kingdom Music ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- lead Praise and Worship services;
- help to prepare the heart of people by ministering songs of worship;
- rehearse with band and singers;
- assist in preparing songs;
- attend one workshop a year on vocal training and be ready to present to the music staff and/or praise team;
- has a call of God on his/her life for praise and worship;
- can sing on pitch and improvise;
- can teach vocal parts (soprano, alto, tenor and bass) when needed;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Music ministry leader.

### 3. Musicians

*Ministry Leader: Will Ray*



## Organizational Structure & Ministries

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Ministers in all services and provides instrumental accompaniment. Participation is by audition and based on openings in various sections.

The leader of this ministry:

- is appointed by the Kingdom Music ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- is the lead musician for all services;
- helps to prepare the heart of people by ministering songs of worship;
- rehearses with band and singers;
- assists in preparing songs;
- attends one workshop training a year and be ready to present to the musician staff;
- has a call of God on his/her life for music ministry;
- can play their chosen instrument;
- can assist the other musicians when needed;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Music ministry leader.

### 4. Choir (Mass, Women's, and Men's)

*Ministry Leader: Open*

The Minister of Music, Worship Leader, or Delegated Director schedules special music participants for special designated service times. Participation is on a volunteer basis and the Minister of Music or his designee must approve song selections.

The leader of this ministry:

- is appointed by the Kingdom Music ministry leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- assist in preparing songs for special designated service;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Music ministry leader.

## X. KINGDOM COMMUNICATIONS

*Ministry Director: Angela Coley, Minister*

The purpose of this ministry area is to manage KFIC communication (i.e. mission, vision, events, and pertinent information) to internal and external recipients. Through written communication and web presence, it serves to support the daily operations and activities of the church and expand the church's presence and accessibility to the community. Members of this ministry should preferably have writing, graphic, IT, marketing, workflow diagramming, etc. and/or the aptitude for these skills. Services for this ministry are rendered weekly and as requested.



The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Communication calendars and schedules;
- serves as the primary point of contact for all Kingdom Communication requests;
- purchases supplies for all Kingdom Communication ministries;
- oversees the budget for all Kingdom Communication ministries;
- serves as leader of individual Kingdom Communication ministries until a leader is in place;
- teaches leaders of the other KFIC ministries about the multiple communication platforms;
- is the single point of contact external to the church;
- consistently collaborates with the Tech Team leader;
- assesses ministry team needs and ensures the needs are met.

## Areas of responsibility:

### 1. Marketing Management

*Ministry Leader: Open*

This team is responsible for the overall direction of KFIC's media (digital and print) efforts. Along with determining the marketing campaigns and managing marketing projects, this team also serves as the point of contact for all communications, print, and marketing related requests and for all mass media (i.e. news, TV, radio, etc.). The team owns the responsibility of purchasing marketing items (i.e. bracelets, banners, retractable banner, etc.) and the copy write process.

The leader of this ministry:

- is appointed by the Kingdom Communication Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Communication leader.

### 2. Social Media & Website Content Update Management

*Ministry Leader: Open*

This team is responsible for managing and maintaining content updates (i.e. pictures, images, text) on all KFIC Social Media sites (i.e. Facebook, Instagram, etc.), listing sites (i.e. Google maps, Foursquare,

Waze, Trip Advisor), and the church's website. Members of this team have basic web and social media content update experience as a minimum and make updates on a routine weekly basis and unscheduled as needed.

The leader of this ministry:

- is appointed by the Kingdom Communication Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Communication leader.

### 3. Digital & Print Production

*Ministry Leader: Angela Coley, Minister*

This team manages the production (design, creation, editing, and rendering) of all KFIC graphics. This production work spans the range of concept, design, editing, and production. Responsibilities include softcopy materials production, print material production, editing recordings (audio and video), rendering finished product, and storage management of both raw materials and finished products. Members of this team must have a basic working knowledge of graphic, video, and audio editing software or display an aptitude to learn the technologies. Services are requested of this team on a routine weekly basis and unscheduled as needed.

The leader of this ministry:

- is appointed by the Kingdom Communication Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Communication leader;
- must have working knowledge of KFIC applications, including: Audacity, MS PowerPoint, MS Movie Maker, Adobe Audition, Adobe Photoshop, MS Publisher.

### 4. Internal & External Written Content Production

*Ministry Leader: Terry Jacobs*

This team writes content (copy) for publication to all audiences (i.e. announcements to KFIC Vision Owners, public press releases, etc.) regarding KFIC. Members of this team must have proven writing experience and be available to produce weekly content as well as requested non-routine content.

The leader of this ministry:

- is appointed by the Kingdom Communication Leader;



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- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Communication leader
- must have prior experience or have the desire and aptitude to learn.

### XI. KINGDOM MISSIONS

*Ministry Director: Tammie Taylor*

The purpose of this ministry area is to manage KFIC efforts to serve the community at large including the world community.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to a member of the Executive Team (see org chart);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees all Kingdom Missions calendars and schedules;
- serves as the primary point of contact for all Kingdom Missions requests;
- purchases supplies for all Kingdom Missions ministries;
- oversees the budget for all Kingdom Missions ministries;
- serves as leader of individual Kingdom Missions ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

#### **Areas of responsibility:**

##### 1. Wakefield Family Foundation

*Ministry Leader: Open*

Wakefield Family Foundation is the non-profit arm of Kingdom Family International Church. The purpose of Wakefield Family Foundation is to meet the social and spiritual needs of the community with an emphasis placed on the Youth. This Outreach to the youth aims to provide a safe place away from home and would like a wholesome Christian environment.

The leader of this ministry:

- is appointed by the Kingdom Missions Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;



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- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Missions leader;
- should have Grant writing experience or have the desire to develop the skills.

### 2. Benevolence Ministry

*Ministry Leader: Pete and Joan Williams*

This ministry of compassion is designed to specifically help Vision Owners who are in need. It is in place to help those who have financial burdens due to job loss, health problems, death in the family, or other extenuating circumstances. The ministry reviews and processes Benevolence Request Applications, schedules any necessary meetings with applicants (i.e. to discuss needs, provide financial assistance counseling, etc.), and manages all stages of the process to completion. This ministry meets as needed to review/update processes and to engage benevolence requests.

The leader of this ministry:

- is appointed by the Kingdom Missions Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicates those needs to the Kingdom Missions leader;
- works with a Task Group to consider benevolent request and verify needs;
- select and receive donations of money, non-perishable food items, clothing and other needs for distribution in the benevolent ministry;
- coordinate/work with the Finance Team to request necessary funds as needed.

### 3. Local Missions

*Ministry Leader: Tammie Taylor*

The purpose of the Local Missions Ministry is to model Christ's concern for people, both individually and collectively in communities. This ministry partners with local ministries and organizations to meet the spiritual and physical needs of the community and surrounding areas on a "as-needed basis". This ministry is called to deal with the needs and concerns of persons beyond the congregation, relating the ministry of the local church to the needs of the world through compassion, justice, and advocacy. The Local Missions Ministry will plan, execute and host at least 4 events per year.

The leader of this ministry:

- is appointed by the Kingdom Missions Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- research, locate, validate and follow up on mission projects, opportunities and needs within the local community;



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- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Missions leader;
- acts as a liaison with missionaries and organizations that KFIC supports.

### 4. International World Missions

*Ministry Leader: Rodney and Valerie Frazier, Sr., Pastors*

This ministry partners with non-US and US entities that look to meet the spiritual and physical needs of the International community (people outside the United States). The ministry prepares presentations to receive funds during Missions Sundays and other times as appointed. This ministry works with all our foreign mission efforts with a goal of consistently encouraging our foreign and local missionaries. This ministry will keep the church executive team and congregation informed throughout the year of mission opportunities, help plan trips, and recruit others to join the mission field.

The leader of this ministry:

- is appointed by the Kingdom Missions Leader;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- research, locate, validate and follow up on mission projects, opportunities and needs within the international community;
- serves as the conduit for inter-team communications;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Kingdom Missions leader;
- acts as a liaison with missionaries and organizations that KFIC supports.

## XII. KINGDOM ADMINISTRATION

*Ministry Director: Rodney Frazier, Sr. , Senior Pastor*

The purpose of this ministry area is to support and manage the foundational and infrastructural elements of the KFIC Ministry at large. Members of this ministry should ideally have organizational, business, and leadership skills that support the ministry functions in which they engage. Services for this ministry are rendered weekly and as requested.

The leader of this ministry area:

- is appointed by the Senior Pastor;
- reports to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);



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- oversees all Kingdom Administrative Team calendars and schedules;
- serves as the primary point of contact for all Kingdom Administrative Team requests;
- purchases supplies for all Kingdom Administrative Team ministries;
- oversees the budget for all Kingdom Administrative Team ministries;
- serves as leader of individual Kingdom Administrative Team ministries until a leader is in place;
- assesses ministry team needs and ensures the needs are met.

### Areas of responsibility:

#### 1. Administrative Staff

*Ministry Leader: Angela Coley, Administrative Pastor*

This ministry supports the overall functioning of the KFIC ministry at large by providing general office administration and providing direct administrative support to the Senior and Associate Pastors. Members of this team report directly to the Administrative Pastor and must have basic office administration experience (i.e. communication, organizing, ordering/purchasing, mail/email processing, reporting, office technology, travel coordination, scheduling, etc.) or the aptitude and willingness to learn. Members of this ministry render services on an on-going, potentially daily, basis with certain weekly and monthly due dates.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the ministry team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- owns and manages the KFIC calendar;
- serves as the primary point of contact for all KFIC administrative requests;
- purchases supplies for general KFIC needs;
- monitors and manages the KFIC administrative budget;
- assesses ministry team needs and ensures the needs are met.

#### 2. Pastoral Staff

*Ministry Leader: Michael Ballen, Minister*

This team assists the Senior Pastor in overseeing the spiritual matters of the church body. They make assessments of Sunday morning services, Bible studies, Youth Ministries, as well as makes suggestions to improve the spiritual climate of the church. In addition, this group is the spiritual eyes and ears of the church and spends time interceding for leadership and members. This team typically meets once a quarter or as needed, and members of this team are appointed by the Senior Pastor.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;

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- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Pastoral Staff (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- plans and spearheads staff meetings;
- uses fellow team members to assess the spiritual climate of the church and provide guidance to the Senior Pastor;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team Leader.

### 3. Pastoral Care Team

*Ministry Leader: Open*

This team insures that the needs of the spiritual leaders are not being neglected as they are meeting the needs of the congregation. This ministry works with the congregation to be an encouragement to the Pastors during (i.e., Clergy Appreciation, birthdays, anniversaries, Christmas and other special events during the year).

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Pastoral Care Team (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- plans, organizes and assesses the effectiveness of the PCT ministry;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Pastoral Staff Leader.

### 4. Church Board

*Ministry Leader: Troy Taylor*

This team assists the Senior Pastor in managing the business of the church. They serve as the business arm that manages the day-to-day business of the church body. Additionally, they make decisions concerning major purchases, church budgets, land/building purchases, contracts, rentals, etc. This team typically meets bi-monthly or as needed, and members of this team are appointed by the Senior Pastor. Team members must be trustworthy, honest, discreet and pay their personal tithes and offerings.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;



## Organizational Structure & Ministries

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- trains, develops, and supports the Church Board (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- oversees the ethical handling of all church funds and oversees the management of church banking accounts;
- is a signer on checks drawn on church bank accounts;
- is an approver of all church disbursements in partnership with the Associate and Senior Pastors;
- is responsible for coordinating semi-annual business meetings;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Senior Pastor.

### 4a. Facilities Coordinator

*Ministry Leader: Open*

This team manages the physical property, provides facility access to members and non-members, handles setup (i.e. chairs, tables, baptismal pool, etc.) for events, and ensures custodial needs are met. General cleaning, manage maintenance and repair of appliances, HVAC, building structure, fixtures, doors, etc.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- trains, develops, and supports the Church Board (i.e. via prayer, Midweek Gathering, fasting, other ministry education/edification opportunities, etc.);
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- ensures the church is opened for other ministries, rentals, etc. needs as requested in advance;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team leader.

### 5. Event Planning Consultant

*Ministry Leader: Ebony Haywood*

Gives insight, guidance, and support upon request for planning and execution of all church related events and manages church rentals. Must have the ability to evaluate and assess event needs and collaborate with other ministries and renters to bring about success of the overall event. This person is appointed by and accountable to the Senior Pastor.

The leader of this team:

- is appointed by and accountable to the Senior Pastor;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;



## Organizational Structure & Ministries

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- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- is the primary point of contact and lead coordinator for all church rentals;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team Leader.

### 6. System & Structures Team

*Ministry Leader: Vincent L. Lancaster*

This team manages the church's processes, overall procedures, and organizational infrastructure needs. Members of this team ideally have utilized organizational, planning, logistical, and related skills and experiences in a large corporate, volunteer, or ministry environment. Services are rendered on both a routine and as needed basis.

The leader of this team:

- is appointed by and accountable to the Executive Team Leader;
- meets the requirements outlined in the KFIC Ministry Leaders Qualifications section;
- must attend Midweek Gathering, Sunday morning service, Leadership training, Prophetic prayer, and church events (as requested by the Pastor);
- is the primary point of contact and lead coordinator for all church system and structures needs;
- assesses and resolves (as appropriate) the ministry needs and communicate those needs to the Executive Team Leader.

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## DOCUMENT NOTES

Contributions for the creation of this document were provided by the KFIC System & Structures team:

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See the System & Structures Lead to make updates to this document.

### **Update history**

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