



**SPECIAL GENERAL MEETING  
ON  
CHURCH LIFE AND NURTURE**

**REPORT ON PILOTING OF CLAN MINISTRIES**

**&**

**PROPOSED RESTRUCTURED COUNCIL**

**28<sup>th</sup> July, 2024**

## **ACCRA RIDGE CHURCH**

### **AGENDA FOR SPECIAL GENERAL MEETING TO BE HELD ON SUNDAY, 28<sup>TH</sup> JULY, 2024, IMMEDIATELY AFTER THE 8:30 A.M JOINT SERVICE AT RIDGE.**

1. Opening Prayer -Clergy
2. Welcome & Apologies -Chairman  
of Council
3. Matter Arising from July 2023, SGM (Minutes adopted at 2024 AGM)-Chairman  
of Council
  - a. Integration of Members Living Abroad
  - b. Youth Fellowship Representation of PSIC
  - c. Church Growth and Evangelism
  - d. Reinstating the Youth Service
  - e. Healing and Anointing Service on Pentecost Sunday
4. Report on Pilot of CLaN Ministries -  
Coordinating Minister
  - a. Discussion of Report & Voting
5. Report on Proposed Restructuring of Council -  
Coordinating Minister
  - a. Discussion of Report & Voting
6. Other Business
7. Courtesies
8. Closing Remarks -Chairman  
of Council
9. Closing Prayer and Benediction -Clergy
10. Refreshment

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# 1. Background

## 1.1 Introduction

The proposal of Council to reorganize all Church groups under six Church Life and Nurture (CLaN) Ministries was approved by the Church at the 24<sup>th</sup> July 2022 SGM. The Ministries approved for creation were as follows:

**Discipleship Ministry:** The Discipleship Ministry is focused on nurturing members to attain full maturity in Christ. This involves dissemination of the Word, the 'pure spiritual milk' of 1 Peter 2, to stimulate the growth of church members in their Christian life. The focus of the Discipleship Ministry is therefore centred on the study of the Bible, including preparation of study material and organisation of church bible study.

**Worship and Music:** The Worship and Music Ministry is dedicated to ensuring that the Church services at the Accra Ridge Church provide an environment in which members can truly worship in 'Spirit and in Truth'. This Ministry brings together all the groups involved in organising and running our church services.

**Prayer:** The Prayer Ministry exists to encourage and stimulate members to make time for prayer. It brings together all the prayer groups of the Church with a view to ensuring that all Church plans and activities are supported by fervent and effective prayer.

**Outreach Ministry:** The Outreach Ministry is designed to coordinate all Church activities directed at those outside the Church. This includes evangelism, sharing the gospel with the unsaved, works of love and service to the needy in the community.

**Care Ministry:** The Care Ministry directs its attention to the social and emotional needs of those within the Church, and includes all the counselling and support functions of the church.

**Generational Groups:** The Generational Groups brings together all the gender and age-defined fellowships of the Church, and as such it essentially encompasses the whole Church. This Ministry therefore benefits from and supports all the other five Ministries of the Church.

Council was subsequently mandated to establish an Implementation Committee to carry out the reorganization of Church groups under the CLaN Ministries. Additionally, Council was directed to create a Strategic Plan to guide the work of the CLaN ministries.

## 1.2 Constitution of the Paradigm Shift Implementation Committee

The Paradigm Shift Implementation Committee was constituted by Council on the 1<sup>st</sup> of December 2022, under the chairmanship of the Coordinating Minister, Rev. Andrew Odjawa. The members of the Committee at its establishment were:

1. Rev. Andrew J.T. Odjawa
2. Prof. David Ofori-Adjei
3. Mr. Seth Dzordzorme
4. Dr. Nii Darko Asante
5. Mrs. Jayne Kumi
6. Mr. Andrew Amegatcher

Following the departure of Rev. Odjawa, Bishop Sampson Gyabeng assumed the chairmanship of the Committee, and all the Ministers of the ARC were brought on board as members of the Committee.

### Establishment of Pilot Ministry Committees

The establishment of the Ministries began with a pilot phase, with the objective of determining and validating the structure of the Ministry Committees, the leadership and tenure of leaders of the Ministries, and finalising the groups and fellowships that would be members of each Ministry. This was to be done by setting up pilot Ministry Committees, and so the required Terms of Reference (ToRs) were developed for the Pilot Ministry Committees. Each Ministry Committee had its own ToR, but the following six items were common to all the Ministries:

1. Finalise the group composition of the Ministry Committee
2. Recommend the appropriate frequency of meetings of the Ministry Committee
3. Recommend the appropriate organisational structure of the Ministry Committee
4. Propose a mechanism to ensure adequate coordination with the Clergy.
5. Recommend the mechanism for appointment and the length of tenure of members of the Ministry Committee.
6. Review the existing state of the Ministry and propose its primary aims.

On the 25<sup>th</sup> of May, 2023, letters were sent to the leaders of all Church groups and fellowships to supply representatives to be members of the pilot Ministry Committees. Unfortunately, response to the request for nominees was slow and patchy, and it was thus not possible to hold the inception meeting of the Pilot Ministry Committees until the 11<sup>th</sup> of July 2023. As not all the Ministries were represented at this initial meeting, efforts were made to reach groups that had not provided representatives.

The July 2023 SGM was preceded by a retreat held on the 29<sup>th</sup> of July 2023 (the day before the SGM), with the members of the pilot Ministry Committees. Attendance was improved, but once again not all groups were represented at the meeting. Those who attended however got a better understanding of the task they were required to undertake in setting up their Ministry Committee. One key achievement of the retreat was to produce objectives for all the six Ministries.

Efforts were made to reach the groups and fellowships that had not attended the retreat, and plans were put in place for the individual Ministry Committees to begin their meetings. One final meeting of all nominees was scheduled for the 14<sup>th</sup> of September, 2023 to review the outcomes of the SGM and prepare to start working as individual Ministry Committees. Finally, from the 13<sup>th</sup> of November, 2023 the Ministry Committees began holding their individual meetings and selecting their Coordinators and Rapporteurs. One additional plenary meeting was held on the 11<sup>th</sup> of April, 2024 with the Coordinators and Rapporteurs of the Ministry Committees, to provide them with guidance and direction and to help them stay aligned.

Unfortunately, there was a lull in the work of the PSIC after the SGM in July 2023, and this has delayed progress on the piloting of the Ministry Committees. A number of Ministry Committees have however produced detailed reports from deliberations held in their meetings. This report thus captures the progress made by each of the individual Ministry Committees in fulfilling their TORs.

## Current Status and Council Recommendations

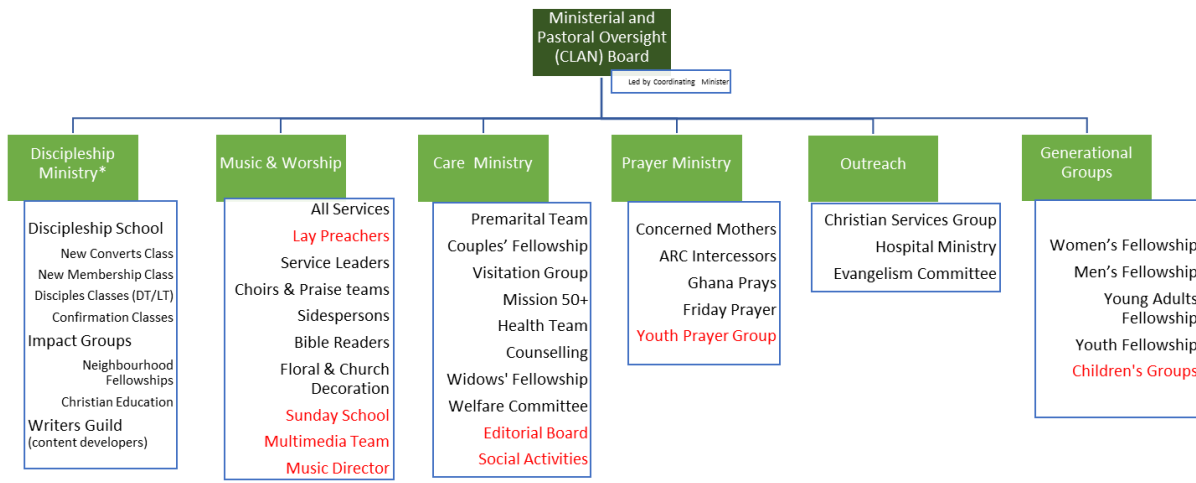
### 1.3 Overview of Status

The table below summarises the status of the various Ministry Committees.

	Discipleship	Music & Worship	Prayer	Outreach	Care	Generational Groups
<b>Clergy</b>	All Clergy led by Coordinating Minister	Canon Andrew Torgbor	Fr. Reginald Lawson	Very Rev. Dr. Abraham Boateng	Rev. Frank Kissi	Bishop Sampson Gyabeng
<b>PSIC Representative</b>	Nii Darko Asante	Seth Dzordzorme	Jayne Kumi	David Ofori-Adjei	Rev. Frank Kissi	Andrew Amegatcher
<b>Coordinator</b>	Sampson Atiemo	Mary Anne Addo	To be determined	Danny Mawuenyega	To be determined	Enid Owusu
<b>Rapporteur</b>	Charles Crabbe	Naa Korkoi Amaniampong	To be determined	Rebecca Lomo	To be determined	Perry Bartey
<b>Status</b>	<ul style="list-style-type: none"> <li>• Two meetings held</li> <li>• Some TOR items addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Several meetings held</li> <li>• Several TOR items addressed.</li> <li>• Report submitted</li> </ul>	<ul style="list-style-type: none"> <li>• First meeting held</li> <li>• Consultation on committee membership ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Some meetings held</li> <li>• Several TOR items addressed</li> <li>• Report submitted</li> </ul>	<ul style="list-style-type: none"> <li>• First meeting held</li> <li>• Care Policy produced</li> </ul>	<ul style="list-style-type: none"> <li>• Three meetings held</li> <li>• Most items of TOR addressed</li> <li>• Summary of meeting decisions submitted</li> </ul>

Table 1: Activities and Status of CLaN Ministries

## 1.4 Recommendations of Council



Council proposes that:

- 1) Church groups and fellowships be organised under the CLaN Ministries as captured above
- 2) All Ministry Committees have at least one Minister assigned to them. Individual groups and fellowships will no longer have assigned Ministers
- 3) All Ministry Committee Coordinators be appointed by Council with a 2-year renewable tenure, and a maximum of two terms
- 4) The tenure of Ministry Rapporteurs be two years
- 5) Ministry Committee meetings be held at least once a quarter to receive reports from groups for submission to the Ministerial and Pastoral Oversight Board

## Appendix: Summary of Ministry Committee Status Reports

### A. Discipleship Ministry

#### 1. Ministry Objectives

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Discipleship Ministry is focused on nurturing members to attain full maturity in Christ. This involves dissemination of the Word, the 'pure spiritual milk' of 1 Peter 2, to stimulate the growth of Church members in their Christian life. The focus of the Discipleship Ministry is therefore centred on the study of the Bible, including preparation of study material and organisation of Church Bible study.

#### 2. Groups Represented on Ministry Committee

The groups that are designed to make up the Ministry Committee are as follows:

- |   |                      |
|---|----------------------|
| 1) Clergy                                   | - All five Ministers |
| 2) Discipleship School – New Converts Class | - One Representative |



- |  |                      |
|--|----------------------|
| 3) Discipleship School – New Membership Class          | - One Representative |
| 4) Discipleship School – Discipleship Training (DT/LT) | - One Representative |
| 5) Discipleship School – Confirmation Classes          | - One Representative |
| 6) Impact Groups – Christian Education                 | - One Representative |
| 7) Impact Groups – Neighbourhood Fellowship            | - One Representative |
| 8) Writers Guild Team                                  | - One Representative |

The current membership of the Ministry Committee comprises:

- |                                  |  |
|----------------------------------|--|
| 1) Bishop Sampson Gyabeng        | - Overseeing Minister                            |
| 2) Canon Andrew Torgbor          | - Anglican Minister                              |
| 3) Rev Frank Kissi               | - Presbyterian Minister                          |
| 4) Father Reginald Lawson        | - Auxiliary Minister                             |
| 5) Very Rev. Dr. Abraham Boateng | - Youth Minister                                 |
| 6) Sampson Atiemo                | - Coordinator and Discipleship Team              |
| 7) Charles Crabbe                | - Rapporteur and Discipleship Team               |
| 8) Alfred Ayer                   | - Discipleship Team                              |
| 9) Kojo Hayford                  | - Discipleship Team                              |
| 10) Christine Kwaning            | - Discipleship Team                              |
| 11) Nii Okwei Quist-Therson      | - Discipleship Team                              |
| 12) Nee Martey Anang             | - Discipleship Team and Neighbourhood Fellowship |
| 13) Regina Sawyer                | - Christian Education                            |

The total current membership stands at 13 Members (including the 5 Ministers). Assignment for responsibility for the Discipleship School and Writers Guild from within the members representing the Discipleship Team has not yet however been done.

The PSIC facilitator on the Ministry Committee is Dr. Nii Darko Asante.

### **3. Progress on Piloting and Ministry Committee TOR**

A particular feature of the Discipleship Ministry is that its objectives are similar to and overlap with the objectives of the Discipleship Team/Secretariat, as such all the members of the Discipleship Team/Secretariat were invited to attend meetings of the Ministry Committee. This meant that apart from the addition of a representative from Christian Education, the membership of the Discipleship Ministry Committee and that of the Discipleship Team/Secretariat were identical (Note: The Neighbourhood Fellowship representative was already a member of the Discipleship Team).

The inaugural meeting of the Discipleship Ministry Committee was held on the 13<sup>th</sup> of November, 2023 in the presence of some members of the PSIC. Mr Sampson Atiemo was selected to be the interim Coordinator, and Mr Charles Crabbe was selected as the interim Rapporteur of the Committee.

Subsequent to this meeting, a further meeting was held on the 20<sup>th</sup> of January, 2024 together with the Coordinating Minister to clarify issues relating to the mandate of the Ministry Committee.

Meanwhile, the Discipleship Team has been active and collaborating with Christian Education and Neighbourhood Fellowships. The graduates from the DT/LT were instrumental in the success of the

relaunch of Christian Education, and the Discipleship Team has prepared bible study material for impact groups and Neighbourhood fellowship. The Discipleship Team has also prepared a draft of material for the new membership class. This has been shared with Clergy for their review.

The alignment of the Discipleship Team and the Discipleship Ministry Committee is a work in progress, and consultations are underway to address all outstanding issues and the requirements from the Committee's Terms of Reference. Therefore, the Ministry Committee report is work in progress.

## **B. Worship & Music Ministry**

### **1. Ministry Objectives**

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Worship and Music Ministry is dedicated to ensuring that the Church services at the Accra Ridge Church provide an environment in which members can truly worship in 'Spirit and in Truth'. This Ministry brings together all the groups involved in organising and running our Church services.

### **2. Groups Represented on Ministry Committee**

The groups that are designed to make up the Ministry Committee are as follows:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| 1) Clergy                             | - One Minister overseeing Ministry |
| 2) All Services                       | - One representative               |
| 3) Service Leaders                    | - One representative               |
| 4) Choirs and non-Choral Music Groups | - One representative per group     |
| 5) Sidespersons                       | - One representative               |
| 6) Lay Readers                        | - One representative               |
| 7) Floral and Church Decoration       | - One representative               |

The current membership of the Ministry Committee comprises:

- |                            |  |
|----------------------------|--|
| 1. Canon Andrew Torgbor    | - Overseeing Minister                          |
| 2. Mary-Anne Addo          | - Coordinator and Sidespersons' Representative |
| 3. Naa Korkoi Amaniampong  | - Rapporteur and All Services Representative   |
| 4. Dela Ackuaku            | - Service Leaders Representative               |
| 5. Joycelyn Sarpong Mensah | - ARC Choir Representative                     |
| 6. Georgette McCarthy      | - Instruments of Praise Representative         |
| 7. Selasi Bedzrah          | - One Accord Representative                    |
| 8. David K. Mantey         | - Virtue Representative                        |
| 9. Ekua Sagoe              | - Lay Readers' Representative                  |
| 10. Veronica               | - Floral and Church Decoration Representative  |

The PSIC facilitator on the Ministry Committee is Mr. Seth Dzordzorme.

### **3. Progress on Piloting and Ministry Committee TOR**

The Ministry Committee had its inaugural meeting on Saturday November 18, 2023, during which Mary-Anne Addo was selected as Coordinator, and Naa Korkoi Amaniampong was selected as Rapporteur. Subsequent meetings were all held virtually using the Zoom meeting platform.

The meeting addressed parts of its TOR as follows:

- (1) **Committee Composition:** The Committee accepted the composition of the Ministry Committee, but agreed to add a representative from the Sunday School and also to have the Music Director to become an ex-officio member.
- (2) **Frequency of meetings:** No firm decision was taken on this, as the feeling was that it would be determined by the issues that need to be addressed. The Committee initially met on a fortnightly basis, to get through its agenda.
- (3) **Organisational Structure:** The Ministry Committee retained the structure of having a Coordinator, a Rapporteur, and Committee Members.

The other items on the common TOR are yet to be addressed.

#### 4. Highlights of Meetings

In the course of a series of Zoom meetings held between 20<sup>th</sup> November 2023 and 25<sup>th</sup> March 2024, the Music and Worship team deliberated on issues affecting worship services at the ARC. Highlights of the discussions are as follows:

- 1) **Family Services:** It was observed that this service appears to have lost its original intent, as it fails to retain the attention of the younger members of the church, nor cater for the entirety of families across all generations. To correct this, the following recommendations were tabled to orient the service to better meet the needs of children, youth and adults:
  - i. Visiting preachers should not be scheduled on family service Sundays – unless they are able and willing to fit their sermon into the family service requirements.
  - ii. Sermons on Family Service Sundays should:
    - a. not exceed 30 minutes duration maximum
    - b. be relevant to and accessible to children
    - c. contain points of application for children, youth and adults;
    - d. use contemporary examples
    - e. be relatable by all generations
  - iii. Orientation for new Ministers should include a description of the Family Services and defined their objective, and this should be captured in a Ministers’ Handbook that should be developed.
- 2) **Retention of the Youth:** The youth are leaving for other churches, for various reasons: some do not find the current format of services appealing or stimulating; others feel their needs are not being met; still others want to help adapt to the youth but feel they aren’t being listened to or taken seriously. To address this, it was recommended that a survey be undertaken to ascertain why the youth and young adults appear not to want to join Church groups.
- 3) **Role of music in services:** There are a number of music groups that lead in praise and worship at the various services. While their sincerity and zeal cannot be doubted, enhancement of the quality of their singing could further improve the

worship experience of the congregation. The acquisition of good quality instruments for use by all the music groups can help enhance the sound quality of the songs they perform.

- 4) **Managing private services:** There is a proliferation of requests by members of the congregation for private church services – baptisms, birthdays, special services (*e.g.* retirement) leading to much pressure on the Clergy. The result is low or insufficient pastoral care, and members will need to consider the way forward on this.

## C. Care Ministry

### 1. Ministry Objectives

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Care Ministry directs its attention to the social and emotional needs of those within the church, and includes all the counselling and support functions of the church.

### 2. Groups Represented on Ministry Committee

The groups that are designed to make up the Ministry Committee are as follows:

- |                           |                                    |
|---------------------------|------------------------------------|
| 1) Clergy                 | - One Minister overseeing Ministry |
| 2) Premarital Counsellors | - One representative               |
| 3) Couples' Fellowship    | - One representative               |
| 4) Visitation Group       | - One representative               |
| 5) Mission 50+            | - One representative               |
| 6) Health Team            | - One representative               |
| 7) Counselling            | - One representative               |
| 8) Widows' Fellowship     | - One representative               |
| 9) Welfare Committee      | - One representative               |

The Ministry Committee is yet to be constituted and hold a meeting. An additional Committee member is required to handle this Ministry Committee.

### 3. Progress on Piloting

The Ministry Committee has not yet started meeting, however a policy document for Care to the Elderly was submitted to Council by the Minister responsible, Rev. Frank Kissi. This document, which explores the provision of pastoral care to the ageing population within the context of Accra Ridge Church, was approved by Council during its meeting in May 2024.

Council further decided to hold a consultative meeting to properly brief clergy, generational groups, care groups, and intercessors on the policy. This Consultative Meeting on Enhancing Care to the Elderly at the Accra Ridge Church was held on Saturday, 29th June 2024, in the ARC Hall. The meeting brought representatives from the Council, Clergy, Generational Groups, Care Groups, and Intercessors. Council is currently awaiting representatives from the Visitation Team, Welfare Committee, and a young person to form the Coordinating Team tasked with driving the implementation of the policy. The Committee will be in place by the end of July, 2024.

## D. Prayer Ministry

## **1. Ministry Objectives**

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Prayer Ministry exists to encourage and stimulate members to make time for prayer. It brings together all the prayer groups of the church with a view to ensuring that all Church plans and activities are supported by fervent and effective prayer.

## **2. Groups Represented on Ministry Committee**

The groups that are designed to make up the Ministry Committee are as follows:

- |                      |                                    |
|----------------------|------------------------------------|
| 1) Clergy            | - One Minister overseeing Ministry |
| 2) Concerned Mothers | - One representative               |
| 3) ARC Intercessors  | - One representative               |
| 4) Ghana Prays       | - One representative               |
| 5) Friday Prayer     | - One representative               |

The current membership of the Ministry Committee comprises:

- |                              |                          |
|------------------------------|--------------------------|
| 1. Father Reginald Lawson    | - Overseeing Minister    |
| 2. Sapphira Adodoadji        | - Prayer Coordinator     |
| 3. Evelyne Djin              | - Concerned Mothers      |
| 4. Esther Apewokin           | - ARC Intercessors       |
| 5. Abigail Armah             | - Prayer Committee       |
| 6. Dr. Ernest Obuobisa-Darko | - Manet/Prayer Committee |

The PSIC facilitator on the Ministry Committee is Mrs. Jayne Kumi.

## **3. Progress on Piloting and Ministry Committee TOR**

It was observed that the objectives of the Prayer Ministry are similar to and overlap with the objectives of the existing Prayer Committee, and as such it was suggested that the Prayer Committee be constituted as the Prayer Ministry Committee by adding any additional members that may be required. A meeting was therefore called on May 1<sup>st</sup> 2024 with the ARC Prayer Coordinator, members of the various Prayer groups as well as Rev. Father Lawson, the Minister responsible for the Prayer Ministry, Dr. Nii Darko Asante and Mrs Jayne Kumi, members of the PSIC.

The meeting began with a briefing on the CLaN concept and the TOR of the Prayer Ministry, delivered by Dr. Asante. During discussions, it became clear that constituting the Prayer Committee as the Prayer Ministry Committee would be a challenge, in view of the current size of the Prayer Committee.

The meeting was informed of the existence of a Youth Prayer Group that would need to be represented on the Ministry Committee, but its members are yet to be contacted. The meeting was unable to reach consensus on the appointment of a Coordinator and Rapporteur for the Ministry. The Prayer Committee however remains vibrant and active, and has delivered the Annual week of Prayer and Fasting as well as the month of prayer. Due to their packed schedule, a follow up meeting has not yet been held.

## E. Outreach Ministry

### 1. Ministry Objectives

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Outreach Ministry is designed to coordinate all the activities of the church directed at those outside the church. This includes evangelism or sharing the gospel with the unsaved as well as works of love and service to the needy in the community.

### 2. Groups Represented on Ministry Committee

The following Church Groups are represented on the the Outreach Ministry Committee:

- |                                   |   |
|-----------------------------------|---|
| 1. Clergy                         | – One (1) Minister Overseeing Ministry      |
| 2. Christian Services Group (CSG) | – Three (3) representatives                 |
| 3. Evangelism Committee (EC)      | – Three (3) representatives                 |
| 4. Hospital “Ministry”            | – No representative (group appears defunct) |

The membership of the Ministry Committee comprises:

- |                              |  |
|------------------------------|--|
| 1. Very Rev Dr. Boateng      | - Overseeing Minister                      |
| 2. Danny Mawuenyega          | - Coordinator and CSG representative       |
| 3. Nii Martey Annang         | - Deputy Coordinator and EC representative |
| 4. Rebecca Lomo (Rapporteur) | - EC representative                        |
| 5. Joyce Boeh-Ocansey        | - EC representative                        |
| 6. Doreen Owusu-Fianko       | - CSG representative                       |
| 7. Daniel Koomson            | - CSG representative                       |

The PSIC facilitator on the Ministry Committee is Professor David Ofori-Adjei.

### 3. Progress on Piloting and Ministry Committee TOR

It took some time before the Ministry Committee was fully constituted. The Hospital Ministry has been non-functional since the COVID-19 epidemic and attempts at its revival have not yielded good results. Several meetings have been held with participation from the Christian Services Group and the Evangelism Committee. The membership of the Evangelism Committee does not however currently reflect the composition defined in the Church Manual of Operations, and Council is currently working on reconstituting the Evangelism Committee.

The meeting addressed parts of its TOR as follows:

- (4) **Committee Composition:** Each Group will identify three (3) members to constitute the Ministry Committee. The members should be selected so that all the Branches of the Church (Ridge Main, Ridge Manet, and Ridge Tudu) are represented.
- (5) **Frequency of meetings:** A quarterly schedule was proposed, given that frequent sessions may be required in the Committee’s early formation phase.
- (6) **Organisational Structure:** The proposed structure comprises a Coordinator, Deputy Coordinator, Rapporteur, and Members.

(7) **Mechanism for Appointment and Tenure:** Although it was initially considered that the positions be filled by election through voting of Committee members, it was agreed at a subsequent meeting that positions be filled by appointment by Council with a tenure of 2 years plus a further term. Formal Letters of Appointment would thus need to be issued.

(8) **Coordination with the Clergy:** A member of the Clergy will serve as an ex-officio member of the Committee.

#### **4. Meetings and Recommendations**

At its first meeting on 11 November 2023, attended by a representative from the CSG and the EC, it was suggested that the Ministry's focus should be on those outside the Church. Other groups in the Church that have adopted institutions supported by budgetary funding from the Church were noted. It was agreed that such activities should be channelled through the Christian Services Group. However, the affected groups may assist institutions they wish to support through their funding.

Groups and Committees addressing the needs of Church members should not be considered members of this Ministry but may relate to it. Attention was drawn to the Scholarship Scheme run by the CSG that involves Church and non-Church members. In addition, other Church groups, such as the Prisons Ministry and the Women Fellowship Hospital project, were proposed as collaborators.

Other recommendations arising from the meetings of the Ministry Committee are as follows:

- Annual Church Calendar to be adhered to for the avoidance of clashing of programmes
- Clergy assigned to the Ministry will need to be engaged with the Ministry and available
- Members of the Ministry Committees will need to be formally appointed as such
- The ARC Manual of Operations would need to be updated to capture the Ministry Committees
- The Outreach Ministry Committee must meet constituents of the Ministry to get their buy-in

## **F. Generational Groups**

### **1. Ministry Objectives**

The Ministry Objective defined at the July 2023 Retreat is as follows:

The Generational Groups brings together all the gender and age-defined fellowships of the Church, and as such it essentially encompasses the whole church. This Ministry therefore benefits from and supports all the other five Ministries of the Church.

### **2. Groups Represented on Ministry Committee**

The groups that are designed to make up the Ministry Committee are as follows:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1) Clergy                  | - One Minister overseeing Ministry |
| 2) Women's Fellowship      | - One representative               |
| 3) Men's Fellowship        | - One representative               |
| 4) Young Adults Fellowship | - One representative               |
| 5) Youth Fellowship        | - One representative               |
| 6) Children                | - One representative               |

The current membership of the Ministry Committee comprises:

- |                           |                       |
|---------------------------|-----------------------|
| 1) Bishop Sampson Gyabeng | - Overseeing Minister |
|---------------------------|-----------------------|

- |                          |   |
|--------------------------|---|
| 2) Dr. Enid Owusu        | - Coordinator and Women's Fellowship Representative (Manet) |
| 3) Mr. Perry Bartey      | - Rapporteur and Young Adults Fellowship Representative     |
| 4) Capt. Samuel Thompson | - Men's Fellowship Representative                           |
| 5) Ms. Evelyne Djin      | - Women's Fellowship Representative (Ridge)                 |
| 6) Mr. Peter Kotei       | - Youth Fellowship Representative                           |
| 7) Mrs. Irene Akuaku     | - Children's Representative                                 |

The PSIC facilitator on the Ministry Committee is Mr. Andrew Amegatcher.

### **3. Progress on Piloting and Ministry Committee TOR**

The Ministry Committee has held three meetings since the 2023 SGM retreat, with the most recent being held on May 15, 2024. Over the course of these meetings, the ministry appointed Dr Enid Owusu of the Manet Women's Fellowship as Coordinator and Mr. Perry Bartey of the Young Adult Fellowship as Rapporteur.

The ministry has made some progress by addressing five out of the six common Terms of Reference (TOR) items as follows:

- (1) **Committee Composition:** Membership of the Men, Women, Young Adults and Youth Fellowships was agreed to be appropriate. It was also agreed that the Sunday School should be represented on the Ministry Committee, to include their input and perspectives to ensure comprehensive representation in the decision-making process.
- (2) **Frequency of meetings:** After thorough discussion, the consensus reached was that the frequency of Ministry Committee meetings should be twice a quarter, as this would be adequate to effectively manage the activities of the Ministry and enable ongoing issues to be addressed.
- (3) **Organisational Structure:** The structure of the Ministry Committee was deliberated, and it was agreed that the Clergy, the Chairman, and the Secretary should form the appropriate leadership structure to guide the Ministry's activities.
- (4) **Mechanism for Appointment and Tenure:** The committee reached an agreement on the recommended length of tenure for members of the Ministry Committee, which will be one year. This period is deemed sufficient to contribute effectively while allowing for rotational participation to include diverse views and experiences.
- (5) **Coordination with the Clergy:** It was agreed that the Clergy should participate actively in Ministry Committee meetings, either by attending or chairing, to enhance the spiritual oversight and guidance in deliberations and decisions of the Ministry Committee.

The outstanding item is the review of the existing state of the ministry and the proposal of its primary aims. This is expected to be addressed at subsequent meetings of the Ministry Committee, with welcome assistance coming from Bishop Sampson Gyabeng, who has prepared a proposal document for the aims of the ministry. This document will be reviewed and adopted at the next Pilot Ministry Meeting. Generally speaking, progress is being made with the biggest challenge to date being a desire of the ministry members to get a better sense of the aims of the ministry. It is hoped that this will become clearer in the next few meetings.



# REPORT ON PROPOSED RESTRUCTURED COUNCIL

## PREAMBLE

At the Special General Meeting on Church Life and Nurture (CLaN) held on July 24, 2022, the recommendations of the Paradigm Shift Review Committee were adopted, and it was agreed that a committee be constituted to work on operationalising the recommendations presented. By a letter dated December 1, 2022, Council extended the tenure of the Paradigm Shift Review Committee to become the Paradigm Shift Implementation Committee (PSIC) and tasked them to work on the implementation of their recommendations.

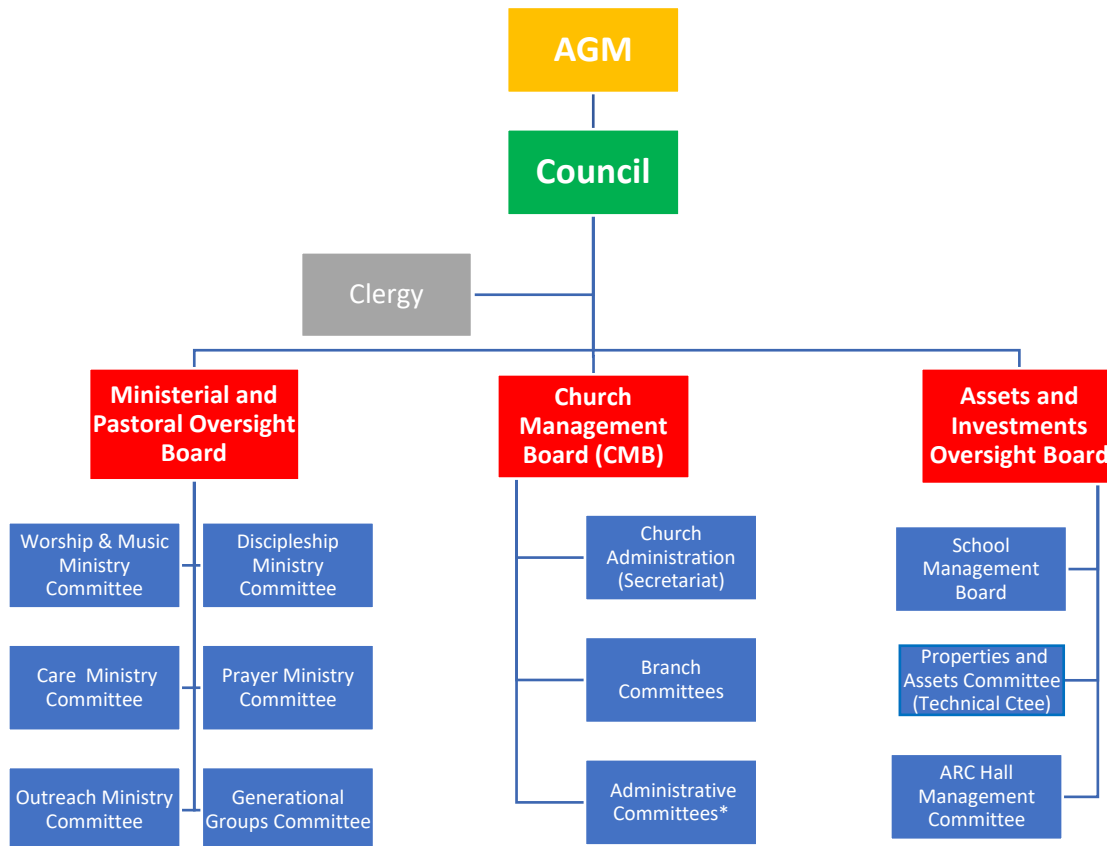
In line with the mandate given to the PSIC to co-opt members onto sub-committees to assist in the execution of the tasks required, the PSIC set up a Governance Sub-Committee to look at modifications to the governance structure of the Church that would enable the reduction of the size of the Accra Ridge Church Council. The members of the Governance Sub-Committee were as follows:

1. Mr. Richard Aryeetey - Chairman
2. Ms. Kukua Awo Pratt - Member
3. Mr Alex Amankwah-Poku - Member

The Governance Sub-Committee submitted its report to the PSIC on May 21, 2024, and its recommendations were largely accepted by the PSIC. This report provides the recommendations of the PSIC based on the report of the Governance Sub-Committee.

# THE PROPOSED ARC GOVERNANCE STRUCTURE

## 1.5 THE NEW CHURCH ORGANOGRAM



*\*A special arrangement is being proposed for the Administrative Committees, where select committees would be represented in the Church Management Board (CMB).*

The key feature of the proposed organogram above is that the existing Council is replaced by a much smaller Council (similar to the existing Steering Committee), whilst three new Church Boards are introduced to oversee the day to day running of the Church. Thus, whilst the Council retains its role as the Executive Body of the Church, the three new Church Boards take up the bulk of the responsibility for the “proper ordering of the life and work of the church”.

**The Ministerial and Pastoral Oversight Board** oversees the work of the Church Life and Nurture (CLaN) Ministries, and as implied by its name, is led by the Clergy and chaired by the Coordinating Minister. This Board gives substance to the section of Clause 1 of the Fourth Schedule of the ARC constitution: “The Ministers shall exercise pastoral and spiritual oversight of the Church”.

**The Church Management Board** oversees the administration and management of the Church, and handles issues of finance, procurement, personnel, and maintenance.

**The Assets & Investment Oversight Board** oversees Church assets and investments, including church buildings and manses, the Ridge Church School and the ARC Hall.

## 1.6 THE NEW CHURCH COUNCIL

The 'reduced size' Council retains its constitutional role as the Executive Body of the Church, with the primary function of providing direction and strategic leadership to the church. As it delegates significant responsibility to the Church Boards, its role is devoid of the day to day running of the Church. This delegation of authority is central to the proposed reduced Council size. It will therefore have an elevated function of policy making, priorities setting and monitoring. Strategically, the new Council will oversee the Church Boards, and ensure that they operate in accordance with the ARC Constitution and ethical standards whilst delivering on the Mission and Vision of the Church.

The proposed membership of the restructured Council is as follows:

- |  |                        |
|--|------------------------|
| 1. Chairman  | - Elected by AGM       |
| 2. Secretary   | - Elected by AGM       |
| 3. Treasurer   | - Elected by AGM       |
| 4. Assets and investments Board Chair                            | - Elected by AGM       |
| 5. Ministerial and Oversight Board Chair (Coordinating Minister) | - Appointed by Council |
| 6. Church Management Board Chair                                 | - Appointed by Council |
| 7. Administrative Manager  | - Appointed by Council |

### **In Attendance**

All other Ministers

The new Council is similar in size to the existing Steering Committee, and is expected to share in its efficiency and effectiveness. As such, the proposed structure has no Steering Committee. All the existing Committees of Council will become Committees of one of the Boards under Council. Council will however still retain the mandate to reconstitute all the Administrative Committees.

## 1.7 THE MINISTERIAL AND PASTORAL OVERSIGHT BOARD

The Ministerial and Pastoral Oversight Board is the new name for the CLaN Committee in the ongoing implementation of the CLaN ministries within the Church. It gives substance to Clause 1 of the Fourth Schedule of the ARC Constitution, which says: "The Ministers shall exercise pastoral and spiritual oversight of the Church". The Board is the operational arm of the Church through which Church Life and Nurture (CLaN) is expressed and fulfilled.

The Board oversees the six CLaN Ministries under which all the Church groups and fellowships are organised. Each of the six Ministries will be overseen by at least one Minister and managed by a Ministry Committee, led by the Ministry Coordinator. Leaders or representatives of the Church groups or fellowships will be members of the Ministry Committee to which their group belongs. The groups and fellowships will submit their monthly reports through, their Ministry Committee, to the Board. Council will thus no longer receive and review group reports.

### **1.7.1 Leadership and Membership**

The Coordinating Minister will chair the Ministerial and Pastoral Oversight Board, and all Clergy of the Church will be automatic members of the Board. The Coordinators of each of the six CLaN Ministry Committees will also be members, with the Rapporteurs being in attendance.

### **1.7.2 The Six CLaN Ministries**

The six (6) Ministries under the Ministerial and Pastoral Oversight Board are namely:

1. Discipleship Ministry
2. Worship and Music Ministry
3. Care Ministry
4. Prayer Ministry
5. Outreach Ministry
6. Generational Groups Ministry

Each of the CLaN Ministries will be run by Ministry Committee, led by a Coordinator assisted by a Rapporteur who will deputise in the absence of the Coordinator. The Coordinators will be appointed by Council in consultation with the Clergy and the Ministry Committees, but the Rapporteurs will be elected by the Ministry Committees themselves.

## **1.8 THE CHURCH MANAGEMENT BOARD**

The Church Management Board (CMB) is responsible for the proper management and administration of the Church, and for setting guidelines and regulations for the proper running of the Church. It is answerable, through its Chairman, to the Accra Ridge Church Council. The CMB is responsible for all the human resource and administrative functions of the Church, accounting for the income and expenditure of the Church and submitting them for audit annually, and presenting reports on the entire management of the church to Council.

### **1.8.1 Board Membership**

Membership of the church Management Board consists of:

- |  |                                      |
|--|--------------------------------------|
| 1. Chair                                     | - Appointed by Council               |
| 2. Representative of Clergy                  | - Appointed by Coordinating Minister |
| 3. the Administrative Manager                | - Appointed by Council               |
| 4. All Chairs of Branches                    | - Elected by Branches                |
| 5. Chair of Finance Committee (Treasurer)    | - Elected by AGM                     |
| 6. Chair of Harvest & Fund-Raising Committee | - Appointed by Council               |
| 7. Chair of Legal Committee                  | - Appointed by Council               |
| 8. Chair of Estate Management Committee      | - Appointed by Council               |
| 9. Chair of Multimedia Committee             | - Appointed by Council               |

### **1.8.2 Branch Committees**

Section 23 of the Church Constitution outlines the establishment of Branches of ARC. It stipulates the formation of Management Committees for the branches and outlines the responsibilities of the Branch Management Committees. As the Branch Committees will take responsibility for the maintenance of the infrastructure at their Branch locations, Main Ridge will need to have a

Branch Management Committee to manage infrastructure at Ridge, and to ensure that it is represented on the CMB.

### **1.8.3 Church Administration (Secretariat)**

The Church Secretariat as stipulated in section 52 of the Church Constitution, will continue to be headed by an Administrative Manager appointed by Council. It will perform support services in terms of administration, personnel and general services so as to promote and enhance the efficient and optimal use of the resources (i.e., manpower, finance, equipment, supplies and other facilities) available to achieve the aims and objectives of the Church. The Church Administration shall be the repository of data, records, information on, about, or for the Church and namely be the central point to receive, collate, document, store and disseminate (where appropriate) all information on the Church.

### **1.8.4 Administrative Committees under the Church Management Board**

The Church Secretariat, and Branch Committees will fall under the CMB. In addition, the existing Administrative Committees captured in the Manual of Operations of the Church will also come under the CMB. Some of these Committees are also captured in the ARC Constitution, and these are, the Finance Committee (Article 58), and the Disciplinary Committee (Article 74). The Committees under the CMB will be as follows:

- Finance Committee
- Harvest & Fund-Raising Committee
- Legal Committee
- Appointments and Disciplinary Committee
- Nominations Committee
- Estate Management Committee (responsible for maintenance etc)
- Multimedia Committee (responsible for church audiovisual equipment)

Of the committees listed above, the Finance Committee, Harvest & Fund-Raising Committee, Legal Committee, Estate Management Committee and Multimedia Committee will be represented on the Church Management Board.

## **1.9 THE ASSETS AND INVESTMENTS OVERSIGHT BOARD**

The Assets and Investments Oversight Board will be responsible for overseeing and managing Church infrastructural investments or assets, (long term) financial investments and all shareholding or ownership of the ARC. This Board will therefore oversee the Ridge Church School, and the ARC Hall, and any other future assets or investments of the Church. The due diligence required prior to the acquisition or disposal of any asset will however remain as the responsibility of the Trustees.

### **1.9.1 Board Membership**

The Assets and Investments Oversight Board will have membership made up of:

- |   |                                      |
|---|--------------------------------------|
| 1. Chairman                                 | - Elected by AGM                     |
| 2. Clergy Representative                    | - Appointed by Coordinating Minister |
| 3. ARC Hall Management Committee Chair      | - Appointed by Council               |
| 4. School Management Board Chair            | - Appointed by Council               |
| 5. Financial Investment Specialist          | - Appointed by Council               |
| 6. Surveyor/Property Development Specialist | - Appointed by Council               |

### **1.9.2 Committees under the Assets and Investments Oversight Board**

The Committees under the Assets and Investments Oversight board are:

- School Management Board
- ARC Hall Management Committee

Decisions/proposals from the Assets and Investment Oversight Board Group would have to be endorsed by the Church Council for approval and the AGM for ratification.

### **1.9.3 School Management Board (SMB)**

The duties and responsibilities of the SMB have been clearly defined in the Manual of Operation of the Church. This can and may be reviewed, if necessary, as found in Section 8.25. SMB's terms of service and period of service are also detailed in the Manual. The appointment of the Chairperson of the SMB is by the Council.

### **1.9.4 ARC Hall Committee**

The ARC Hall Committee will be responsible for the management, maintenance and repairs of the ARC Hall as well as oversight of the hiring and rental of spaces of the ARC Hall. They will ensure that the ARC Hall is run as a financially sustainable operation with a positive balance sheet.

## **LEGAL AND CONSTITUTIONAL IMPLICATIONS**

If the proposed re-structured organogram is adopted, its implications would have to be analysed by the Legal Committee and the needed amendments drafted and approved by the AGM. Key Amendments required are:

- Article 30 – Composition of Council
- Article 31 – Functions of Council
- New Article – Ministerial and Pastoral Oversight Board
- New Article – Church Management Board
- New Article – Assets and Investments Oversight Board
- New Clauses to capture the six CLaN Ministries and the process for amending them
- New Clause stating that no new groups or fellowships will be recognised by the church unless they have been approved by Council on the recommendation of the Ministerial

and Pastoral Oversight Board. New groups will have to become part of one of the six CLaN Ministries, and would undergo a probationary period of six months.

Additional issues to be considered include:

- Definition of signatories to Church accounts
- Tenure of Coordinators of Ministries
- Transitional arrangements