

**FIRST UNITED CHURCH OF JESUS CHRIST APOSTOLIC  
of FT LAUDERDALE**

**STANDARD DOCUMENT OF OPERATION SPECIFIC TO  
SUNDAY WORSHIP SERVICES  
and  
FORMATS.**

~~Established as on June 1, 2025~~

**Updated September 14, 2025**

## **PURPOSE**

To unify and stabilize our church Sunday worship service activities so that everyone may be blessed.

Please observe the following:

1. **PRAISE TEAM** – Leader –Evangelist Tracy Wyche assisted by Evangelist Karen Morrison  
**Ministerial Focus:** Praise and worship consistency and vibrancy to encourage faith and deliverance.  
**Praise Team Attire:**  
Women: Avoid short sleeves that exposes underarm, short skirts, attire that distract from the purpose of the function, and head covering for women.
2. **OPENING PRAYER** – An officer's duty (not a lengthy prayer but God-filled petition)  
**Ministerial Focus** – To lead the church into the presence of God.  
Regardless of the designated day, use a minister to open the day's worship. Pray on behalf of the cause of the gathering. This is not the time a for training.
3. **BIBLE READING** – Use a sober individual who can project his/her voice excellently. if possible, obtain the scripture beforehand and read aloud until you are used to seeing the words. It is preferred **not to** read from your phone. ~~Do not read from the screen, all the way through.~~ Feel free to use a combination of your bible and the screen. A bible is always on the podium for your use.  
**Ministerial Focus** – To take the Word of God to the hearers.  
Not everyone can read, but most persons can hear. Be happy to read the word. You might just be another messenger of the day!
4. **ANNOUNCEMENT FOR INTERCESSION** – The announcement is to done by the person leading the praise team on that day. Prayer is to be done by an **Officer** of the Church or visiting minister who is sober ~~Godly~~.  
**Ministerial Focus – Faith Deliverance.**  
Consider the importance of the delivery, intercede for the people. Choose a hymn that appeals to faith and conviction. Invite the congregation to faithfully participate.  
Deliverance can come through you, if you are delivered yourself or have faith in the purpose of this session
5. **PASTOR'S GREETING (other pastoral activities)**
  - a) Bishop/Pastor conveys general greetings (sing or whatever he wishes)
  - b) Welcomes all the visitors and invites them to stand (no cards will be used)
  - c) Announces the Sermonic Rendition
  - d) Introduces the keynote speaker of the day (or proceed with the message)

6. **COLLECT THE OFFERING** - The announcement of this giving opportunity is to be done by the **an Elder or Minister** .

**Ministerial Focus:**

- a) Choose his own words or read a scripture to encourage the congregants to purposefully support the ministry.
- b) Call the Ushers to stand in place.
- c) Pray a prayer of blessing for the givers **first**, then invite the people to bring their offering cheerfully.
- d) The praise team rendition

7. **ANNOUNCEMENTS (NEW)** – To be done by the Board/Church Secretary/designee  
On the first and last Sunday of each month (beginning June 1) prepare and read summary of church events (name of the church, event planned and date of the event) Electronic screen should show church announcements including those from other church. (name, date, and function).

Do not read personal information of sicknesses and absences. Feel free to politely mention “some brethren are away”

\*All inquiries from churches and requests for participation are submitted to Church Secretary who will inform the Pastor at a convenient time as well as require help from her assistant to communicate them to whoever necessary. The secretaries are the communication specialist between the church and the public. Please refer all persons to them, not the pastor, unless otherwise directed by the Pastor.

The notices regarding church community events are placed on board in the foyer. Other announcements regarding our church (FUCJCA) are always on the QR code scan device. ( see below)

**NEW AND EXCITING**

On the **last Sunday of Each Quarter** (beginning June 29, the church will host a birthday celebration for all those who celebrated birthdays in that quarter (the coordinators of the “So you are Special” team are Missionary Thelma Dennis and Head Usher Missionary Victoline Dennis supervised by Evangelist Karen Morrison and Missionary Sweetelyn Palmer.

8. **DISMISSAL AND BENEDICTION**

Bishop/Pastor or Elder shall pronounce a blessing over the exiting congregation.

**OTHER IMPORTANT OBSERVANCES**

1. **BABY BLESSINGS** - the **third Sunday** of each month – Coordinators Secretaries/ designee
2. **BAPTISMS** are perform as needed - The Orientation is done by a Minister, who coordinates and prepares the class documents with the help of the pastor Counselling before baptism is preferred when possible. However, if the Baptism is an urgent request it is followed up with a mandatory one-month of Church Orientation Class held each Sunday at 10:00-11:30 am. If Baptism is planned, two weeks of contact session must be given to candidate. After baptism regular one month of Church Orientation Class follows.
3. **RIGHT HAND OF FELLOWSHIP** – On the First Sunday of each month – Each individual who desires membership must complete the New Member's Orientation video, signs the membership orientation form before receiving the right hand of fellowship. The secretary will maintain a list of new members, including Date and month of birth.

### **VISITORS FOLLOW UP**

First Lady Elect Ethel Scott and Junior Missionary Sweetelyn Palmer are given the opportunity to follow up with the visitors to the church. From the cards collected do the following:

#### **Follow up only includes –**

4. Extending a standard thank you for coming on behalf of the Pastor, the clergy and the general church members.
5. Extending an opportunity to become a member or establish consistent worship participation
6. Extending the opportunity to help in any necessary way. (make reference to the church secretary)
7. Maintain a list of visitors

This office is on behalf of the church and not an individual greeting. It must be done on behalf of the pastor, the clergy and the general church members.

Do not use the phone numbers collected from visitors as a spam data base. Please respect the privacy of each and every visitor. Occasionally, you are required to report on your activity

Authorized by  
Bishop Everton Walker, Pastor

