

The Blue Book Forum:  
Reviewing and Clarifying the Roles and responsibilities  
of Church Leaders of Tukuran Alliance Church.

By

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A Capstone Project Presented to the Faculty of the  
CEBU GRADUATE SCHOOL OF THEOLOGY

In Partial Fulfillment of the  
Requirements for the Degree

M.A. Pastoral Theology Major in Christian Leadership

Mandaue City, Cebu, Philippines

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**Capstone Proposal****Name:** Glenford C. dela Torre**Student ID#:****Expected Graduation Date:****Working Title of Project:** The Blue Book Forum: Reviewing and Clarifying the Roles and responsibilities of Church Leaders of Tukuran Alliance Church**Faculty you have consulted for this project:** Dr. Boyet Lisbe, Dr. Ildfonso Alfafara**List the courses you've taken at CGST that you will be integrating into this capstone project:** Principles of Leadership and Management**Capstone Description:**

Every role has essential duties appropriate to its position. When considering the significance of roles and duties, it's critical to fully understand their definitions. By doing this, it will be achievable for everyone to work responsibly. As a local church pastor, I have this solemn task and call to inform, review, and clarify roles and responsibilities of the church leaders for them to identify and effectively perform their given tasks and responsibilities to help the flock grow and edify for the development of the church.

Ministry leadership presents unanticipated challenges to those seeking to serve the church. This task and responsibility are put to a new challenge when leaders of the church function inappropriately in their different given positions. The traditional and habitually improper introduction of knowledge and application of the roles and responsibilities of the church leaders greatly affects the entire system of the local church which branches to multiple sub-issues in the future. This is the reality I discovered in my own church. As a result, I challenge all Church Ministry Team (CMT) members in partnership of the pastoral team during the planning that we need to conduct a review and to purposely clarify the Roles and Responsibilities of Church Leaders of Tukuran Alliance Church using our CAMACOP blue book.

The purpose of this project is to fully inform, clear up, escalate the awareness of our church leaders of their proper function as part of Church Ministry Team that they are fully directed to the guidelines, so that they can also perform and function well in their given office not just only by name. Also, to refresh and strengthen the leaders by conducting The Blue Book Forum: Reviewing and Clarifying the Roles and Responsibilities of Church Leaders of Tukuran Alliance Church through face to face gathering.

**Approach and/or Methods:**

The first and primary approach in completing this capstone project will focus on intentional approach in giving information to call out the Church Ministry Team and other church leaders to participate in our blue book forum in the area of local church leader's roles and responsibilities

using the formal and appropriate method with complete attendance of the CMT and other church leaders.

The secondary and subordinate approach in this capstone project is to request from the National Office to provide a transcript of the 2021 CAMACOP Blue Book due to the fact that some of our church leaders only possess and recognize the outdated Blue Book of CAMACOP. The materials which will be used in this forum is the hard-bounded blue book as well visual aid through PowerPoint presentations which contains the content of instruction that specifically focuses on local church concerns. Since our time is limited, the project will focus on using the selected important content and materials consistent to the subject of the forum. Although this approach is subordinate to the first approach mentioned, it is deemed that the contents of instructions are still necessary in making this project successful.

### Timeline

Stage	Description	Timeline
Planning Stage	In this stage, all required planning activities for the forum will be done. Some of the planning activities specifically finding the blue book chapters where local church-related contents be found for the basis of the said forum securing the needed materials which will be done including the creation of a support of the Pastoral Team, the procurement of the materials, and establishment of the full attendance of all Church Ministry Team and other church leaders of Tukuran Alliance Church.	2 weeks
Promotion Stage	During this stage, <i>The Blue Book Forum: Reviewing and Clarifying the Roles and Responsibilities of Church Leaders of Tukuran Alliance Church</i> will be advertised to the local church. Important information will be posted at the church corners to encourage, remind, and connect to them. It will be announced verbally during gatherings and through social media postings.	1 week
Implementation Stage	This is now the actual implementation of <i>The Blue Book Forum: Reviewing and Clarifying the Roles and Responsibilities of Church Leaders of Tukuran Alliance Church's</i> plans with a focus on the implementation of proper roles and responsibilities of the church leaders according to the Blue Book of CAMACOP.	2 weeks
Evaluation Stage	This is the stage where evaluation takes place. At least these elements will have to evaluate for its effectiveness. These include the evaluation from the Senior Pastor, other	1 week

	local pastors (if any), and the church members if they have observed change and the effectivity of conducting the forum in the local church.	
Culmination and Presentation	Compiling of data and presentation to panel for defense and approval	1 week

**Outline**

1. **Introduction** – The capstone project will be about the proper roles and responsibilities that needs to be reviewed and clarified for the Tukuran Alliance Church’s leaders using the CAMACOP Blue Book as the reference for conducting the study.

Reviewing and Clarifying the Roles and responsibilities of Church Leaders ministry is a challenging ministry in the local church because one of its requirements is to inform them of their roles and functions. As a minister, we are commanded to make a forum to our local church officers for them to be well informed so that proper application of rules and function would smoothly run in the right direction and achieving the goal from time to time in the church. I know that pressure, not just physically, but also emotionally, psychologically, and spiritually. There is a louder calling now to press on in ministering to people and well-inform leaders from day-to-day ministry of the church. Since face-to-face is allowed already, I used only one method in reviewing and reorienting through face-to-face sessions by office and Auxiliaries.

The purpose of this project is to fully inform, clear up, as well as for the awareness of our church leaders of their actual function as part of Church Ministry Team and official church leaders that they are fully directed to the guidelines, so that they can also perform and function well in their given office not just only by name. Also, to refresh and strengthen the leaders by conducting *The Blue Book Forum: Reviewing and Clarifying the Roles and responsibilities of Church Leaders of Tukuran Alliance Church* through face-to-face.

2. **Background** – Leadership in churches is about far more than just a title. It is about how leaders engage with the church community. Church leadership is very crucial. Many people help build churches, each one doing their share. However, we cannot deny the fact that we sometimes overdo our part and that leads to mismanagement and leadership style conflicts.

Here in our place, “new normal” in the past years diverted into a normal lifestyle just like before with face-to-face events and gatherings. Even in the church, they fully implemented it and it is not quite difficult for me to approach and contact them with this said concern. The preparation of materials was smooth because it is already in the Blue Book. I just invited them the freest of their time, prepare the materials allowing them to read it first to that they have verge I view of their own functions of the given task.

This project then, is focused on doing the local church’s equipping ministry for the betterment of everyone not just applying it for today and forget the next day.

3. **Body** – Documentation and description of the implementation of the project stages will be stated here once done.

**Planning Stage.** This stage sets the project and prepares necessary requirements in order to launch a successful and effective review and clarifications of roles and responsibilities of the church leaders of Tukuran Alliance Church.

**Scope and Limitations.** This project is primarily for refreshment in the church leadership. It aims to provide a well-inspected refresher discussion for effective functioning and active responding of tasks. This project is conducted in my local church, Tukuran Alliance Church, for the period March - May 2023.

**Creation of Project Team.** A Project team was created in order to help in this project in all its stages. The team is composed of two (2) members: my Senior Pastor and myself. I act as the overall chairman and implementer of this project while my senior pastor act as the reviewer and evaluator of the project. The project team was established in order to ensure that there were enough relevant contributions from people, other than myself, who have a sincere interest in the overall mission and pastoral care of the church.

**Target Audience.** This project was created to meet the needs of leaders in our local church. These leaders include the elders, deacons, deaconesses, finance secretary, treasurer, internal auditor and auxiliary heads of the church. This indicates that the audience is not made up of new believers, but rather of leaders who are committed to serving the Lord in a variety of leadership roles and functioning as a vital part of the local church.

**Textbook and References.** The main textbook of this project is the CAMACOP Blue Book 2<sup>nd</sup> edition which contains the compilation of guidelines for the local church, national, regional and district ministry teams, and auxiliary groups, & other policies.

**Syllabus and Schedule.** The categorical handouts prepared during this stage contains the Ministry Functions, the Learning Objectives, and other important elements of the forum. The schedule was also established earlier in order for Church Leaders to be able to vacate their personal schedule. The following is the forum schedule established for this project:

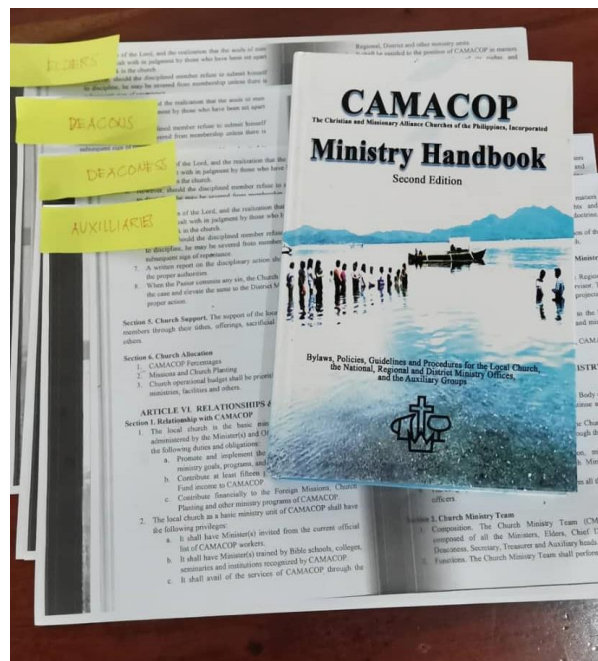
<b>Date</b>	<b>Sessions</b>	<b>Readings</b>	<b>Topic</b>
April 16-17, 2023	Church Ministry Team	Handouts	Composition and Functions
April 19, 2023	Church Elders	Handouts	Qualifications and Functions
April 21, 2023	Church Deacons	Handouts	Functions and Composition
April 22, 2023	Church Deaconesses	Handouts	Functions and Composition
April 23, 2023	Treasurer	Handouts	Functions
April 23, 2023	Financial Secretary	Handouts	Functions
April 23, 2023	Internal Auditor	Handouts	Functions

April 26, 2023	Auxiliary Officers (Youth)	Handouts	Functions
April 27, 2023	Auxiliary Officers (Men)	Handouts	Functions
April 28, 2023	Auxiliary Officers (Women)	Handouts	Functions

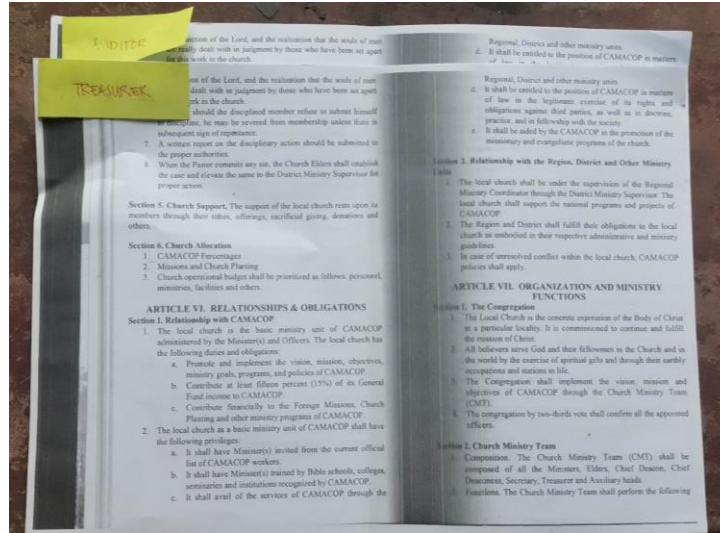
**Table 1. Session Schedules**

**Creation of Materials.** The main textbook and other references were highlighted through a PowerPoint presentation and printed materials which are the main content for the sessions. The teaching content is based on the CAMACOP Ministry Handbook 2<sup>nd</sup> edition. The scope is identified in Article VII- Organization and Ministry Functions of the CAMACOP Blue Book.

**Preparation of Materials.** Photocopies of the actual textbook were provided this time to ensure reliable and accurate content of necessary information needed for the scheduled sessions.



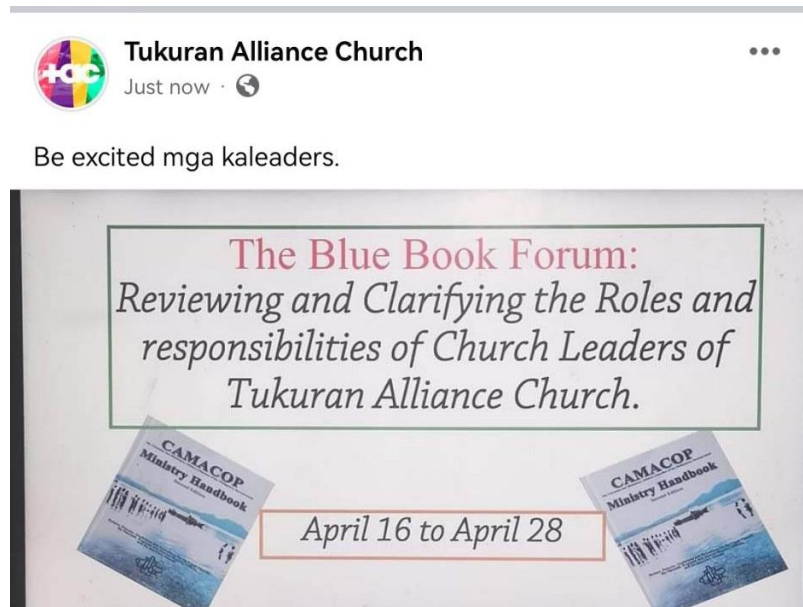
**Figure 1. Photocopied Ministry Handbook**



**Figure 2. Photocopied Ministry Handbook**

**Promotion Stage.** The event is now advertised to the church leaders. Important information was shared and reiterated such as the scheduled sessions.

**Advertisement.** Important information will be posted at the church corners to encourage, remind, and connect to them. It will be announced verbally during gatherings and through social media postings.



**Figure 3. Facebook Page Advertisement**

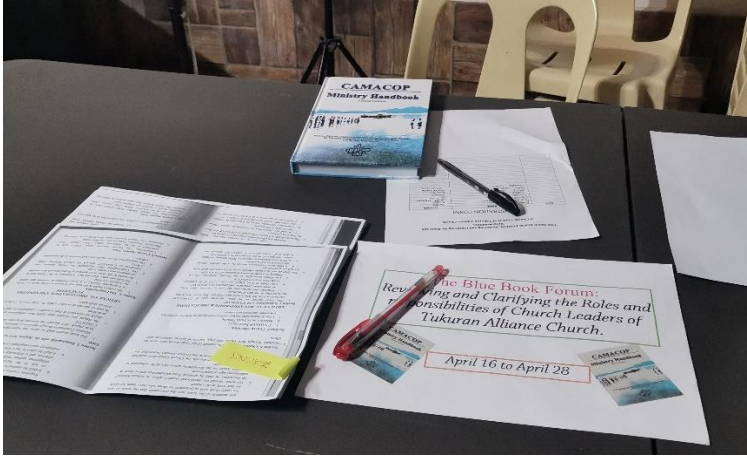
**Registration Process.** This part was made simple by only filling out your name and your position in the church on the registration form provided. The filled-out form is then submitted to the project chairman for record purposes.

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**REGISTRATION FORM**

DATE	NAME	POSITION

**Figure 4. Registration Form**



**Figure 5. Registration**



**Implementation Stage.**

**Material Description.** This *CAMACOP Ministry Handbook* material contains the necessary information needed in this project to review and clarify the roles and responsibilities of the church leaders in details.

**Learning Objectives.** The following learning objectives were established:

- The church leaders will identify their actual scope, task, responsibility, and ministry.
- The church leaders will be holistically, knowledgably and passionately perform the local church ministries.
- The church leaders will be able to influence local church members and continue to encourage one another by setting up an exemplary Christian leadership lifestyle.

**Orientation.** The program objectives were discussed and presented in every session which provides clarity for the body to fully understand the need of conducting the forum to the church leaders.



**Figure 6. First Session**

**Program of the Forum.** The church leaders will go through the following program every session:

- Opening Prayer (1 minute)
- Forum Orientation (5 minutes) – introductory message will be given to provide clarity and sense of purposeness
- Lecture of the main content (1 hour and 30 minutes) – the discussion of the day's major lesson in accordance with the schedule
- Question and Answer (15 minutes)
- Closing Prayer (1 minute)

***Contents and Outline.*** The primary source of the content of instruction is the CAMACOP Handbook itself and my long-term personal experience as a local church pastor. The meetings are divided into different sessions corresponding to their individual church position. Every session is subjected to different topics (see Table 1 of page 5).

***Sessions via Physical Gathering.***



***Figure 7. CMT Session via Physical Gathering***



***Figure 8. Auxiliary Session (Youth) via Physical Gathering***

Photocopies for all registered and non-registered church leaders were secured for future references and basis for related information to review the said materials anytime.

**Evaluation Stage.** The forum is assessed in two primary categories—instructor and content—as well as a few key subcategories based on the Local Church article in the CAMACOP Bluebook, including elder, deacon, deaconess, financial secretary, treasurer, auditor, and overall auxiliaries.

***Evaluation of the Instructor.*** The method used to assess the instructor is based on the responses from the leaders. After the forum, an in-person gathering is held to make the evaluation as a show of gratitude for the particular event. According to the review, all of the church leaders agreed that the forum facilitator is prepared. The facilitator is an effective facilitator, according to all of the church leaders who responded. 100% of the church leaders the facilitator is available to provide accurate answers to the church leaders' questions.

***Evaluation of the Content.*** The procedure for assessing the material (both the lecture and reading handouts) was to question the students about anything. According to the church leaders' evaluations, 94% of the leaders claimed that they had gained a lot of knowledge from the lectures. 90% of respondents claimed to have learnt something, but needed more time to write it down because we are both having trouble setting aside time. According to the evaluation conducted during the face-to-face gathering, all of the church leaders said that they had gained a lot of useful knowledge. Although there were difficult questions to answer and there was much discussion to clarify, everything came to a successful conclusion.

During the evaluation done in person, all of the church leaders, especially the young ones, claimed that the lecture helped them better comprehend the guidelines, obligations, and duties associated with their assigned responsibilities. Additionally, 100% of respondents indicated that all of the lecture materials were very useful for them to effectively carry out their assigned tasks and ministries.

All of the students (100%) agreed that the materials and handouts were arranged and delivered in an efficient manner within the allotted time.

***Evaluation per Category.*** This is not formal education yet a serious review and orientation of the CAMACOP Handbook focusing on the local church article was questioned with given scenarios. I did give any assignments and encouraged them to have their own CAMACOP bluebook so that they could review and be a more oriented church leaders in their different given ministry in the local church. As to the summary of their performance, their functions and involvement in the ministry, the understanding that put into practice daily inside and out of the church is their paper to submit to as an effective Church Ministry Team and church leaders of Tukuran, Zamboanga Del Sur who are actively committed and well-oriented officers and child of God serving here in Tukuran Alliance Church Family.

**4. Conclusion and Final Reflections** – Indeed having this kind of event in the local church is very challenging especially when the system is deep-rooted to the mindset of the leaders. The CAMACOP Handbook/Blue Book forum is a way of opening to go back to basics and clutch what is needed as church leaders. A lot of churches in our own denomination needs like this. After the acceptance of responsibilities there must be a proper seminar/forum so that it will not be difficult for them to perform their respective ministry as part of the ministry team.

Many leaders and Pastors assume that their leaders know and are familiar with their given tasks but it is not only this event that started in our church. There are lots of barriers but with prayer and petition to God together with my Senior Pastor we pray harder that this forum will pursue because of overwhelming conviction of our hearts that this church and leaders need refreshment, review, and reorientation so that they could easily understand their leadership and its ministry.

Most of our churches in terms of rules and by-laws are not familiar with rulings and implementation because of lacking of knowledge and information. During the productive forum, leaders are hungry for learning regarding of their different given ministry in the church. The importance of this is not just one angle of a church ministry, but as leaders, as a person, as a church, and as a Christian community that symbolizes Christ as our head of the church. Indeed, our TAC Church ministry team is grateful indeed this simple forum yet full of excitement, discussion, and even sharing of experiences. Indeed, God never fails.

The reflection, so far, are from the perspective of the church leaders. From the perspective of the pastor, there are few things to note. As a Pastor, it is quite challenging, and sometimes distressing to be talking to them because of busyness, especially since most of our members are working in the government, DepEd, PNP, AFP, and Municipal Heads and business owners. As a pastor who will primarily facilitate this forum, I experienced low moments, and crying times because I need to be careful to introduce these events to them so that their day by day aboard of life will not be affected, that is why our session is in the evening so that I could get perfect attendance from them. Furthermore, it is really challenging on my part because my audience is high-profile leaders and I anticipate questions and even heavy discussion will arise during our forum but as I reflect and remember my words before that if there is a good and healthy discussion there is a good production and fruitful result. Reflecting on things that happened during our proper implementation of the forum and everyone is excited even if they are tired from their different responsibilities outside, I saw, hunger, joy, intentions, and efforts that were worth being energized, encourage, and empowered to pursue what is due to pursue. The test of time will be combated by good intentions and planting the right direction of leaders will result in massive, overwhelming growth in the church.

In conclusion, The Blue Book Forum: Reviewing and Clarifying the Roles and Responsibilities of Church Leaders of Tukuran Alliance Church was a great learning on my side for the future. After our forum, I saw a massive change in every leader's auxiliary group that brought more aggressive, intentional discipleship, 4 outreaches were added after the forum, and order and discipline were properly imposed. Indeed, Tukuran Alliance Church Family now are far from before. Despite a *"madugong labanan, miresulta kini ug pantulon-an ug kabag-ohan sa leader sa among simbahan ug miresulta kini ug dakong kauswagan. Kining tanan sa Dios ang Himaya lamang"*. Grateful indeed that this project helped and changed, a lot in the lives of leaders and as the church, Glory to God in the highest.

## 5. References

Why Church Leadership Matters Now More Than Ever.

(<https://reachrightstudios.com/church-leadership/>) Accessed April 29, 2023.

The Christian and Missionary Handbook.

(<https://www.scribd.com/document/432622118/The-Christian-And-Missionary-handbook>)

Leadership as an enabling function: towards a new paradigm for local church leadership in the 21st century. <https://journals.co.za/doi/abs/10.4102/ids.v49i3.1911>

## 6. Appendices

[Examples of Ministries developed after Forum]



**Annex 1 Syllabus****Forum Description:**

This forum is a refresher to current local church officers in Tukuran Alliance Church concerning some issues of ignorance in their specific responsibilities.

**Objectives:**

- The church leaders will identify their actual scope, task, responsibility, and ministry.
- The church leaders will be holistically, knowledgably and passionately perform the local church ministries.
- The church leaders will be able to influence local church members and continue to encourage one another by setting up an exemplary Christian leadership lifestyle.

**Textbook:** CAMACOP, ed. 2021. The Christian and Missionary Alliance Churches of the Philippines, Incorporated. CAMACOP Ministry Handbook/Bluebook 2<sup>nd</sup> edition 2021.

**Schedule:**

<b>Date</b>	<b>Sessions</b>	<b>Readings</b>	<b>Topic</b>
April 16-17, 2023	Church Ministry Team	Handouts	Composition and Functions
April 19, 2023	Church Elders	Handouts	Qualifications and Functions
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April 23, 2023	Internal Auditor	Handouts	Functions
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April 27, 2023	Auxiliary Officers (Men)	Handouts	Functions
April 28, 2023	Auxiliary Officers (Women)	Handouts	Functions

**Annex 2: Lecture Notes**

These notes are exactly and accurately taken from the CAMACOP Handbook 2<sup>nd</sup> edition.

**Session 1: Church Ministry Team (April 16-17, 2023)**

**Lecture Notes for Session 1:**

1. **Composition.** The Church Ministry Team (CMT) shall be composed of all the ministers, all elders, chief deacon, chief deaconess, secretary, treasurer and auxiliary heads.
2. **Functions.** The Church Ministry Team shall perform the following functions:
  - 1) It shall approve programs, budgets, and projects of the local church.
  - 2) It shall take charge of the overall administration and ministry of the church through the pastors.
  - 3) It shall invite and hire ministers in consultation with the District Ministry Supervisor.

**Session 2: Church Elders (April 19, 2023)****Lecture Notes for Session 2:**

The office of church eldership is a function of spiritual maturity that qualifies an elder to serve the church along with the pastors.

1. **Qualifications.** An elder should possess the biblical qualifications of a church elder listed in 1 Timothy 3 and Titus 1. An elder should have a teaching or preaching ministry at the church. He should be a member and officer of the church in good standing for at least three (3) years.
2. **Functions.** The church elders function best as a ministry team along with the pastors.
  - 1) They shall assist in providing overall spiritual leadership.
  - 2) The elders shall assist in shepherding the church of God by preaching and teaching the Word, administering sacraments/ordinances, discipleship and caring for the members, and other church ministries.
  - 3) They shall assist the pastor in implementing the vision, mission, and objectives of CAMACOP, and providing direction and training for the life and ministry of the local church.
  - 4) The elders shall process the applications of new members for approval by the pastor.

**Session 3: Church Deacons (April 21, 2023)****Lecture Notes for Session 3:**

The church deacon is a function of CAMACOP 37 spiritual service/ministry that qualifies him to serve the church along with the pastors and church elders.

**1. Functions**

- a) A church deacon shall assist the pastor/s and church elders in financial management and expenditure, preparation of the budget for approval by the CMT, purchase

of equipment, and properties, and maintenance of building, facilities, furniture, fixtures, appliances, vehicles, and other properties of the church. They shall conduct inventory and keep records of all the properties of the church.

b) In keeping with their spiritual gifts, they shall also lead Bible studies, prayer meetings, visitations, and other ministries.

c) They shall choose their officers and form committees to facilitate the performance of their functions.

**2. Composition.** There may be one deacon for every twenty-five (25) baptized members, but in no case should the number be more than twenty-four (24).

#### **Session 4: Church Deaconesses (April 22, 2023)**

##### **Lecture Notes for Session 4:**

The church deaconess is a function of spiritual service/ministry that qualifies her to serve the church along with the deacons, elders and pastors.

##### **1. Functions**

a) The deaconess shall assist the pastor in managing the affairs of the local church in the following areas: preparation of the communion elements, beautification of the church buildings and surroundings, and hosting of guests and fellowships in the church.

b) In the exercise of her spiritual gifts, she shall also lead Bible studies, prayer meetings, visitation, and CAMACOP 38 other ministries of the church.

c) They shall choose their officers and may form committees to facilitate the performance of their functions.

**2. Composition.** There shall be one deaconess for every twenty-five (25) baptized members, but in no case shall there be more than twenty-four (24) deaconesses.

#### **Session 5: Treasurer (April 23, 2023)**

##### **Lecture Notes for Session 5:**

##### **1. Functions**

a) He shall receive all monies, issue receipts thereof and deposit the same to a bank authorized by the CMT.

b) He shall disburse funds according to the approved budget.

c) He shall remit all funds due CAMACOP.



**Session 6: Financial Secretary (April 23, 2023)**

**Lecture Notes for Session 6:**

**1. Functions**

- a) The bookkeeper/financial secretary shall count all the monies of the church with the treasurer and one of the deacons.
- b) He shall record all funds received and prepare vouchers for disbursements.
- c) He shall prepare financial statements/reports.

**Session 7: Internal Auditor (April 23, 2023)**

**Lecture Notes for Session 7:**

**1. Functions.**

- a) He shall audit the books of accounts every six months, or as often as he may deem necessary.

**Session 8: Auxiliary-Youth (April 26, 2023)**

**Lecture Notes for Session 8:**

**1. Functions**

- a. The auxiliary shall help plan and create local church event's program on their own terms. They shall be a help directly to the deacon and deaconesses' tasks and responsibility.

**Session 9: Auxiliary-Men (April 27, 2023)**

**Lecture Notes for Session 9:**

**1. Functions**

- a. The auxiliary shall help plan and create local church event's program on their own terms. They shall be a help directly to the deacon and deaconesses' tasks and responsibility.

**Session 10: Auxiliary-Women (April 28, 2023)**

**Lecture Notes for Session 10:**

**1. Functions**

- a. The auxiliary shall help plan and create local church event's program on their own terms. They shall be a help directly to the deacon and deaconesses' tasks and responsibility.

**Bibliography**

CAMACOP. 2021. *CAMACOP Ministry Handbook/Bluebook*. 2nd edition. Philippines: Christian and Missionary Alliance Churches of the Philippines (CAMACOP, Inc.)

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Elkington, R., Meekins, D., Breen, J. M., & Martin, S. 2015. *Leadership as an enabling function: Towards a new paradigm for local church leadership in the 21<sup>st</sup> century*. [online]



GLENFORD C. DELA TORRE

Student Signature

March 1, 2023

Date

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Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: