



Leadership
Development
Manual

*Cell Servants Team
Handbook*

GENERAL OVERVIEW

Vision:

Win souls and make disciples

Goal:

Every believer a leader

A Cell Servant's Promise

As a member of Toastmasters International and my club, I promise

- To attend cell meetings regularly
- To prepare all of my projects and roles to the best of my ability, basing them on the Oikos Cell education program
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the cell maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my cell as a servant when called upon to do so
- To treat my fellow cell members and our guests with respect and courtesy
- To bring guests to cell meetings so they can see the benefits Oikos Cell membership offers
- To adhere to the guidelines and rules for all Oikos Cell education and recognition programs
- To act within ANOC's core values during the conduct of all cell activities
- I commit to working to become a healthy cell group through: Forming relationships with others in the group, Supporting each other's spiritual growth, Serving each other in the group, Inviting others to join the group, Magnifying God through worshipping together.
- To create a safe place where people can be heard and feel loved (no quick answers, snap judgments, or simple fixes). Anything that is shared is strictly confidential and within our group

- To avoid gossip and quickly resolve any concerns using the principles in Matthew 18:15-17
- To limit my freedom by not drinking alcohol during cell group meetings or events to protect members who have struggled with alcohol.
- To take ownership for my Oikos Cell group.

INTRODUCTION

Congratulations! As an elected or appointed Servants of your Oikos Cell Group, you have the opportunity to aid in your cell's success and gain valuable hands-on leadership experience. Unlike other training programs, where you learn how to be a successful leader by reading books and attending lectures, ANOC gives you the opportunity to gain practical leadership experience while helping people learn and grow in their professions and their personal lives.

As a Cell Servant, you play an important role in the mission of ANOC International: We empower individuals to become more effective communicators and leaders.

Serving as a Cell Servant is a great responsibility and an exciting opportunity. Your term of office is filled with chances for you to renew your perspective, practice teamwork and develop your capacity to translate values and strategies into productive actions.

The tools and resources in this handbook guide you in creating strategies for success and in fulfilling your duties as a leader. Publications available on the ANOC International website are one such tool; to help identify them, they are called out in this handbook. You can also find answers to your leadership questions, whether you're an experienced leader or a novice.

Get Started!

- **Read this handbook.** It's full of practical advice to point you in the right direction. Pay special attention to your specific role and the Oikos Cell calendar, and use the handbook as a reference throughout your term.
- **Meet with the outgoing Cell Servant's Team.** This gives you the opportunity to learn about projects, problems or situations that still need attention in the coming year. It is also a chance to receive any paperwork, files and cell property important to completing your term of office.
- **Hold your first Cell Servant's Team meeting.** Though all Cell Servants Team are likely to know each other, it's a good idea to hold an informal gathering to brainstorm, look ahead and begin creating a Cell Success Plan. (Guidebooks are available in the website).
- **Attend Cell Leader's Training (CLT).** The district provides Cell Leader's Training twice per year. It's a great learning opportunity and gives credit toward the Outstanding Cell Program.

Oikos Cell Website

As a cell servant, you have access to Oikos Cell Website, a website to online tools that help you take care of cell business conveniently. Within 24 hours of a current Cell Servant's Team updating the new Cell Servant's Team list, you'll have access to the website. Log in to www.oikoscell.weebly.com you can...

- Register a new Cell or add a member to your cell
- Renew your Cell Group Affiliation
- Submit membership applications (dual/reinstated)
- Submit payment for club dues
- Submit education and leadership awards

As a Cell Servant, you have many opportunities to lead. You may find yourself helping to resolve a conflict between cell members, planning a cell event or delegating important tasks to volunteers; depending on your role, you may submit paperwork, cell dues or membership reports to ANOC Headquarters in a timely fashion. Whenever leadership opportunities arise, use the following guidelines:

Tips for Leaders

- **Plan ahead.** Those who fail to plan, plan to fail.
- **Set realistic goals.** Don't overburden your cell members; focus on the Outstanding Cell Program goals and most everything else falls into place.
- **Communicate early and often.** Don't let problems linger. Address them in a positive manner to resolve them.
- **Be a leader.** Your job is to help your cell's members and fellow cell servants achieve their education and leadership goals in Oikos Cell.



LEADERSHIP EDUCATION PHILOSOPHY

Leaders achieve results for their cells by giving priority attention to the needs of their members and fellow cell servants. Consider yourself a steward of your cell's resources—human, financial and physical. Leadership is a lifelong journey that includes a desire to serve others and a commitment to lead. Strive to be trustworthy, self-aware, humble, caring, visionary and empowering.

CELL-LEVEL LEADERSHIP ROLES

In order to lead your team effectively, you must first understand your role within the organization as a cell servant. Having a clear understanding of your responsibilities and procedures is essential to the success of the cell. Once you know them, you can work cohesively with your team members and fellow cell servants. Throughout the handbook, identify information especially pertinent to your role. The cell-level leadership positions described in this handbook are the following.

- Cell Leader
- Intern for Administration
- Intern for Education
- Intern for Leadership
- Intern for Promotion

GOVERNANCE

Cell Servants Team have many opportunities to participate in the governance of ANOC International, even outside the cell. As a cell servant, you have the opportunity to interact with district servants, participate in section and district servants meetings, elect section and district leaders and vote on important governance issues at the Annual Business Meeting.

GOVERNING DOCUMENTS

Each cell is governed by the policies of the organization. The Cell Constitution for Oikos Cells of ANOC International is the cell's main governing document.

CELL CONSTITUTION FOR OIKOS CELLS OF ANOC INTERNATIONAL

A cell may amend portions of the Constitution and By-Laws as long as they do not conflict with the Cell Constitution for Oikos Cells of ANOC International. Amendments to the Cell Group CBL may be made with a majority vote by club members. The vote must occur at a duly called and noticed Cell business meeting with a quorum of voting members present. Any changes to the CBL should be documented and kept on file. You can send your amendments to oikoscellsystem@gmail.com

CELL SERVANTS TEAM

The Servants Team of an ANOC Oikos cell consists of all five servants (cell group leader, intern for administration, intern for education, intern for leadership, intern for promotion) The club president serves as the executive committee chair. Working as a team, the executive committee must manage all business and administrative affairs of the club. The immediate past club president provides advice and guidance as requested by the club president.

THE MEETING

CELL SERVANTS TEAM MEETINGS

The Servants Team meets as necessary to discuss cell affairs. Some cell's servants team meet twice a month, while others meet monthly. How frequently the team meets is its decision, but it's important for a newly elected or appointed servant's team to meet at the beginning of their term to discuss the budget and complete or update the Cell Success Plan.

Cell members who do not serve on the executive committee are welcome and encouraged to attend meetings. However, guests or non-members are not allowed to attend. A majority of the Cell Servant's Team constitutes a quorum for the transaction of the committee's business. All decisions made by the Servant's Team must be approved by the cell. If the cell doesn't approve of a servants' team's decision, it is invalid.

Cell Servants Team Duties

- Create a cell budget
- Complete a Cell Success Plan
- Strategize for success in the Outstanding Cell Program
- Create and oversee other cell servants as necessary

Components of a Servant's Team Meeting

- **Agenda**
Include minutes of the last meeting, servant's reports, inactive membership status and a review of membership and education activities, to name a few. If servant team members have trouble keeping with the timing on the agenda, use a timer at the meeting.
- **Procedure**
Keep the meeting organized and productive using parliamentary procedures. The cell leader sets the tone, serving as a role model

for keeping order and showing respect for other Servants Team member's opinions.

- **Pace**

Maintain a fast pace and keep the meeting short. Save the inventive problem- solving and creative thinking for the end.

- **Participation**

Require that every cell servant reports or otherwise contributes at the meeting.

- **Review**

Review your cell's annual goals and progress in the Outstanding Cell Program and Cell Success Plan

- **Forward Thinking**

Discuss items to be on the agendas of future meetings.

- **Creativity**

Don't get stuck in the "we've always done it this way" mentality. Invigorate and encourage fellow servants to think creatively and propose new ideas.

- **5 W's**

Always follow the pattern of regular cell meeting. *Welcome Time*, to break the ice, then the *Worship Time* to start the meeting having Christ in the center of the activity. *Word Time* follows but 10-20 minutes of sharing time would suffice. *Works Time* is the time where all the time should be spent in discussing the agenda, reports and plans that have to be discussed (40min. to 1 hour) and if the cell has enough funds *Wow Time* would be included for refreshments and snacks.

There is usually plenty to talk about at servants team meeting, and it is critical that everything gets covered. Setting a very specific agenda with target times helps. Here is an example:

7–7:15 p.m. *WELCOME TIME*: Call to order by the Cell Leader who provides opening prayer and remarks.

7:15–7:30 p.m. *WORSHIP TIME*: One or two songs of worship will be sang and if time permits a short testimony will be entertained.

7:30–7:50 p.m. *WORD TIME*: A short Bible verse will be shared by the cell leader and a thought provoking question will be asked afterwards to encourage discussion.

7:50–9:00 p.m. *WORKS TIME*

7:50- 8:00 p.m. Reading of the Intern for Administration's minutes of the previous meeting and formal vote to approve them.

8:00- 8:25 p.m. Servant's Team reports, in reverse order of rank starting with the Intern for Promotion.

8:25- 8:40 p.m. Unfinished business items

8:40- 9:00 p.m. New business items

9:00- 9:05 p.m. Announcements and closing thoughts

9:10 p.m. Adjournment

9:10- 9:30 p.m. *WOW TIME*

THE STRUCTURE

THE CLUB WITHIN NATIONAL STRUCTURE

CELL

Servants Team have a support system made up of other members as well as their zone, house church, section and district Servants Team

CELL MEETINGS

As a cell servant, you are called upon to perform any number of functions for the cell. Some are performed at the cell meetings. For example, the cell leader opens and closes every meeting; the intern for administration prepares the venue; and the intern for leadership fill in the missing roles in case participants won't make it.

The Cell Servant's Team:

- Cell Leader
- Cell Interns
 - i. Administration
 - ii. Discipleship
 - iii. Leadership
 - iv. Promotion
- Members: Cell Members

ZONE

Your Zone Supervisor check your cell meeting as often as possible and sometimes twice a month to make sure that the cell meeting is conducted in a proper order.

Zone Servants Team

- Zone Supervisor
- Assistant Zone Supervisors
 - i. Asst. Supervisor for Administration
 - ii. Asst. Supervisor for Discipleship
 - iii. Asst. Supervisor for Leadership
 - iv. Asst. Supervisor for Promotion

- Members: Cell Group Leaders and Interns (Cell Servant's Team)

HOUSE CHURCH

Your HC Overseer most often will double check the attendance of your members in the Weekly Worship Celebration. HC Overseer with the supervision of the Pastor (if you have any) will visit cell meeting Once a month to ensure that both the Discipleship and Leadership Levels in Your Cell Success Plan is achieved before the ending of each quarter.

House Church Servants Team

- House Overseer
- Assistant House Overseers
 - i. Asst. Overseer for Leadership
 - ii. Asst. Overseer for Discipleship
 - iii. Asst. Overseer for Promotion
 - iv. Asst. Overseer for Administration
- Zone Supervisors
- Members: Cell Group Leaders

Note: This leadership (servant's) Team meets regularly every month.

SECTION (CITY-WIDE)

SECTION VISITS TO THE CLUB

Your cell's one of the most immediate connection with district leadership is the sectional superintendent, who visits and evaluates the cell at least twice a year. During a visit, the sectional superintendent observes the meeting and assesses cells quality using the standards outlined in the ***Moments of Truth***. The goal of this visit is to offer feedback and support so that the cell can provide the best possible service for all cell members in a fun, nurturing and rewarding environment. sectional superintendents use the Sectional Superintendent's Cell Visit Report, which is based on the Moments of Truth, as a guideline for cell evaluation. Completed cell visit reports are

forwarded to the district, where they are used to assess the performance of the district as a whole.

The Sectional Servant's Team manages section activities and supports each cell in the city in fulfilling the cell mission.

Sectional Servants Team

- Sectional Superintendent
- Assistant Sectional Superintendents
 - i. Asst. Superintendent for Administration
 - ii. Asst. Superintendent for Discipleship
 - iii. Asst. Superintendent for Leadership
 - iv. Asst. Superintendent for Promotion
- House Church Overseers
- Members: Cell Group Leaders

Note: This leadership (servant's) Team meets regularly every quarter of the year.

Sectional Servants Team Functions

- Cell Servant's Team training (CLT)
- Membership building
- Identification of opportunities for new cells and their organization
- Promotion of the Outstanding Cell Program in the section
- Sectional contests (Preaching, Bible Games, Choir, etc.)

Sectional Servants Team Meetings

Your Sectional Superintendent presides over Sectional Servants Team. The sectional servants team meets at least twice each year or if necessary every quarter. Cell leaders are eligible to vote at Sectional Servants Team meetings.

Business Discussed at Sectional Servants Team Meetings

- Election of Sectional Leaders
- Cell plans, goals and progress in the Outstanding Program and Cell Success Plan
- Cell Leader's Training (CLT) attendance reports
- Plans for sectional events, such as Cell Celebrations
- Goals, strategies and news that affect section's cell groups

DISTRICT (PROVINCIAL WIDE/STATE)

District Servants Team

- District Director
- Assistant District Directors
 - i. Asst. Director for Administration
 - ii. Asst. Director for Discipleship
 - iii. Asst. Director for Leadership
 - iv. Asst. Director for Promotion
- Sectional Superintendents
- Members: Cell Group Leaders

Note: This leadership (servant's) Team meets regularly twice a year.

District Servants Team Purpose and Functions

- Supports and provides resources to cells and members through sectional superintendents
- Manages district activities
- Helps with the administration of district contests and meetings
- Assists with training sectional and cell leaders
- Facilitates the achievement of cell, zone, house church, section and district outstanding goals.

District Servants Team Meetings

Your District Director presides over the District Servants Team, which meets at least twice a year.

Business Conducted at District Servants Team Meetings

- Election of District Leaders
- Sectional plans, goals and progress in the Outstanding Section Program
- Cell plans, goals and progress in the Outstanding Cell Program
- Cell leader training attendance report
- Plans for district events, such as training and contests

NATIONAL

NATIONAL SERVANTS TEAM (NATIONWIDE)

The national servants team is the nations's governing body, subject to the general supervision of the National Board of Directors. Your national coordinator presides over the national servants team.

National Servants Team

- National Coordinator
- Assistant National Coordinators
 - i. Asst. Coordinator for Administration
 - ii. Asst. Coordinator for Discipleship
 - iii. Asst. Coordinator for Leadership
 - iv. Asst. Coordinator for Promotion
- District Directors
- Members: Cell Group Leaders

National Servants Team Meetings

Each cell is allotted one vote at National Servants Team meetings. This vote is reserved for the cell leader. Proxy votes may be used if a cell leader is unable to attend a national servants team meeting. A proxy delivers the vote for a leader unable to attend a national servants team meeting. The cell leader unable to attend must designate in writing any active individual member of the club to act as his or her proxy. National members or proxy voters who are not also National Servants Team can

only have one vote. National Servants Team are limited to two votes (one for the club, one for the NST spot).

Business Conducted at District Council Meetings

- Election of National Leaders
- Approval of leader appointments
- Adoption of cell alignment
- Presentation of committee reports
- Adoption of National budget

Important Dates

January 30: Deadline of Renewal for Cell Membership

March: Cell Leaders Training (1st Quarter)

: Zone and House Church Election and/or Appointment of Servants Team

June: Cell Leaders Training (2nd Quarter)

: Sectional Election and/or Appointment of Servants Team

September: Cell Leaders Training (3rd Quarter)

: District Election and/or Appointment of Servants Team

December: Cell Leaders Training (4th Quarter)

: National Election and/or Appointment of Servants Team

December 15: Submission of Outstanding Cell Group Application

THE LEADERSHIP ROLES

CELL LEADERSHIP ROLES

As a servant, you'll have many opportunities to assist your club over the coming term. It takes teamwork to run a successful cell, so be sure to ask other members for their help when needed.

CELL LEADER

As the person who sets the tone for the cell, you are expected to provide helpful, supportive leadership for all of the cell's activities.

You motivate, make peace and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting cell members and other cell servants. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all. Stay current on all new developments via The Leader Letter.

CELL LEADER RESPONSIBILITIES

Preside over Meetings

The cell leader opens and presides over every cell, business and servants team meeting. This means the CL takes charge of the proceedings and keeps the agenda moving forward. As CL, you are expected to manage procedural matters in the conduct of the meeting and to apply parliamentary procedure as outlined in Robert's Rules of Order Newly Revised. (You may purchase this book from your local book seller or an online retailer such as Amazon.com.) Your focus is on cell quality and the members' experience.

Earn Outstanding Cell Recognition

You work together with all of the cell's servants to achieve success in the Outstanding Cell Program (OCP) by encouraging education achievements, building and maintaining membership, attending cell leaders training and submitting membership dues, servants list and other documents on time. You recognize member achievements by presenting certificates at cell meetings, sending personal emails of congratulations and otherwise publicly praising the good work of cell members.

Member Achievements to Recognize

- Certificate of Completion
 - Bible Study Guides
 - Discipleship Levels
 - Leadership Levels
- Soulwinners Award
- Evangelist of the Month/ Quarter
- Successfully conducting an event (e.g., Cell Events, Cell Celebration, Youth Leadership, etc.)
- Long-standing membership (e.g., five years, 10 years, 20 years)

Lead and Guide

The CL serves as the cell's representative at the National and international levels. As CL, it's your responsibility to provide leadership for the cell whenever it's required. This includes creating a nurturing learning environment and enhancing club quality by conducting well-run, energetic, interesting meetings; actively seeking and connecting with cell members and servants; listening patiently and offering assistance; and resolving conflicts as they arise. If a problem arises within the cell that could result in terminating or denying membership, see CBL Article III Section 4.

SUMMARY OF RESPONSIBILITIES

Before Cell Meetings

- Ask the intern for administration if any members are to receive special recognition at the meeting.
- Ask the intern for administration membership if any new members are to be inducted at the meeting.
- Plan the business portion of the meeting.
- Review necessary parliamentary procedure.

Upon Arrival at Cell Meetings

- Review the meeting agenda.
- Greet guests and members as they arrive to help them feel welcome.

During Cell Meetings

- Call the meeting to order promptly at the scheduled time.
- Introduce guests.
- Briefly explain the meeting's events for the benefit of guests.
- Introduce the MC/Facilitator (if you have any) of the meeting.
- Conduct the business portion during the WORKS TIME of meeting.
- Give the date, time and place of the next meeting.
- Make any announcements.
- Adjourn the meeting on time.

Outside Cell Meetings

- Attend and vote at section and district servants team meetings.
- Attend the Annual Business Meeting at the National Convention to vote on behalf of the cell or assign your cell's proxy to a member who is attending the National Convention.
- Appoint the cell's audit committee near the end of the term.
- Appoint the nominating committee to nominate new cell servants before the beginning of the term.
- Schedule and chair cell servants team meetings.

CELL INTERN FOR ADMINISTRATION RESPONSIBILITIES

He/she will be in-charge of making sure that the guests and members are welcome. He/she will take the attendance and other records, such as Discipleship or Leadership Completion, Candidates for Baptism, Healings, Soulwinners of the Quarter, Evangelists of the Quarter and other possible records.

Recruit New Members

You lead the cell's efforts to continually increase membership. Promote the goal of one new member per quarter and, if the club has fewer than 8 members, achieving 8 members by year-end or sooner.

Conduct Membership-building Programs

You organize and promote the cell's participation in the Outstanding Cell Program. Encourage cell members to gain recognition in the form of an Evangelist or Soul-Winner Awards by sponsoring or reaching new members within the quarter.

Assist Guests

You collect and manage paperwork in the application process. Organize and participate in a Membership Committee tasked with considering all new member applications. Be sure new memberships are voted on by a majority of cell members. Make contact with guests and encourage fellow cell members to always help guests feel welcome. Have each guest fill out a Guest Information Card. Distribute Guest Packets if you have any) with fliers that include your cell information. Answer emails, phone calls and other inquiries from prospective members and encourage them to visit the next club meeting. Arrange a vote and induction ceremony for any joining member.

Process Membership Applications

You manage the paperwork involved in the application process. Collect initial dues payments and applications from members and submit them to the treasurer. Keep track of guests who have not joined and members who have not been attending meetings and follow up with them to encourage them to join or recommit to the cell.

Take Notes You take the minutes at each club meeting and executive committee meeting.

Items to Record in Meeting Minutes

- Club name
- Date
- Type of meeting (cell or servants team meeting)
- Meeting location
- Names of meeting attendees
- Name of the presiding officer
- Corrections to and approval of the previous meeting's minutes
- All motions, including the name of the mover, the name of the person who seconds the motion—if the cell requires it—and whether the motion passed or was defeated
- Committee reports
- Main points of any debate or discussion

Maintain Files

Keep a copy of the Cell Constitution or ANOC Int'l Constitution and By-Laws on file. Maintain club files, including meeting minutes, resolutions and correspondence. Certain materials must be kept for specific lengths of time.

SUMMARY OF RESPONSIBILITIES

Before Cell Meetings

- Make a list of the new members who have joined the cell since the last meeting and contact the cell leader to coordinate an induction ceremony at the next meeting.
- Make Guest Packets to distribute to guests at the meeting.
- Contact former guests who have not joined and members who have not been attending recent meetings and gently persuade and encourage them to come to the next cell meeting.

- Post the minutes of the previous cell meeting online and notify cell members that the minutes are available for review, the said minutes was taken during the WORKS TIME.
- Prepare for the cell leader a list of actions to be taken during the business meeting also known as WORKS TIME, including unfinished business, announcements and correspondence.
- Update the cell servants' list online when necessary.

Upon Arrival at Cell Meetings

- Greet all guests and members at the door and welcome them to the meeting.
- Provide all guests with Guest Packets.
- Answer any questions guests may have about the cell
- Circulate the cell's attendance sheet and Guest Book for members and guests to sign. During Cell, Business and Servants Team Meetings
- Read the minutes of the previous meeting, note any amendments and record the minutes of the current meeting.

After Cell Meetings

- Meet with guests to answer questions and explain the benefits of Oikos Cell.
- Invite guests to join the cell or to attend another cell meeting if they are hesitant to join.
- Help guests who do wish to join to complete the Membership Application or apply directly online
<https://oikoscell.weebly.com/commitment-form.html>

CELL INTERN FOR DISCIPLESHIP RESPONSIBILITIES

He/she has to introduce Discipleship Level 1 and have them enroll to it and be introduced to the possible Discipler, making sure that everyone is working in their Discipleship Levels.

Assist with Discipleship Awards

Explain the Oikos Cell discipleship program to members. Orient new members to the Oikos Cell education program within two meetings of their joining the cell. Educate continuing members about the various education awards they can earn, and how they can stay on track to earn them in the least possible time. Arrange meetings to help members complete education awards in a timely fashion. Verify projects as members complete them, and submit award applications to ANOC Int'l Headquarters when all of the requirements are met.

Manage Mentor/Discipling Program

Assign every new member a mentor (discipler) and keep track of who is mentoring whom. The Mentor Program of Leadership Development Manual provides everything needed to start a mentoring program for cell members.

SUMMARY OF RESPONSIBILITIES

Before Cell Meetings

- Follow-up all the members that will have a Discipleship Class during the WOW TIME.
- Calling the Sponsors, Mentors and Disciplers and make sure they are coming.

Upon Arrival at Cell Meetings

- Greet each member and guests.

During Cell Meetings

- Introduce to guest the Seven Steps of Salvation if they are interested to start a One on One Discipleship.
- Explain the Discipleship Program to members, especially to guests during WOW TIME.

- If no mentor available to One on One Discipleship, he/she must secure to have someone taught the person during that week.

Outside Cell Meetings

- Make sure that newly baptized will be assigned to a Mentor for 40 Days.
- Arrange a meeting with the members in their convenient time and keep track on their Discipleship Levels.
- Enroll a new member to the One on One Discipleship Program

CELL INTERN FOR LEADERSHIP RESPONSIBILITIES

He/she will make sure that members have balanced roles to be taken during the next meeting. If necessary, will make sure that the Oikos Cell System will be introduced to the guests.

Coordinate Cell Schedule

You oversee the creation of the cell schedule at least three weeks in advance. You ensure that all meeting roles are properly fulfilled; for example, you wouldn't assign a new member to be the Facilitator of their first meeting. Publish, email or otherwise distribute the meeting schedule regularly so that all members know what's expected and can adjust accordingly if necessary.

SUMMARY OF RESPONSIBILITIES

Before Cell Meetings

- Review the scheduled roles for the meeting five to seven days in advance.
- Offer support to the Facilitator of the meeting to confirm members' role assignments and plan for substitutions if necessary.
- Notify the cell leader if any members are scheduled to earn their discipleship and leadership awards at the upcoming meeting.

Upon Arrival at Club Meetings

- Verify that the members assigned to meeting roles have arrived and are prepared to perform their duties.
- Remind members with meeting roles
- Assist the Facilitator in filling meeting roles for absent members.
- Greet guests by asking them if they are willing to participate in the meeting or if they'd prefer to observe.
- If guests agree to participate, inform the Facilitator that he or she can call on those guests during the WELCOME TIME or answer the questions in the last portion of WORD TIME and ask the cell leader to introduce the guests at the beginning of the meeting.

During Club Meetings

- Assist members with verifying the completion of their projects.
- Recognize members when they earn awards.
- Preside over the meeting when the cell leader is absent.
- Answer member questions about the Oikos Cell discipleship and leadership program or cell celebration contests and agree to research questions you don't know the answers to.

CELL INTERN FOR PROMOTION RESPONSIBILITIES

He/she will be promoting the Cell Group in Social Media and make sure to have guests in their next meeting and turn them to be members.

Publicize the Cell

You publicize your cell's activities both internally to members and externally to various audiences through media outlets. Publish cell meeting times and location. Write and distribute news releases about cell activities, member achievements and special events such as open houses. Maintain cell presence in the local newspaper's events calendar. Create and update the cell's social media channels such as Facebook, Twitter, LinkedIn and Meetup. Be sure the names of your cell's social network accounts are specific enough to the cell so they're not confused with existing ANOC Int'l accounts. Share login and password information with future servants so the sites are kept up to date. Below are some ways to use social media to promote cells, engage current members and attract new members.

LinkedIn

Network with members and share cell news and information, public speaking and leadership tips. Follow the ANOC Int'l LinkedIn page or Members Group to get the latest news.

Facebook

Publicize what's happening at your cell, such as Bible activities/Games or open houses. You can easily share pictures and videos. Tag members of your club to help them feel engaged. Post news and announcements, success stories and educational achievements. Follow the ANOC International Fan Page or join the International Members Group for the latest news and updates.

Twitter

Share Biblical life principles and leadership tips. Include announcements, success stories and educational achievements. Link posts to your cell website, news articles or releases about your cell or district. Follow ANOC for news, helpful tips and links to newsworthy

articles about life lessons, lifehacks, leadership, communication and more.

YouTube

Attract visitors to your cell by posting your members' best Bible discussions or video testimonials about Oikos Cell's benefits. Check out what other cells around the world are doing on the Oikos Cell channel.

Meetup

The use of active and engaged Meetup groups is an effective tool to connect with potential members. Keep in mind that it works best in highly populated areas.

Keep Cell Website Current

You ensure that the cell's contact information is current and easy to find. You also check to see that your club's listing is current on ANOC Website. Update the site as necessary to include upcoming events, membership program results, cell celebrations and so on. Use the website to recognize achievement, such as education awards, cell celebration winners and Outstanding Cell Program goals met.

Safeguard the Oikos Cell Brand, Trademarks and Copyrights

By maintaining the integrity of the Oikos Cell brand, trademarks and copyrights, you ensure that a consistent message is communicated from cell to cell in all locations. This, in turn, increases understanding and global awareness of ANOC International. Your role is to safeguard the Oikos Cell brand, trademarks and copyrights by ensuring that all Oikos Cell materials used or created by your cell comply with appropriate copyright and trademark laws as well as the guidelines contained in the Logos, Images and Templates section of the ANOC International website.

SUMMARY OF RESPONSIBILITIES

Before Club Meetings

- Verify that the cell's themes, meeting times and location are current for the following week.

- Order promotional materials for distribution by members at ANOC Int'l.

Places to Post and Update Club Themes, Meeting Times and Locations

- Club website
- Social media channels, such as Facebook, Twitter, LinkedIn, Instagram and Meetup
- Online directories, such as Google My Business or Bing Places for Business
- Club and company newsletters
- Club and company event calendars
- Company intranet sites

During Club Meetings

- Distribute promotional materials to members for distribution at their workplace, school, etc.
- Report the results of public relations efforts, bringing newspaper clippings, printouts and so on to share with the club.
- Announce the commencement of public relations campaigns.

THE OUTSTANDING CELL PROGRAM

Together, cell servants set attainable goals for cell success and develop a plan to achieve them. Focusing your efforts on achieving in the Outstanding Cell Program (OCP) is one of the best ways to ensure your cell reaches its goals for education, membership, training and administration.

A cell that performs well in the OCP provides a higher-quality cell experience for all of its members. Each aspect of the OCP is designed to enhance the enjoyment and reinforce the supportive atmosphere for each member, every time the cell meets. The Outstanding Cell Program serves as the starting point for the District Recognition Program, which encompasses the Outstanding Zone, House Church, Section and District programs. The goals of these programs are based on Outstanding Cell.

OCP Requirements:

- **DISCIPLESHIP:** Two (2) members completed Level 2 and additional Two (2) Members completed Level 5 in the Discipleship Levels.
- **LEADERSHIP:** Two (2) members completed Level 2 and additional Two (2) Members completed Level 5 in the Leadership Levels.
- **MEMBERSHIP:** Five (5) Regular Members registered/renewed and an additional Three (3) New Members registered during within the Fiscal Year (January 01- December 10). Note: New member submitted between December 11 and 31 are not credited.
- **TRAINING:** A minimum of Three (3) Cell Interns trained during each of the training periods. (March, June, September and December)
- **ADMINISTRATION:** Submission of list of members on time-before the end of January of each year and One (1) daughter cell will be established within 8-12 months.
- **PROMOTION:** Created Facebook Page/Group and Regular Postings for Seven (7) Consecutive Weeks.

DEFINITION OF QUALITY CELLS

A high-quality cell encourages and celebrates member achievement, provides a supportive and fun environment and offers a professionally organized meeting with variety. In those cells, servants are trained in all aspects of cell quality to ensure that members have access to a formal mentoring program, are provided evaluations that help them grow and are motivated to achieve their goals.

QUALITY CELL MEETINGS

Members join Oikos Cell to become more effective not only in leadership but on relationship both to God and the people. They stay in Oikos Cell because the cell provides value and meets their individual needs. A quality cell environment is the single most important factor in membership retention. Quality cells provide the greatest opportunity for each member to develop communication, relationship, Biblical knowledge and leadership skills. Great cell meetings make successful cells. They are essential for building and maintaining membership. The secret to successful meetings is planning. Encourage cells to plan and conduct meetings in which every member has a chance to learn, achieve and have fun!

Quality Cell Guidelines

- Cell Servants Team attend training provided by the district.
- Cell Servants fulfill their roles and responsibilities.
- Meetings are well planned, have good attendance, start on time, end on time, are varied and fun.
- New members are inducted during a formal ceremony.
- New members receive an orientation to the Oikos Cell program, focused on what they want to achieve.
- Members are involved in every aspect of the cell.
- Members actively participate in the education program.
- Guests are made to feel welcome.
- Guests are given information about the benefits of Oikos Cell and are asked to apply for membership.
- Member accomplishments are recognized.

OIKOS CELL EDUCATION PROGRAM

The education program is the heart of every Oikos Cell. It provides members with a proven curriculum to develop communication, relationship, Biblical Knowledge and leadership skills one step at a time, with many opportunities for awards and recognition along the way. The discipleship and leadership tracks are not mutually exclusive; members may participate in both at the same time.

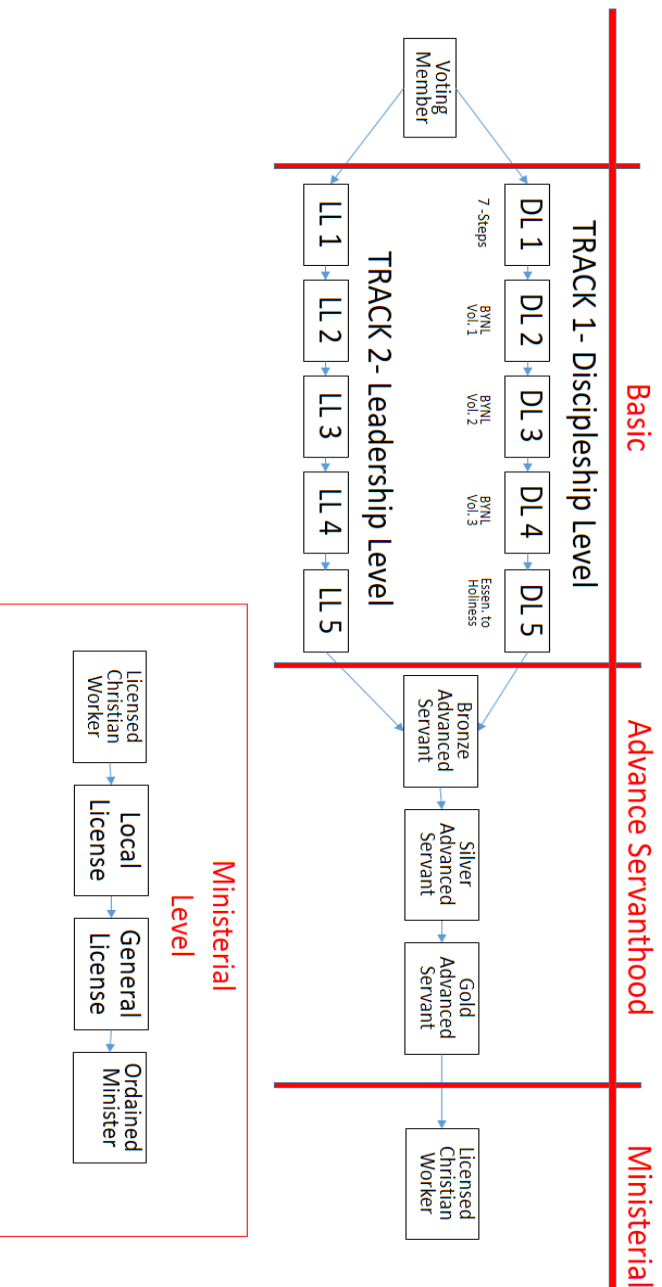
DISCIPLESHIP TRACK

Members who wish to focus on Discipleship Track begin with Seven Steps of Salvation, which would lead to his/her salvation by repenting of his/her sins and be baptized in Jesus' name. There are five booklets that are available in this track. Each Booklet completed will be credited and be awarded during the end of the quarter. The Awarding is usually done during the Cell Celebration.

LEADERSHIP TRACK

Members are given a Handbook to keep track of his participation both in leadership and discipleship tracks. When the member express desire to complete a particular project he/she is welcome to volunteer to take roles on the next meeting. If a certain project is completed, he/she may ask the Intern for Leadership to sign the completed project so that he/she can move on to the next project. There are five Levels to complete the Basic Program in our Development Track.

CHURCH DEVELOPMENT TRACK



SUBMITTING AWARD APPLICATIONS

It is the responsibility of the Intern for Administration to submit award applications to ANOC Int'l Headquarters. When a member has fulfilled the requirements for an award, meet with him or her right away and help fill out the appropriate award application. Current cell servants can submit award applications online through the ANOC Int'l website: <https://oikoscell.weebly.com/awards-application.html>

All requirements must be fulfilled before the applicant is eligible for the award. No exceptions can be made.

Be aware that it is your responsibility as the sender to ensure the successful transmission of any document. ANOC International is not responsible for any illegible or incomplete documents it receives, for fax machine malfunctions or failures or for busy signals. Certificates are mailed five to seven working days after the application is received or will be given during the Cell Celebration in each quarter. Outstanding Cell Program credit for awards can be given only to one cell of which the award recipient is a member in good standing.

Award Requirements

- An applicant must be a paid/registered member at the time the application is received by ANOC Int'l Headquarters. A paid/registered member is one whose dues have been received by ANOC Int'l Headquarters for the current dues period.
- The Intern for Administration must sign all award applications. If the Intern for Administration is unavailable or if the application is for the Intern for Administration, another current cell servant may sign it.

THE ELECTION PROCESS

ELIGIBILITY OF SERVANTS TEAM

Cell Leader:

1. An active member of the cell group for a year.
2. Must be F.A.S.T. (Faithful, Available, Submissive, and Teachable) Christian.
3. Must be an intern for 8-10 months
4. Must Complete the Cell Leaders Training (CLT)
5. Must be chosen by his/her cell leader
6. Must complete at least **Level 5** of both the **Discipleship and Leadership** Program of ANOC Int'l.

Cell Intern:

1. An active member of the cell group for a year.
2. Must be F.A.S.T. Christian
3. Must be a member for 4-8 months
4. Must Complete the Cell Leaders Training (CLT)
5. Must be chosen by his/her cell leader
6. Must complete at least **Level 2** of both the **Discipleship and Leadership** Program of ANOC Int'l

Before beginning the election process, briefly explain the major responsibilities of each office. Then explain the election process and proceed with elections:

The Election Process

1. Accept nominations for the Cell Leader.
2. Ask for seconding speeches. Any member may stand to second the nomination and give a short speech (usually two minutes) on the qualifications of the nominee. Seconding speeches are given in alphabetical order by candidates' last names.
3. Ask the nominee if they would accept the position if elected. Allow the nominee two minutes to speak on their own behalf.
4. Ask for additional nominations for the office of cell leader. If others are nominated, repeat steps 2, 3 and 4 for each nominee.

5. Entertain a motion to close the nominations for the office of cell leader. This requires a second and a vote.
6. Instruct all members to cast their ballots.
7. Ask two people to tally the votes.
8. Announce the winner.

Repeat these steps for each office. When elections are finished, introduce the newly elected servants team to the cell.

ELECTION FREQUENCY

The Cell Constitution for Oikos Cell Groups of ANOC International states that cell meeting weekly will elect officers annually. Annual terms of office must run from April 1 through March 30; Cell Leader elected for a term of one year may be re-elected for a successive term for a maximum of 2 terms only. No cell leader may serve more than 24 consecutive months.

VACANCIES

Any vacancy in office, except for the immediate past cell leader, must be filled by a special election held at the next meeting following the announcement of the vacancy.

CLUB OFFICER INSTALLATION

After new servants are elected, the outgoing cell leader arranges an installation ceremony. The entire ceremony takes about 12 to 15 minutes and is done toward the end of the meeting. Installations can be conducted during a regular cell meeting or during a special event.

CELL OFFICER INSTALLATION SCRIPT

Whoever conducts the ceremony (the installing officer) may use the following script or create one.

First, the installing officer asks the outgoing cell servants to stand, thanks them for their work and relieves them of their responsibilities by saying, “*You are discharged from all further duties and responsibilities as Servants Team of [insert cell group name here].*”

Next, the installing officer calls the incoming servants forward and asks that they stand, in the following order, to the right of the lectern: Intern for Promotion, Intern for Leadership, Intern for Discipleship, Intern for Administration, and Cell Leader.

The installing officer charges the incoming servants with their new duties by saying, *“I am here to install the Sevants Team of [insert club name here] and to prepare them for the challenges that lie ahead. Their collective challenge is to make this cell strong, dedicated to helping people from all walks of life to speak in an effective manner, listen with sensitivity and think creatively.”*

I will ask each officer to hold the Bible and gavel as a symbol of authority and leadership as I briefly describe the challenges he or she must meet and the responsibilities he or she must fulfill.”

The installing officer introduces the Intern for Promotion, giving a brief description of the goals and responsibilities of the office. Then the installing officer gives the Bible and gavel to the Intern for Promotion as a symbol of this charge and concludes by saying, *“Will you perform these duties to the best of your ability?”*

The installing officer asks the Intern for Promotion to pass the gavel to the next person and repeats this procedure for Intern for Leadership, Intern for Discipleship and Intern for Administration. The incoming cell leader is installed last with the following special presentation:

“Brother or Sister [insert incoming cell leader’s name here], having been elected the Cell Leader of Oikos Cell [insert cell name here], you are its chief executive officer and are expected to preside at all cell meetings and at all regular and special meetings of your Servant’s Team.

It is your challenge to see that this cell enables its members to achieve their educational goals. It’s also your challenge to see that your cell helps the zone, house church, section, district, national and ANOC

International to meet their goals. Please accept the Bible and the gavel as a symbol of your authority, leadership and dedication to office.

The Bible represents authority from above and always abide to its teaching and standards of living and would always be the basis of education and principles of Christian living. The gavel is a symbol of the power and authority given to you by the membership of this cell. Use them wisely and with restraint. You are a member of your team as well as a leader. A team is more than a collection of people. It's an emotional force rooted in the feelings, thoughts and actions of all members with the common goal of achievement, sharing and mutual support. Work with your team members to create a healthy, dynamic cell, a cell of which everyone is proud.

Will you, as Cell Leader, accept this challenge and perform your duties to the best of your abilities?" The incoming cell leader responds, "I will."

The installing officer will render a prayer of blessing to the new servant's team:

"Father in heaven, you establish leadership according to your will. You set pastors according to your own heart. May this Servant's Team walk in the leading of your Spirit and will abide to the teachings of the Word you have given. I bless this team! In Jesus' name, Amen!"

The installing officer says, *"It is now my pleasure to declare these Servants Team installed into the offices to which they have been elected."*

Then, addressing the cell collectively, the installing officer continues, *"Will everyone please stand? The growth and development of the Oikos Cell program in Cell Group [insert club name here] depends largely upon the actions of this group. On your honor, as members of Oikos Cell, do you pledge to individually and collectively stand by this cell, live with it and work with it throughout the coming year?"*

The cell members reply, “*We will.*”

The installing officer says, “*Will the newly installed cell leader and immediate past cell leader please join me at the lectern. [Insert immediate past cell leader’s name here], as immediate past cell leader of Cell Group [insert club name here], will you offer the cell leader’s pin to [insert incoming cell leader’s name here] as a symbol of [his/her] dedication and service? And [insert incoming cell leader’s name here], as cell leader of cell group [insert club name here], will you offer the past cell leader’s pin to [insert immediate past cell leader’s name here] for [his/her] dedication and service?*” The immediate past cell leader and incoming cell leader each pin the other officer.

The installing officer and immediate past cell leader leave the lectern. The new cell leader takes charge of the meeting. At this time, the new cell leader presents the Cell Leader’s Award to the outgoing cell leader. The new cell leader then gives a three-minute speech, outlining the goals for his or her term.