

Kenya Kingdom Festival

GLOBAL KINGDOM FESTIVALS

GATHERING FOR GLOBAL REVIVAL, UNITY OF BODY OF CHRIST, CHARITY, EMPOWERMENT, WORSHIP, HONOR & CELEBRATION



FESTIVALS HOSTED GLOBALLY, CONTINENTAL AND IN NATIONS LAUNCHING FROM KENYA

VISION-RAISING KINGDOM CHAMPIONS

MISSION- EXALTING THE SAVIOUR, EMPOWERING THE BELIEVER, EVANGELIZING THE WORLD, EMPOWERING & KINGDOM DOMINION FOR COMMUNITIES AND NATIONS,

MOTTO -THY KINGDOM COME -BUILDING THE BODY OF CHRIST AND KINGDOM OF GOD

AFRICA KINGDOM FESTIVAL

GATHERING FOR NATIONAL REVIVAL, UNITY OF BODY OF CHRIST, CHARITY, EMPOWERMENT, WORSHIP, HONOR & CELEBRATION



FESTIVAL LAUNCHED IN KENYA TO THE NATIONS & NETWORKING WITH THE BODY OF CHRIST GLOBALLY



HOST- DR LUKE MWANGI



Exodus 23:14-17- Three National Feasts 14 "Three times a year you shall celebrate a feast [dedicated] to Me. 15 You shall observe the Feast of Unleavened Bread; for seven days you shall eat unleavened bread, as I commanded you, at the appointed time in the month of Abib, for in it you came out of Egypt. No one shall appear before Me empty-handed [but you shall bring sacrificial offerings]. 16 Also [you shall observe] the Feast of Harvest (Weeks, Pentecost, or First Fruits), acknowledging the first fruits of your labor, of what you sow in the field. And [third] the Feast of Ingathering (Booths or Tabernacles) at the end of the year when you gather in [the fruit of] your labors from the field. 17 Three times a year all your males shall appear before the [a]Lord God.



Websites www.kenyakingdomfestival.org, www.globalkingdomfestival.org, www.helpersafrica.org

Tel +254722738142, +254726389578 email dlukem@gmail.com

Word of welcome by the Host

Welcome from Kenya Festival Director



Word from Director Kenya Festival- God Bless Kenya

Shalom, God bless you all and Welcome to Kenya Kingdom Festival –God Bless Kenya Movement hosted by me Dr Luke Mwangi days of Honor, Worship, Prayer, Outreach, Revival, Charity, Empowerment, Networking, Business and Development. The Festival Theme is a Covenant with God in Raising Kingdom Champions and Thy Kingdom Come Isaiah 60 Arise and Shine for your light has come. Highlights include and begin with Open Heaven Praise and Worship experience, Pastors and Church leaders empowerment summit, All Believers socio-economic forums, Prayer Festival, Powerful Rhema Word Fest, Honoring and appreciating of Kingdom Champions/ Heroes / Achievers in various sectors and fields in 170 categories in our website including gospel artists among others, Miracles signs and wonders Holyghost / healing deliverance moments, Revival Moments, Harvest of souls, kingdom fair of Corporate and organization business exhibitions- register early for exhibition booths/ tents & slots, students and youth empowerment mentorship summit in education / career and life skills, Arts / team building/ fun activities and entertainments, Solution Workshops and activities for all ages and sectors for Men- The He Champions/ Women- The She Champions/ Youth & Teens Champions / Children Young Champions, Business/ corporates

and Professional leaders summits, Governance leadership summit, Family empowerment summit, Business Start-up training summit, Business Leadership Training & Financing summit, Care for orphans and venerable children in children homes, Feeding the hungry, Clothing the elderly and destitute, Community work, Body of Christ unity and networking initiatives, Patriotic presentations and projects launch, Free medical clinic, Registration for soon launching education bursary support programs along with professional jobs application for employment and charity humanitarian kingdom patriotic facilitated volunteer of thousands of opportunities in our 37 global agencies and 77 departments of JBA-Helpers of Africa International to serve the Kingdom of God, reaching nations and being a blessing to Our great Nation- God bless Kenya through various patriotic projects launches. A Special Great harvest of Souls joining the GO-Movement Great Gospel Explosion movement in May to reach the Nation, Africa and global faith evangelism.

Don't miss this special wholistic special visitation of thy kingdom come balanced Kenya Kingdom Festival –God Bless Kenya Movement featuring local and international preachers, business and professional mentors, days of Worship, Prayer, Outreach, Revival, Charity, Empowerment, Networking, Business and Development. Be a good Samaritan by bringing gifts dry foods, school books, clothes, electronics, mobility and equipment's for persons with special needs, others commodities to orphans and destitute. Festival Sponsored and Facilitated by Jesus Breakthrough Assembly, Kingdom Consortium of Churches and Ministries International, Dr Luke Foundation, JBA-Helpers of Africa International. Free entry and meals, Invite all and register to serve in this historic Kenya Kingdom Festival- God Bless Kenya Movement in various departments and activities for our appreciation and heavenly rewards, God bless Kenya, Jesus is Lord.

Kenya Kingdom Festival will be annually hosted our 47 Counties and a national Summit scheduled to be in every month of April, August and December every 2nd week for counties and 3rd week National Gathering. The focus of this Summit is to establish the Purpose of God Thy Kingdom Come the revelation captured in Lords prayer to be vessels of honor to establish the will of God on earth as it is in heaven. The highlights of this festival is to Gather and activate a balanced revival promised in the endtime in Isaih 60.1-22 exhibiting the church in revival, dominion, favor, empowerment, networking, mentorship, honor, prayer, worship, impact, wholistic blessings, power of the holyspirit, miracles/ signs and wonders, financial empowerment, unity, patriotism, soundness, soberness, excellence and blessings of a strong victorious endtime church. Kenya Kingdom Festival- God bless Kenya was first launched in 2007 where we conducted pastors training and prayer meetings in 40 regions of kenya impacting over 30,000 pastors and church leaders which culminated towards a historic first time honor of all the spiritual fathers and mothers of the Kenya where over 300 were refreshed and honored. In partnership with other ministries and servants of God dedicated all counties and the nation to God through God bless Kenya prayer

movement along with hosting great international ministers such as Moris Cerrullo twice by the grace of God among many other initiatives of honoring Kenya Presidents and Honor of Children home directors. With a Patriotic theme of God Bless Kenya Fest a festival to express love, ministry and refreshment Orphans and venerable children along with elderly. We have packaged this Kenya Festival so impact and be a blessing to all through 24 departments and many summits to empower all groups to accommodate, bless and transform all in your county as we in Unity express patriotism and in unison uphold the unity of good works to build the Kingdom of God, Communities, Counties and Nation. Kenya Festival- God bless Kenya -My Nation, My Identity- was birthed in 2009 in a Climax colorful and glorious event Uhuru Park after traversing across counties in Kenya in a focus of prayer, unity, training, mentorship and Honor where thousands gathered and God rained His blessings of Spirit and Peace in Unity. This left a high appetite to continue to do sacrificially for the kingdom of God, Nation and for the people of Kenya. We invite you for this Festival to attend and participate in all summits of the week along with all Charity, Humanitarian, Ministry and Development activities across the region ranging from cleaning cities, tree planting, painting and refurbishing activities in some public institutions, help camps, visits & ministry to Children Homes / Special Schools, Prayer and Festival promotional events and activities as patriot and servant of God who is a faithful rewarder to be blessed and be a blessing.

Kenya Kingdom Festival 2023 will be the official launch of JBA – Helpers of Africa International that will seek It gives me great pleasure to present Helpers of Africa International Group Strategic Plan at the launch of this valuable and timely divine vision from God that was birthed when I presented this vision and my achievement through a well packaged website 4 years ago. As the Bible says write the vision and make it clear so that he who reads can run with it Habakuk 2 we got your attention and other very generous, visionary, charitable and development minded partners to raise this global historic fund. Through my professional background and experiences I was able by the grace of God to articulate this vision to empower and refresh Nations through a well thought structure to implement our vision of Charity, Empowerment and development in nations and globally through our 77 departments in the head office that is located in Nairobi Kenya which will be the Headquarter of our global operations where we shall soon build a Kingdom Dream City in the suburbs of Nairobi that will host all our departments and 37 Agencies operations. The articulation and exposition of the vision, missions, values, projects and strategic plans of all departments along with agencies forms the basis of this book to you generous, visionally donors and partners to know that we are ready for this Job and we are well organized to manage this historic fund in an organized, professional and well accounted system with highest level of integrity, excellence and efficiency to give value for your sacrificial funds bestowed under my trust as the President and Founder of prestigious and valuable Helpers of Africa International Group.

Helpers of Africa International Group is a charity, empowerment, humanitarian and development bank whose vision is based on a godly foundation to offer intrinsic valuable impact and rewards refreshing and empowering nations offering community and global financial solutions in the world now and for generations to come. Our programs and projects is to ensure more value to communities and nations in excellence, transparency and productivity will short and long term focus to succeed and make the world to succeed by the grace of God. Helpers of Africa International Group is - Raising Kingdom Champions,, Our Vision is Transforming, Refreshing and Empowering the World and our mission is Impacting Nations environment and Her people through Charity, Development and Holistic empowerment in all sectors towards making nations a comfortable habitation for all. This we shall fulfill through our 37 Agencies mainly Kingdom Global Housing Agency, Kingdom Global Health Agency, Kingdom Global Tourism and Wildlife Agency, Kingdom Global Smart Cities and Slum Upgrade Agency, Kingdom Global Disaster Response Agency, Kingdom Global Genders Empowerment Agency, Kingdom Global Education Agency, Kingdom Global Development Agency, Kingdom Global Charity and Humanitarian Agency, Kingdom Global Insurance Agency, Kingdom Global Environmental Agency, Kingdom Global Environmental Agency, Kingdom Global Environmental Agency, Kingdom Global Aviation and Airlines Agency, Kingdom Global Shipping & Blue Economy Agency, Kingdom Global Finance & Economic Agency, Kingdom Global Research & Innovation Agency, Kingdom Global Trade & Investment Agency, Kingdom Global Mining & Oil Agency, Kingdom Global Infrastructure Agency, Kingdom Global Orphans and Venerable Children Agency, Kingdom Global Disability Agency, Kingdom Global Sports & Talent Development Agency, Kingdom Global Supply Chain Agency, Kingdom Global Honor Agency, Kingdom Global Water and Sanitation Agency, Kingdom Global Food and Agriculture Agency, Kingdom Global Volunteers Agency, Kingdom Global Peace & Conflict Resolution Agency, Kingdom Global Equal Justice Agency, Kingdom Global Leadership & Capacity

Building Agency, JBA – Helpers of Africa Agency, J.B.A Global Good Samaritan Agency, JBA Global Ministry and Missions Agency and Dr Lukes Foundation (Founders Legacy Foundation), Kingdom Global Patriotic Agency, Kingdom Global International Peace Agency and Kingdom Global International Diplomacy Agency For effective management our headquarter will have 77 departments which will both have operations and supportive function to the inter-dependent agencies which include Internal Audits, External Audits, Human Resource- with 7 divisions, Strategic Plan, Finance, Administration , Management, Communication, Public relations, Media, Insurance, Procurement and supply chain, security, event management, Risk Management among many others whose specific functions, staff , Job descriptions, projects and operations policy are well outlined in this website. I expect its implementation to be both challenging also rewarding but through your support in resources, networks, experience and combined with our staff and stakeholder by the grace of God we shall succeed making the world a better place. We now have a robust and clear strategic focus to guide our work in positively transforming lives in cities and communities around the world. We are also well-positioned to take a leading role in Global transformation in all sectors. Our Well-planned and well-governed projects and programs will impact the nation of kenya and the world. In this regard, the implementation of the Plan will be driven through global flagship programmes, which will have the benefits of (i) reducing fragmentation in our work, including a better connection between normative and operational elements; (ii) increasing predictability of funding, accountability and enhancing flexibility in the implementation of priorities agreed in the Strategic Plan; vi (iii) establishing long term partnerships as well as donors and countries commitment; (iv) strengthening visibility and global positioning; and (v) enhancing horizontal and vertical integration of sustainable in all global concerns. The successful implementation of flagship programmes will require the identification of “champions” including countries and cities that will strongly promote and provide global visibility to our strategic programmes. Internally, we will need to develop (i) a thorough programme implementation manual, with state-of-the-art procedures, workflows and capacity building; and (ii) a monitoring and evaluation system, including an online interactive platform accessible to all partners. In addition, we will establish multi-partner trust-funds, which will constitute the financing vehicles of the flagship programmes. For more information visit our website www.helpersafrica.org , Text 0742405207.

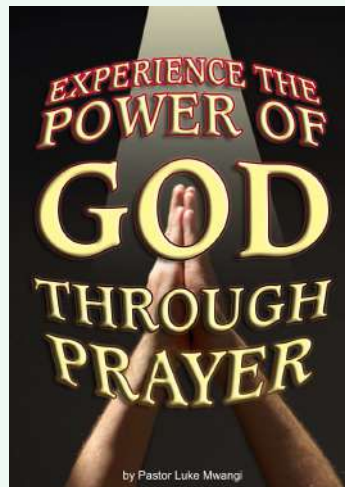
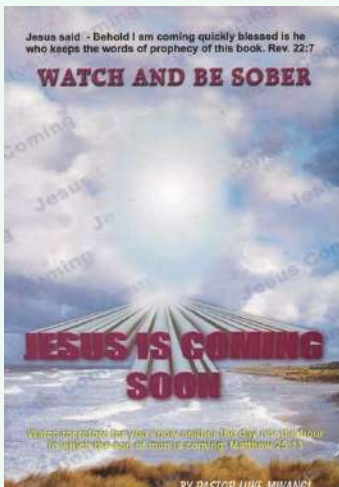
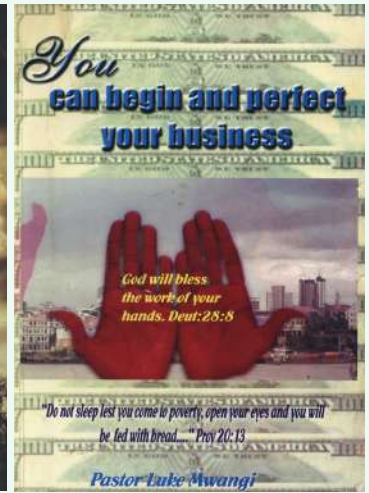
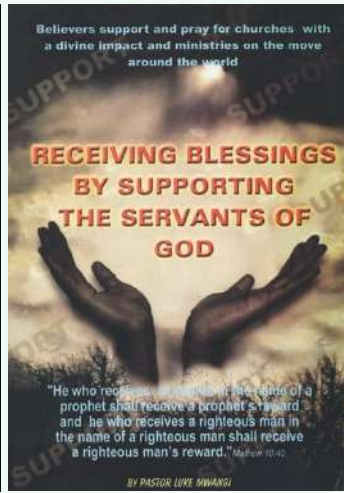
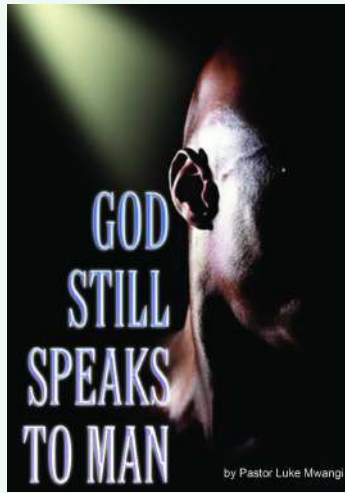
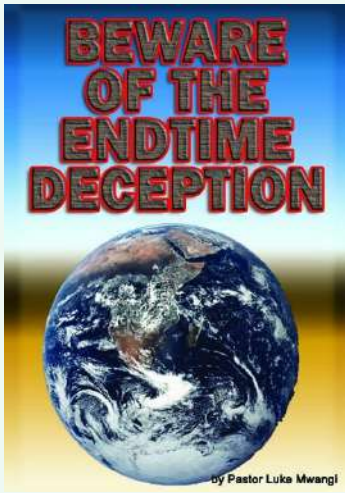
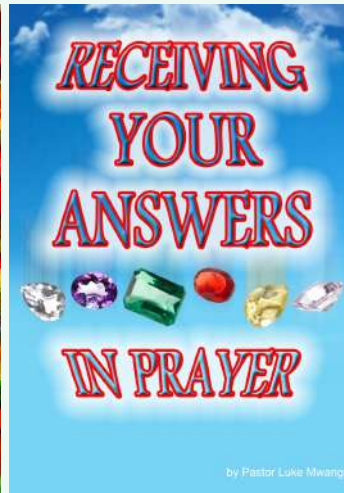
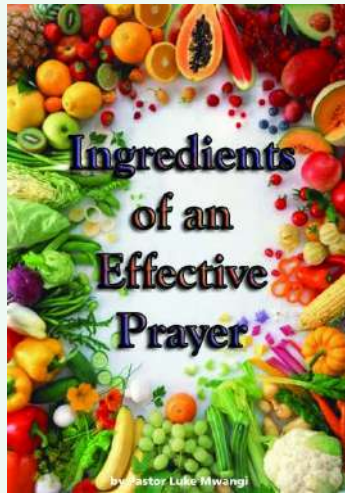
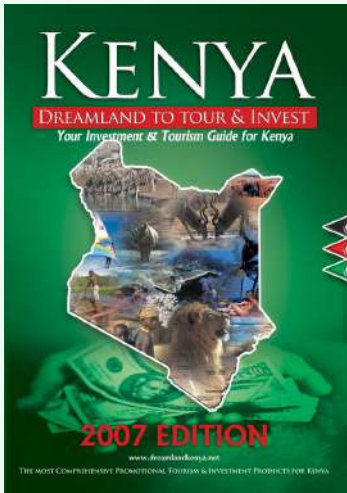
Those who serve faithful in our festival departments as volunteers in Festival smart team and administration, publicity through all platforms, media department sound and videography, Praise/ Worship team & Choir, Protocol and Ushering, Security, Transport Stewards, Accommodation Stewards, Catering Stewards, Branding and Decoration artists / consultants, Charity and community special outreaches, counsellors , celebration and entertainment, Honor of Kingdom Champions and Achievers, facilities stewards and maintenance, 12 workshops stewards, Registration, Exhibition stewards and festival excellence quality assurance will be considered for jobs for Helpers of Africa International as a reward to your faithfulness. Our Kenya Kingdom Festivals at National and county level will by the grace of God will give the body of Christ a time to bond in unity fulfilling the release of corporate blessings as recorded in Ps 133.1-6 How good and pleasant it is for brothers to gather together in unity God commands a blessing and life as we have experienced in our previous meetings that will usher the church into revival outpour of blessings in the spiritual and socio economic space as the church occupies the mountains of influence in Kenya and globally.

Invite all to experience the blessing and be a blessing to others too, God bless you and God bless Kenya

Dr Luke mwangi Ndungu- Festival CEO



BOOKS BY DR. LUKE MWANGI



120 BOOKS TO MANAGE HELPERS OF AFRICA INTERNATIONAL, KINGDOM DREAM CITIES,,

DR LUKE FOUNDATION, KINGDOM CONSORTIUM OF CHURCHES AND MINISTRIES INTERNATIONAL & KENYA KINGDOM FESTIVAL

Vision and Core Values

VISION- Raising Kingdom Champions

MISSION

Gathering for Unity, Charity, Empowerment, Development, Revival, Honor and Celebration

Our Focus - The mentorship of Kenya Kingdom Festival will seek to develop curriculums and forums based along with online training, capacity building, coaching and mentorship to impact all our departments and areas that affect humanity globally including the empowerment of women, youth, men, those living with diasability, health, disaster response, education impacting charity, empowerment and development globally along with promoting entrepreneurship that is the basis of creativity in business ideas and opportunity generation, business start up, building businesses, making profits, capital formation and enterprise development, creating good jobs, developing new products and devising ways to serve others. Entrepreneurship is also the fuel for prosperity that puts rising economies on the path to success. It's what gives young people chance to channel energy and passion into something that is bigger. It allows world to come together across countries and cultures to solve some of the world's greatest challenges as we have gathered in this summit. We shall provide skills and training, access to capital, coaching and mentorship. We shall set up Youth / Women / Men / Orphans & Vurnerable / Children and people living with Disability Entrepreneurship workshops to give platform to creativity, innovativeness and brainstorming. We hail this vision for the betterment and uplifting of generations our whole effort should be toward securing a combination of the strong qualities with those qualities which we term virtues.



CORE VALUES

VALUE	EXPOSITION
Diligence	We exhibit diligence that is why we have been able to do & package much
Honesty & Integrity	We have do our best to exhibit this because of godly conscious & stewardship
Knowledge	Everything we do we want to do it at our best through Knowledge
Wisdom	Wisdom is the principal thing to do thing the right way
Excellence	Good taste ,look & touch guides all we do to avoid losses & makes things attractive
Planning	We have comprehensive written plans for all we do
Teamwork & Networking	We believe unity in various potential brings success. Divine partnerships brings forth fruits
Diversity	We touch the holistic lives of people & through in all sectors
Creativity	We are always open to new ideas of doing things we do a lot of brainstorming.
Strategy	We device strategic approaches in all projects and programs
Risk for others & Self Sacrifice	We have risked, resources and life for the sake of others starting projects & projects to benefit others without money not knowing how bills will be paid and selling personal assets for our course painfully but fulfilling & great rewards in Heaven too
Accountability, Stewardship & Faithfulness	We believe in accounting well for resources given to us in books of accounts, audits and caring for all assets, facilities as faithful stewards who will give account to God and also value the sacrifice of those who deny themselves to trust us with their money which could also could have been put to good use else. We value the sweat of donors and esteem high faithfulness in handling all resources
Winning	We believe in winning and success in all our endeavors by doing our earthly best and depending on the grace of God. No giving up in life, persistence, patience, aggressiveness,
Discipline	We esteem personal and organization discipline to ethics codes that brings success



Visionary leadership We motivate all our projects and program leaders to be visionary and we do a lot of training for project & program leaders to run with vision without supervision as unto God and welfare of all humanity

In God we trust We believe that all our programs and projects cannot succeed without God who is the author and finisher of our faith through him we live to serve others and also those whom we serve it is only God who keeps and also provides for donors. After all is done God gives us victory and sustains it

Create Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us.

Have Impact: we are committed to having the most sustainable impact for the communities and the people with whom we engage.

Promote Enterprising-spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges.

Create Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions and advocacy.

Festival delegates Satisfaction: Net promoter score, overall satisfaction metric, complaint rate, service-level agreements met ratio, call pickup time, time to resolution of issue, e-commerce abandon rate, and renewal and retention rates

Quality services and patronage : Safety, excellence and quality services across departments along with all forums



PICTORIAL OF OUR PREVIOUS FESTIVALS





- WELCOME TO SERVE, SUPPORT AND PARTNER TO BUILD THE KINGDOM OF GOD- THY KINGDOM COME

NATIONAL FESTIVAL SCHEDULE – 1 PAGE PROGRAM

God told the children of Israel after establishing tabernacle that they should gather 3 times annually from all over Israel for a festival and in so doing God will establish a covenant with them so in this revelation we seek to gather the nation together in Kasarani Stadium and later we shall be hosting festival in our headquarters Kingdom Dream City by the grace of God.

Exodus 23:14-17- Three National Feasts ¹⁴ "Three times a year you shall celebrate a feast [dedicated] to Me. ¹⁵ You shall observe the Feast of Unleavened Bread; for seven days you shall eat unleavened bread, as I commanded you, at the appointed time in the month of Abib, for in it you came out of Egypt. No one shall appear before Me empty-handed [but you shall bring sacrificial offerings]. ¹⁶ Also [you shall observe] the Feast of Harvest (Weeks, Pentecost, or First Fruits), acknowledging the first fruits of your labor, of what you sow in the field. And [third] the Feast of Ingathering (Booths or Tabernacles) at the end of the year when you gather in [the fruit of] your labors from the field. ¹⁷ Three times a year all your males shall appear before the ^{1a} Lord God.

Day	TIME	HIGHLIGHTS
Saturday		City Caravan Morning Intercession and afternoon Praise and Worship Experience
Sunday Afternoon before meeting	9.00-12.00	Celebration Fireworks in the evening
	2.00 to 4 pm	Same time final sound Tests and cleaning
	5pm to 9.00 pm	Training of Workers, Uniforms , Budes, Setting up the work field
		Official Opening Session
Monday to Friday		First Honor of All achievers and kingdom Champions in all fields as per nomination results
		us nominate achievers through link provided in this website
Mon Day 1 (Prayers & intercession) and Half Kesha All Workers, Committee, County Clergy , Kenya Festival- God bless Kenya Intercessors and Staff	8.00 am to 9.00am	Honor of all Kingdom Champions and Achievers
	9.00am to 10.00am	10.00am to 4.00pm
	10.00am to 10.15am	Meals , Celebration Fireworks in the evening
	10.15am to 11.15am	(Registration as people enter through coupons)
	11.15am to 11.30am	First Session (Speaker / Video with Mentorship)
	11.30am to 12.30 am	Praise and Worship
	12.30am to 1pm	Session 2 (Speaker / Video with Mentorship)
	1pm to 2.30p.m	Praise and Worship
		Session 3
		Ministration / Announcements and Worship
		Lunch and Video Presentation
		(Worship / preaching / Org Documentary)
Tue Day 2 (Motivation to Evangelism & Ministry		

Empowerment (School of leadership & ministry for Pastors / Church leaders / Ministry Workers	2.30 to 5.00 pm	EXIBITIONS & MEDICAL CAMP (Cervical Cancer Screening, Check Blood pressure Screening, Eye Care, Dental Check, General health c Deworming , teaching of disease prevention and community health ca (Donations for Good Samaritan Day)
Wed Day 3 (Empowerment (Finance / Career) Business Plan Writing for funding, Receiving Ready Business Plans, Registering Bursary Benefitiariaries	5.15 to 8pm 8p.m to 9.00 p.m	Women, Youth, Teens, Students, Men, Church Leaders, Professional Entrepreneurship Development Financing & Funding Empowerment / Evening Revivals and Ministrations Dinner for boarders
Thur Day 4		
Holyghost and Revival Teaching and praying for people to be filled with the Holy Spirit / Deliverance and Healing Service		
Friday 5		
Teaching and Worship sessions and Half Worship Keshas		
		All Delegates / Pastors / Schools / Children Homes / Special Schools / Trucks/ Gather outside Governor / Government office to be flaged to the stadium with a Caravan. Led by Police Band
Saturday – Good Samaritan Festival (Charity Day)	8.00am to 9.00am	Praise and Worship (Registration as people enter through coupons)
(Focus Elderly / Orphans / Disability / According Bursaries / Evangelists & Motor Bikes & Sound Packs)	11am to 11.30 am 12.am to 12.30p.m 12.30 to 1.00pm 1.00 pm to 3.00p.m	Children Homes / Special Schools march. (Banners Printed upfront) Good Samaritan Drama Acknowledgement of Guests / Schools / Pastors (Deputy CEO / – Humanitarian Speech Vision and receiving of Gifts to Children Homes) Lunch Served together (Humanitarian Declarations on Cd, Children Homes / Special Schools Performance/ Testimony from Teachers / Directors of Children Homes)

	3.00 p.m to 3.30 3.30- 3.45 3.45 to 4.40p.m 4.40pm to 5pm	CEO Key Note Speech & Word of God- Humanitarian Exhortation for Blessings of Charity) Second Collection of gifts Governor / County Commissioner Speech 7 Minutes / Presentations of Gifts to Children Home in a Caravan procession. Thanksgiving worship (Altar Call) Vote of thanks (Closing and Inviting people to the Sunday Festival) Registration of Needy Students for Bursary and Medical continues
Sunday Morning Honor Day	8.00 am to 9.00am 9.00am to 10.00am 10.00am to 10.15am 10.15am to 11.15am 11.15am to 11.30am 11.30am to 12.30 am 12.30am to 1pm	Prayer Meeting (Registration as people enter through coupons) First Session (Speaker / Video with Mentorship) Praise and Worship Session 2 (Speaker / Video with Mentorship) Praise and Worship Session 3 Ministration / Announcements and Worship Lunch and Video Presentation (Worship / preaching / Org Document) EXHIBITIONS AND MEDICAL CAMP Honor and Appreciation of leaders (Church / Humanitarian / Achiever churches / Media) (LIST FROM LOCAL LEADERS- Certificates / Embrames / Gift I.Pad Holiday Packages,) Praise and Worship Night (Honor and Awards to local Gospel Artists) List thro Pastors and Music Departments. (International Guests in Mega Towns.)

Sunday Afternoon	2.00 pm to 2.45p.m 2.45pm to 3pm 3pm to 3.30 4.00 pm to 5.pm 5pm to 6pm	Praise and Worship Procession of Caravan / Leaders/ Conference /Delegates in Churches / Children Homes (Mentioning and acknowledging leaders) Offering and Gifts to children homes and Special Schools (Receiving Worship and Registration for Bursary and Medical Cards (Thro Card) Preaching / Altar Calls and Praying for needy) Thanksgiving Praise and Worship
Monday		
New Believers Class Gifts packs (Books / Bags / T-Shirts and Charities) Baptism registration Prayers for Holyghost		



WEEK MAIN SESSION – AFTERNOON WORKSHOPS 3.30pm to 5.00pm – Evening 6pm to 9.00p.m

SESSION 1	SESSION	Work 1	Work 2	Work 3	Work 4	Work 5	Work 6	Work 7	Work 8	Work 9
Prayers 7 to 9am		Children	Teens	Youth	Men	Women	Family	Busines	Pastors and Church Leaders	Prof
9.00AM TO 10.30 AM	11am to 1.00pm									
Powerful National & International	Powerful National & International	Special Summit	Special Summit	Special Summit	Special Summit	Special Summit	Special Summit	Special Summit	Special Summit	Special Summit
Preachers of the word	Preachers of the word									



ALL COUNTIES KENYA KINGDOM FESTIVAL MOBILIZATION VISION – 1 PAGE

EVERY SECOND WEEK OF APRIL, AUGUST AND DECEMBER ANNUALLY CULMINATING

TO THE NATIONAL MEETING 3RD WEEK IN NAIROBI

God told the children of Israel after establishing tabernacle that they should gather 3 times annually from all over Israel for a festival and in so doing God will establish a covenant with them so in this revelation we seek to gather the nation together in Kasarani Stadium and later we shall be hosting festival in our headquarters Kingdom Dream City by the grace of God.

Exodus 23:14-17- Three National Feasts ¹⁴ "Three times a year you shall celebrate a feast [dedicated] to Me, Me. ¹⁵ You shall observe the Feast of Unleavened Bread; for seven days you shall eat unleavened bread, as I commanded you, at the appointed time in the month of Abib, for in it you came out of Egypt. No one shall appear before Me empty-handed [but you shall bring sacrificial offerings]. ¹⁶ Also [you shall observe] the Feast of Harvest (Weeks, Pentecost, or First Fruits), acknowledging the first fruits of your labor, of what you sow in the field. And [third] the Feast of Ingathering (Booths or Tabernacles) at the end of the year when you gather in [the fruit of] your labors from the field. ¹⁷ Three times a year all your males shall appear before the ^{1a} Lord God.

Let all Clergy and believers mobilize and organize a successful Kenya Kingdom Festival for the blessings of God to be manifested in the counties

1. NAIROBI: Westlands, Parklands, Dagoretti North, Dagoretti South, Karen / Langata, Kibra, Roysambu, Kasarani, Ruaraka, Kariobangi, Embakasi North, Embakasi South, Embakasi Central, Embakasi East, Embakasi West, Makadara, Kamukunui, Starehe, Mathare
2. KIAMBU: Gatundu South, Gatundu North, Juja, Thika Town, Ruiru, Githunguri, Kiambu, Kiambaa, Kabete, Kikuyu, Limuru, Lari
3. KIRINYAGA: Mwea, Gichugu, Ndia, Kirinyaga Central
4. MURANG'A: Kangema, Mathioya, Kiharu, Kigumo, Maragwa, Kandara, Gatanga
5. NYANDARUA: Kinangop, Kipipiri, Ol-Kalou, Ol-Jorok, Ndaragwa
6. NYERI: Tetu, Kieni, Mathira, Othaya, Mukuwe-ini, Nyeri Town
7. MOMBASA: Changamwe, Jomvu, Kisauni, Nyali, Likoni, Mvita
8. KWALE: Msambweni, LungaLunga, Matuga, Kinango
9. KILIFI: Kilifi North, Kilifi South, Kaloleni, Rabai, Ganze, Malindi, Magarini
10. LAMU: Lamu East, Lamu West
11. TAITA TAVETA: Taveta, Wundanyi, Mwatate, Voi
12. TANA RIVER: Garsen, Galole, Bura
13. EMBU: Manyatta, Runyenjes, Mbeere North, Mbeere South
14. SIOLO: Isiolo North, Isiolo South
15. MACHAKOS: Masinga, Yatta, Kangundo, Matungulu, Kathiani, Mavoko, Machakos Town, Mwal
16. MAKUENI: Mbooni, Kilome, Kaiti, Makueni, Kibwezi West, Kibwezi East
17. KITUI: Mwingi North, Mwingi Central, Mwingi West, Kitui West, Kitui Rural, Kitui Central, Kitui South
18. MARSABIT: Moyale, North Horr, Saku, Laisamis
19. MERU: Igembe South, Igembe Central, Igembe North, Tigania West, Tigania East, North Imenti, Buuri, Central Imenti, South Imenti
20. THARAKA NITHI: Chuka, Maara, Tharaka
21. GARISSA: Garissa Township, Balambala, Lagdera, Dadaab, Fafi, Ijara
22. MANDERA: Mandera West, Banisa, Mandera North, Mandera East, Mandera South, Lafey
23. WAJIR: Wajir North, Wajir East, Tarbaj, Wajir West, Eldas, Wajir South
24. BUNGOMA: Mt. Elgon, Sirisia, Kabuchia, Bumula, Kandunyi, Webuye East, Webuye West, Kimilili, Tongaren
25. BUSIA: Budalangi, Nambale, Butula, Funyula, Matayos, Teso North, Teso South
26. KAKAMEGA: Lugari, Likuyani, Malava, Lurambi, Navakholo, Mumias West, Mumias East, Matungu, Butere, Khwisero, Shinyalu, ikolomani.
27. VIHIGA: Vihiga, Sabatia, Hamisi, Emuhaya, Luanda
28. UASIN GISHU: Soy, Turbo, Moiben, Ainabkoi, Kapseret, Kesses
29. NAKURU: Molo, Njoro, Naivasha, Gilgil, Kuresoi South, Kuresoi North, Subukia, Rongai, Bahati, Nakuru Town West, Nakuru Town East.
30. BARINGO: Baringo South, Baringo North, Baringo Central, Tiaty, Mogotio, Eldama Ravine.
31. NANDI: Mosop, Emgwen, Aldai, Tinderet, Nandi Hills, Chesumei

32. BOMET: Sotik, Chepalungu, Bomet East, Bomet Central, Konoin
33. ELGEYO/MARAKWET: Marakwet East, Marakwet West, Keiyo North, Keiyo South
34. KAJIADO: Kajiado Central, Kajiado North, Kajiado South, Kajiado East, Kajiado West
35. KERicho: Ainamoi, Belgut, Bureti, Kipkelion East, Kipkelion West, Sigowet
36. LAIKIPIA: Laikipia West, Laikipia East, Laikipia North
37. NAROK: Kilgoris, Emurua Dikirr, Narok North, Narok East, Narok West, Narok South
38. SAMBURU: Samburu West, Samburu North, Samburu East
39. TRANS NZOIA: Kwanza, Endebess, Saboti, Kiminini, Cherengany
40. TURKANA: Turkana North, Turkana West, Turkana Central, Loima, Turkana South, Turkana East.
41. WEST POKOT: Kapenguria, Sigor, Kacheliba, Pokot South
42. KISII: Bonchari, South Mugirango, Bomachoge Borabu, Bomachoge Chache, Bobasi, Nyaribari Masaba, Nyaribari Chache, Kitutu Chache North, Kitutu Chache South
43. KISUMU: Kisumu East, Kisumu West, Kisumu Central, Seme, Nyando, Muhoroni, Nyakach
44. HOMA BAY: Kasipul, Kabondo Kasipul, Karachuonyo, Rangwe, Dhiwa, Mbita, Suba, Homa Bay
45. MIGORI: Rongo, Awendo, Suna East, Suna West, Uriki, Nyatike, Kuria East, Kuria West
46. NYAMIRA: Kitutu Masaba, North Mugirango, West Mugirango, Borabu.
47. SIAYA: Ugenya, Ugunja, Alego Usonga, Gem, Bondo, Rarieda



REACHING AFRICA NATIONS KINGDOM FESTIVAL AFRICA

We have vision and Kingdom mandate with kingdom resources to conduct Festivals in nations in Africa in Partnership and Networks with churches, ministries and spiritual Fathers and Mothers of the respective nations incase you desire to work with us in your country and you have influencial capacity contact us to begin preparation and schedules

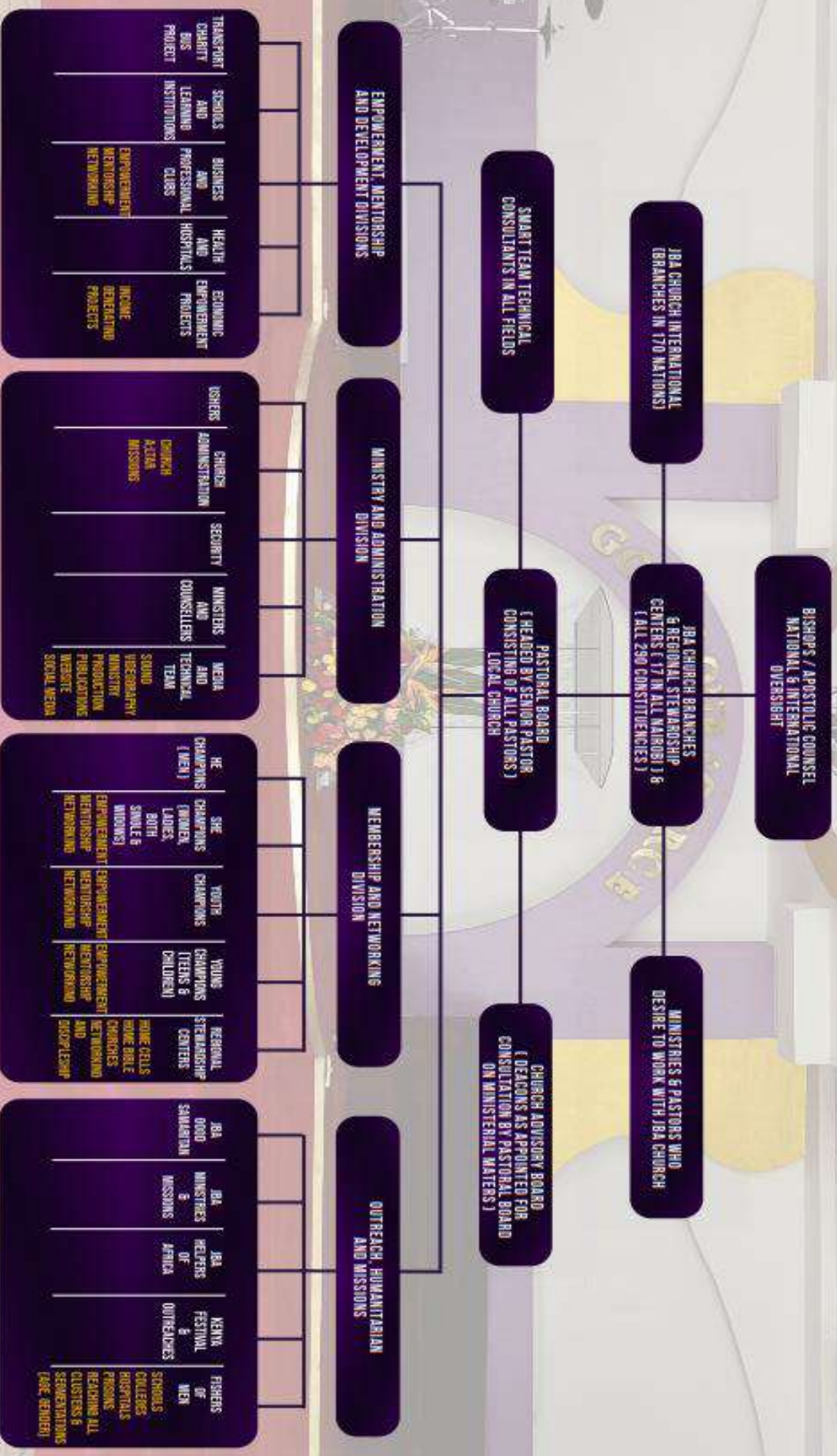


GLOBAL KINGDOM FESTIVALS REACHING THE WORLD

We have vision and Kingdom mandate with kingdom resources to conduct Festivals in nations in the world in Partnership and Networks with churches, ministries and spiritual Fathers and Mothers of the respective nations incase you desire to work with us in your country and you have influential capacity contact us to begin preparation and schedules



JBA CHURCH ORGANIZATIONAL STRUCTURE



CHARIOTS AND HORSES ARE PREPARED FOR THE BATTLE, BUT VICTORY COMES FROM THE LORD (PROVERBS 21:31)



KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

24 Operational, Management And Ministerial Departments



- 1) Kingdom Festival Branding & Decoration Dept,
- 2) Kingdom Festival Protocol depart- Kingdom Excellence in Protocol
- 3) Kingdom Festival Ushering Dept- Kingdom Excellence in Ushering
- 4) Kingdom Festival Community Outreach & Special Missions Dept- Kingdom Excellence in Community Projects.
- 5) Kingdom Festival Catering Dept- Kingdom Excellence in Catering
- 6) Kingdom Festival Counsellors & Follow up Dept- Kingdom Excellence in Counselling
- 7) Kingdom Festival Quality Assurance Dept- Kingdom Excellence in Quality Assurance
- 8) Kingdom Festival Praise Team & Choir Dept- Kingdom Excellence in Praise & Worship
- 9) Kingdom Festival Technical Team Dept- Kingdom Excellence in Technical Expertise
- 10) Kingdom Festival Media Dept - Kingdom Excellence in Sound & Videography
- 11) Kingdom Festival Public Relations Dept- Kingdom Excellence in Public Relations
- 12) Kingdom Festival Communication Dept- Kingdom Excellence in Communication
- 13) Kingdom Festival Compliance Dept- Kingdom Excellence in Compliance & Risk Management
- 14) Kingdom Festival Procurement Depts- Kingdom Excellence in Procurement
- 15) Kingdom Festival Accounts & Audit Dept- Kingdom Excellence in Stewardship
- 16) Kingdom Festival Transport Dept- Kingdom Excellence in Transport & Logistics
- 17) Kingdom Festival Hospitality & Accommodation Dept- Kingdom Excellence in Hospitality
- 18) Kingdom Festival Security Dept- Kingdom Excellence in Security & Safety
- 19) Kingdom Festival Facilities and Maintenance Dept- Kingdom Excellence in Festival Space
- 20) Kingdom Festival Exhibition & Expo Dept- Kingdom Excellence in Exhibition & Trade Fair
- 21) Kingdom Festival Registration Dept- Kingdom Excellence in Reception & Registration
- 22) Kingdom Festival Publicity & Evangelism Dept- Kingdom Excellence in Publicity & Evangelism
- 23) Kingdom Festival Prayers & Intercession Dept- Kingdom Excellence in Publicity
- 24) Kingdom Festival Good Samaritan Dept- Kingdom Excellence in Charity & Disaster Response



KENYA FESTIVAL- GOD BLESS KENYA HOSTED BY JBA- HELPERS OF AFRICA AGENCY &

JBA- MINISTRY & MISSIONS AGENCY

JBA- MINISTRY & MISSIONS AGENCY



KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

24 Groups & Special Ministries Empowerment Summits



- 1) Kingdom Festival Orphans and Vulnerable Children (OVC) Empowerment Summit- Raising Kingdom Champions OVCs
- 2) Kingdom Festival Exhibition & Expo Empowerment Summit- Kingdom Champions National & Global Networking.
- 3) Kingdom Festival PWDs Empowerment Summit- Raising Kingdom Champions PWDs
- 4) Kingdom Festival Entrepreneurship Empowerment Summit- Raising Kingdom Entrepreneur Champions
- 5) Kingdom Festival Professionals Empowerment Summit- Raising Kingdom Professional Champions
- 6) Kingdom Festival Family Empowerment Summit- Raising Kingdom Family Champions
- 7) Kingdom Festival Talents and Sports Empowerment Summit- Raising Kingdom Talents and Sports Champions
- 8) Kingdom Festival Praise and Worship Empowerment Summit- Raising Kingdom Praise and Worship Champions
- 9) Kingdom Festival Intercessory Empowerment Summit- Raising Kingdom Graced Intercessors
- 10) Kingdom Festival Children Empowerment Summit- Raising Kingdom Young Champions
- 11) Kingdom Festival Teens Empowerment Summit- Raising Kingdom Teen Champions
- 12) Kingdom Festival Youth Empowerment Summit- Raising Kingdom Youth Champions
- 13) Kingdom Festival Women Empowerment Summit- Raising Kingdom Women/ She Champions
- 14) Kingdom Festival Men Empowerment Summit- Raising Kingdom Men/ He Champions
- 15) Kingdom Festival Media Empowerment Summit- Raising Kingdom Media Champions
- 16) Kingdom Festival Students Empowerment Summit- Raising Educated Kingdom Champions
- 17) Kingdom Festival Health Empowerment Summit- Raising Healthy Kingdom Champions
- 18) Kingdom Festival Leadership Empowerment Summit- Raising Kingdom Champions Leaders
- 19) Kingdom Festival Honor Consortium – Honoring Kingdoms Champions & Achievers
- 20) Kingdom Festival Volunteers Empowerment Summit- Human Resource recruitment for Volunteers & Jobs
- 21) Kingdom Festival Diaspora Empowerment Summit- Raising & Networking Diaspora Kingdom Champions
- 22) Kingdom Festival Charity Agency- Kingdom Stewardship in Giving & Receiving for Charity
- 23) Kingdom Festival Business & Projects Financing/ Funding Dept- Raising & Empowering Kingdom Businesses / Projects through Advisory & Financing
- 24) Kingdom Festival Workers

KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

24 Groups & Special Ministries Empowerment Summits



- 1) Kingdom Festival Orphans and Vulnerable Children (OVC) Empowerment Summit- Raising Kingdom Champions OVCs
- 2) Kingdom Festival Exhibition & Expo Empowerment Summit- Kingdom Champions National & Global Networking.
- 3) Kingdom Festival PWDs Empowerment Summit- Raising Kingdom Champions PWDs
- 4) Kingdom Festival Entrepreneurship Empowerment Summit- Raising Kingdom Entrepreneur Champions
- 5) Kingdom Festival Professionals Empowerment Summit- Raising Kingdom Professional Champions
- 6) Kingdom Festival Family Empowerment Summit- Raising Kingdom Family Champions
- 7) Kingdom Festival Talents and Sports Empowerment Summit- Raising Kingdom Talents and Sports Champions
- 8) Kingdom Festival Praise and Worship Empowerment Summit- Raising Kingdom Praise and Worship Champions
- 9) Kingdom Festival Intercessory Empowerment Summit- Raising Kingdom Graced Intercessors
- 10) Kingdom Festival Children Empowerment Summit- Raising Kingdom Young Champions
- 11) Kingdom Festival Teens Empowerment Summit- Raising Kingdom Teen Champions
- 12) Kingdom Festival Youth Empowerment Summit- Raising Kingdom Youth Champions
- 13) Kingdom Festival Women Empowerment Summit- Raising Kingdom Women/ She Champions
- 14) Kingdom Festival Men Empowerment Summit- Raising Kingdom Men/ He Champions
- 15) Kingdom Festival Media Empowerment Summit- Raising Kingdom Media Champions
- 16) Kingdom Festival Students Empowerment Summit- Raising Educated Kingdom Champions
- 17) Kingdom Festival Health Empowerment Summit- Raising Healthy Kingdom Champions
- 18) Kingdom Festival Leadership Empowerment Summit- Raising Kingdom Champions Leaders
- 19) Kingdom Festival Honor Consortium – Honoring Kingdoms Champions & Achievers
- 20) Kingdom Festival Volunteers Empowerment Summit- Human Resource recruitment for Volunteers & Jobs
- 21) Kingdom Festival Diaspora Empowerment Summit- Raising & Networking Diaspora Kingdom Champions
- 22) Kingdom Festival Charity Agency- Kingdom Stewardship in Giving & Receiving for Charity
- 23) Kingdom Festival Business & Projects Financing/ Funding Dept- Raising & Empowering Kingdom Businesses / Projects through Advisory & Financing
- 24) Kingdom Festival Workers

KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

KCCMA- KINGDOM CONSORTIUM OF CHURCHES & MINISTRY INTERNATIONAL EXIBITION



24 DEPARTMENTS EXHIBITION

- 1) KCCMA Protocol depart- Kingdom Excellence in Protocol
- 2) KCCMA Ushering Dept- Kingdom Excellence in Ushering
- 3) KCCMA Community Outreach & Special Missions Dept- Kingdom Excellence in Community Projects.
- 4) KCCMA Catering Dept- Kingdom Excellence in Catering
- 5) KCCMA Counsellors & Follow up Dept- Kingdom Excellence in Counselling
- 6) KCCMA Quality Assurance Dept- Kingdom Excellence in Quality Assurance
- 7) KCCMA Praise Team & Choir Dept- Kingdom Excellence in Praise & Worship
- 8) KCCMA Technical Team Dept- Kingdom Excellence in Technical Expertise
- 9) KCCMA Media Dept - Kingdom Excellence in Sound & Videography
- 10) KCCMA Public Relations Dept- Kingdom Excellence in Public Relations
- 11) KCCMA Communication Dept- Kingdom Excellence in Communication
- 12) KCCMA Compliance Dept- Kingdom Excellence in Compliance & Risk Management
- 13) KCCMA Procurement Depts- Kingdom Excellence in Procurement
- 14) KCCMA Accounts & Audit Dept- Kingdom Excellence in Stewardship
- 15) KCCMA Transport Dept- Kingdom Excellence in Transport & Logistics
- 16) KCCMA Hospitality & Accommodation Dept- Kingdom Excellence in Hospitality
- 17) KCCMA Security Dept- Kingdom Excellence in Security & Safety
- 18) KCCMA Facilities and Maintenance Dept- Kingdom Excellence in Festival Space
- 19) KCCMA Exhibition & Expo Dept- Kingdom Excellence in Exhibition & Trade Fair
- 20) KCCMA Registration Dept- Kingdom Excellence in Reception & Registration
- 21) KCCMA Evangelism Dept- Kingdom Excellence in Evangelism & Outreach
- 22) KCCMA Publicity Dept- Kingdom Excellence in Publicity
- 23) KCCMA Good Samaritan Dept- Kingdom Excellence in Charity & Disaster Response
- 24) KCCMA- Kenya Kingdom Festival Dept- Kingdom Excellence in Kenya Kingdom Festival

KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

DR LUKE FOUNDATION - EXHIBITION



- 1) DR LUKE FOUNDATION Protocol depart- Kingdom Excellence in Protocol
- 2) DR LUKE FOUNDATION Ushering Dept- Kingdom Excellence in Ushering
- 3) DR LUKE FOUNDATION Community Outreach & Special Missions Dept- Kingdom Excellence in Community Projects.
- 4) DR LUKE FOUNDATION Catering Dept- Kingdom Excellence in Catering
- 5) DR LUKE FOUNDATION Counsellors & Follow up Dept- Kingdom Excellence in Counselling
- 6) DR LUKE FOUNDATION Quality Assurance Dept- Kingdom Excellence in Quality Assurance
- 7) DR LUKE FOUNDATION Praise Team & Choir Dept- Kingdom Excellence in Praise & Worship
- 8) DR LUKE FOUNDATION Technical Team Dept- Kingdom Excellence in Technical Expertise
- 9) DR LUKE FOUNDATION Media Dept - Kingdom Excellence in Sound & Videography
- 10) DR LUKE FOUNDATION Public Relations Dept- Kingdom Excellence in Public Relations
- 11) DR LUKE FOUNDATION Communication Dept- Kingdom Excellence in Communication
- 12) DR LUKE FOUNDATION Compliance Dept- Kingdom Excellence in Compliance & Risk Management
- 13) DR LUKE FOUNDATION Procurement Depts- Kingdom Excellence in Procurement
- 14) DR LUKE FOUNDATION Accounts & Audit Dept- Kingdom Excellence in Stewardship
- 15) DR LUKE FOUNDATION Transport Dept- Kingdom Excellence in Transport & Logistics
- 16) DR LUKE FOUNDATION Hospitality & Accommodation Dept- Kingdom Excellence in Hospitality
- 17) DR LUKE FOUNDATION Security Dept- Kingdom Excellence in Security & Safety
- 18) DR LUKE FOUNDATION Facilities and Maintenance Dept- Kingdom Excellence in Festival Space
- 19) DR LUKE FOUNDATION Exhibition & Expo Dept- Kingdom Excellence in Exhibition & Trade Fair
- 20) DR LUKE FOUNDATION Registration Dept- Kingdom Excellence in Reception & Registration
- 21) DR LUKE FOUNDATION Publicity & Evangelism Dept- Kingdom Excellence in Publicity & Evangelism Outreach
- 22) DR LUKE FOUNDATION Prayers & Intercession Dept- Kingdom Graced Prayers & Intercession for the foundation
- 23) DR LUKE FOUNDATION Good Samaritan Dept- Kingdom Excellence in Charity & Disaster Response
- 24) DR LUKE FOUNDATION- Kenya Kingdom Festival Dept- Kingdom Excellence in Kenya Kingdom Festival

Kenya Kingdom Festival - God Bless Kenya Summit

Helpers Of Africa International Exhibition



Helpers of Africa International Group

We shall have exhibition of Helpers of Africa International 37 Global agencies and 77 Departments where over 37,000 charity, Empowerment, Ministry, Community and Development projects are projected to be implemented we shall be seeking to recruit volunteers and networking partnership in the forum.

FULL NAME	ABRE	VISION
HELPERS OF AFRICA INTERNATIONAL GROUP	(HAI)	Charity, Empowerment and Development
1) Kingdom Global Housing Agency	(KREA)	Development Kingdom Housing & Shelter
2) Kingdom Global Health Agency	(KGHA)	Promoting Kingdom Excellence in Health Care
3) Kingdom Global Tourism and Wildlife Agency	(KGHA)	Promoting Kingdom Excellence Tourism Development & Wildlife Conservancy
4) Kingdom Global Smart Cities and Slum Upgrade Agency	(KSCA)	Developing Kingdom Cities & Slum Upgrade
5) Kingdom Global Disaster Response Agency	(KDRA)	Kingdom Excellence & Emergency in Disaster Response
6) Kingdom Global Genders Empowerment Agency	(KGEA)	Raising Kingdom Young, Teens, Youth, He & She Champions
7) Kingdom Global Education Agency	(KGEA)	Promoting Kingdom Excellence in Education
8) Kingdom Global Development Agency	(KGDA)	Promoting and Empowering Kingdom Excellence in Development
9) Kingdom Global Insurance Agency	(KIA)	Enhancing Kingdom Excellence in Insurance
10) Kingdom Global Environmental Agency	(KGEA)	Promoting Kingdom Environmental Stewardship & Management

11) Kingdom Global Food & Agriculture Agency	(KGFA)	Empowering Kingdom Food & Agriculture Productivity & Stewardship
12) Kingdom Global Aviation and Airlines Agency	(KAAA)	Promoting Kingdom Excellence in Aviation
13) Kingdom Global Shipping & Blue Economy Agency	(KSBEA)	Kingdom Excellence in Shipping & Blue Economy Stewardship
14) Kingdom Global Finance & Economic Agency	(KEFA)	Promoting Kingdom Excellence in Finance & Economic Stewardship
15) Kingdom Global Research & Innovation Agency	(KRIA)	Promoting Kingdom Excellence in Innovation & Creativity
FULL NAME	ABRE	VISION
16) Kingdom Global Humanitarian Agency	(KGHA)	Expressing Kingdom Generosity & Humanity
17) Kingdom Global Trade & Investment Agency	(KTIA)	Promoting Kingdom Trade & Investment
18) Kingdom Global Industrial Development Agency	(KIDA)	Promoting Kingdom Industrial Development
19) Kingdom Global Mining & Oil Agency	(KMGA)	Exploration & Mining of Kingdom Mineral Resources
20) Kingdom Global Infrastructure Agency	(KGHA)	Developing Kingdom Infrastructure in Excellence
21) Kingdom Global OVCs Agency	(KGHA)	Expression Kingdom Care of OVCs
22) Kingdom Global Disability Agency	(KSCA)	Expression Kingdom Care of PWDs
23) Kingdom Global Sports & Talent Development Agencies	(KDRA)	Raising Kingdom Champions in Talents & Sports
24) Kingdom Global Supply Chain Agency	(KGEA)	Developing Kingdom Networking in Global Supply Chain
25) Kingdom Global Honor Agency	(KGEA)	Promoting Kingdom Honor
26) Dr Lukes Foundation		Charity, Empowerment and Development
27) Kingdom Kenya Diaspora Agency	JBA-HAA	Kingdom Networking & Empowerment of Kenya Diaspora Community
28) J.B.A Global Good Samaritan Agency	JBA-GSA	Responding to distress as Kingdom Good Samaritans
29) Kingdom Global Water and Sanitation Agency	KGWSA	Kingdom Stewardship of Water Resource & Sanitation
30) Kingdom Global Volunteers Agency	(KGVA)	Recruitment , Training and Care of Kingdom Volunteers in all Sectors
31) Kingdom Global Peace & Conflict Resolution Agency	KGPCRA	Raising Kingdom Peace Ambassadors and Promoting cohesion.
32) JBA Global Ministry and Missions Agency	JGMMA	Doing Kingdom Ministry & Missions Gods Way
33) Kingdom Global Equal Justice Agency	KGEJA	Promoting Kingdom Justice for all

34) Kingdom Global Leadership & Capacity Building Agency	KGLCBA	Raising Kingdom Champion Leaders
FULL NAME	ABRE	VISION
35) Kingdom Global Job Creation and SME Agency	KGJCSA	Creating Jobs for Kingdom Dominion
36) Kingdom Global Diplomacy and Security Agency	KGDSA	Promoting Kingdom Diplomacy
37) Kingdom Global Entrepreneurship Agency	KGEA	Promoting Kingdom Champions Entrepreneurs
FULL NAME	MANDATE / VISION	
1) The Office of Helpers of Africa President	Kingdom Excellence in Helpers of Africa International Governance	
2) The Office of CEO / Deputy President Helpers of Africa International	Kingdom Excellence in Helpers of Africa International Administration	
3) The Deputy CEO & Continental Supervisor	Kingdom Excellence in Helpers of Africa International Management	
4) Unit Directors	Kingdom Excellence in Helpers of Africa International Units Administration and Management.	
5) The Chief Group Finance Officer	Kingdom Excellence in Helpers of Africa International Finance Management	
6) Director General Continental Operations	Kingdom Excellence in Helpers of Africa International Continental Administration and Management.	
7) Countries Director Generals	Kingdom Excellence in Helpers of Africa International Countries Administration and Management.	
8) Divisional Directors	Kingdom Excellence in Helpers of Africa International Divisions Administration and Management.	
9) Business Development and Income projects Divisional	Kingdom Excellence in Business & Development Division Administration and Management.	
10) Facilities & Real Estate Dept	Kingdom Excellence in Facilities & Real Estate Dept Administration and Management.	
11) Kingdom Mining and Oil Dept,	Kingdom Excellence in Mining and Oil Dept Administration and Management.	
12) Kingdom Cities Development Dept	Kingdom Excellence in Kingdom Cities Development Dept Administration and Management.	
13) Kingdom Job Creation Companies Dept	Kingdom Excellence in Job Creation Companies Dept Administration and Management.	
14) Kingdom Entrepreneurship Dept	Kingdom Excellence in Entrepreneurship Dept Administration and Management.	
15) Kingdom Airways & Aviation School Dept.	Kingdom Excellence in Kingdom Airways & Aviation School Dept Administration and Management.	

55) Kingdom Human Resource Division	Kingdom Excellence in Human Resource Division Administration and Management.
56) Kingdom Recruitment & Placement Dept,	Kingdom Excellence in Recruitment & Placement Dept Administration and Management.
57) Kingdom Orientation and Onboard Dept,	Kingdom Excellence in Orientation and Onboard Dept Administration and Management.
58) Kingdom Payroll Management Dept,	Kingdom Excellence in Payroll Management Dept Administration and Management.
59) Kingdom Training & Development Dept,	Kingdom Excellence in Training & Development Dept Administration and Management.
60) Kingdom Employee & Industrial Relations Dept,	Kingdom Excellence in Employee & Industrial Relations Dept Administration and Management.
61) Kingdom Compensation & Benefits Dept	Kingdom Excellence in Compensation & Benefits Dept Administration and Management.
62) Kingdom General HR serving with all General Managers	Kingdom Excellence in General HR Dept Administration and Management.
63) Kingdom Safety & Security Division	Kingdom Excellence in Safety & Security Division Administration and Management.
64) Kingdom Legal Administration Dept	Kingdom Excellence in Legal Administration Dept Administration and Management.
65) Kingdom Risk & Compliance Dept	Kingdom Excellence in Risk & Compliance Dept Administration and Management.
66) Kingdom Internal Audit Dept,	Kingdom Excellence in Internal Audit Dept Administration and Management.
67) Kingdom External Audit Consortium Management Dept	Kingdom Excellence in External Audit Consortium Management Dept Administration and Management.
68) Kingdom Central Security and Investigation Dept	Kingdom Excellence in Central Security and Investigation Dept Administration and Management.
69) Kingdom Insurance Dept	Kingdom Excellence in Insurance Dept Administration and Management.
70) Kingdom Supply Chain Division	Kingdom Excellence in Supply Chain Division Administration and Management.
71) Kingdom Procurements Dept	Kingdom Excellence in Procurements Dept Administration and Management.
72) Kingdom Transport & Charity Bus Logistics Dept	Kingdom Excellence in Transport & Charity Bus Logistics Dept Administration and Management.
73) Kingdom Stores & Warehousing Manager Dept,	Kingdom Excellence in Stores and Warehousing Manager Dept Administration and Management.
74) Kingdom Property Acquisition Depart	Kingdom Excellence in Property Acquisition Depart Administration and Management.

75) Kingdom Staff Housing & Accommodation Depart	Kingdom Excellence in Staff Housing & Accommodation Depart Administration and Management.
76) Kingdom Quarry & Hardware Depts.	Kingdom Excellence in Quarry & Hardware Depts Administration and Management.
77) Kingdom Maintenance Garage Dept	Kingdom Excellence in Maintenance Garage Dept Administration and Management.





Kenya Kingdom Festival Recognition & Awards



Kenya Kingdom Festival Recognition & Awards



Kenya Kingdom Festival

Kingdom Festival CEO/ Global President

President/ CEO responsibilities and duties

- 1) To unite, mobilize and motivate the organization to meet her vision and mission.
- 2) Encourage organization growth, act as a visionary and provide leadership for the company
- 3) Oversee the complete operation of the company ensuring it operates and goals are met based on the direction established in the strategic plans
- 4) Is the face of the organization when dealing with partners, donors, state & governments and the local community
- 5) Oversee budgets, staff and other executives in the organization.
- 6) Work with board members to plan and implement a short-, mid- and long-term strategy for the organization.
- 7) Meet with board members and other executives to assess the direction of the organization and ensure it is in line with the organization's stated mission.
- 8) In charge of creating, communicating and implementing the organization's vision, mission and overall direction.
- 9) In charge of approving hiring, firing and managing International CEO, Directors and Head of departments of the organization in liason with CEO.
- 10) Meets regularly with to management of the organization to make sure that the decisions the organization needs to make are prescient and strategic.
- 11) Oversee the launch of organization brands and national / international events, establishment of county and nation
- 12) Develop and maintain relationships with other governments , associations, industry, and government officials that are in the best interest of the organization
- 13) Provide adequate and timely information to Advisory Board and Board of Trustees to enable it to effectively execute its oversight role.
- 14) Nominate Advisory board and board of Trustees
- 15) Collaborate with the Advisory board and Board of Trustees to develop the policies and direction of the organization.
- 16) Provide visionary and strategic leadership for the organization.
- 17) Chairs meeting of Advisory Board and Board of Trustees
- 18) Through the CEO Responsible for establishing a company's goals and strategies and presiding over the entire workforce. Oversees budgets and ensures resources are properly allocated. Ensures departments meet individual goals. Responsible for overall accountability to shareholders and the general public.
- 19) Fundraising - Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation
- 20) Will be the legal custodian of all assets owned by the organization under departments, institutions and all establishments of the organization. The President/ CEO will guide on organization expansion to warrant more procurement with organization needs and strategic plan including additional departments, staff, institutions and establishments as per organization vision and mission.

Festival CEO responsibilities and duties

- * Will be the legal custodian of all assets owned by the organization under departments, institutions and all establishments of the organization. The President/ CEO will guide on organization expansion to warrant more procurement with organization needs and strategic plan including additional departments, staff, institutions and establishments as per organization vision and mission.
- * Coordinating, control, oversight and managing all the departments above
- * In charge of leading, guiding, directing and evaluating all other officers, managers and employees, and ensuring they are carrying out the daily operations of the company.
- * Confirms that all officers and managers are conveying the organization philosophies and guidelines to their own teams so that all employees understand the expectations of the organization
- * Oversees all the financials aspects of the company and maintains awareness of both external and internal opportunities for expansion, customers, markets, new industry developments and standards.

CEO Responsible for establishing a company's goals and strategies and presiding over the entire workforce. Oversees budgets and ensures resources are properly allocated. Ensures departments meet individual goals. Responsible for overall accountability to shareholders and the general public.

Oversee all other executives and staff within the organization.

Meet with board of Trustees and advisory board other executives to determine if company is in accordance with goals and policies.

Oversee budgets.

Nominate citizens to boards and commissions.

Encourage business investment.

Promote economic development within communities.

Direct the organization's financial goals, objectives, and budgets.

Implement the organization's guidelines on a day-to-day basis.

Preside over quality control.

Hire, train, and terminate employees.

Develop and implement strategies and set the overall direction of a certain area of the company or organization.

Oversee the investment of funds and manage associated risks, supervise cash management activities, execute capital-raising strategies to support a firm's expansion, and deal with mergers and acquisitions.

Provide visionary and strategic leadership for the organization.

Collaborate with the board of directors to develop the policies and direction of the organization.

Ensure members of the Board of Directors have the information necessary to perform their fiduciary duties and other governance responsibilities.

Develop and maintain relationships with other associations, industry, and government officials that are in the best interest of the company.

Provide adequate and timely information to the Board to enable it to effectively execute its oversight role.

Direct staff, including organizational structure, professional development, motivation, performance evaluation, discipline, compensation, personnel policies, and procedures.

Advises the Board

Advocates / promotes organization and stakeholder change related to organization mission

Supports motivation of employees in organization products/programs and operations

Ensures staff and Board have sufficient and up-to-date information

Looks to the future for change opportunities

Interfaces between President and employees

Interfaces between organization and community

Formulates policies and planning recommendations to the Board

Decides or guides courses of action in operations by staff

Oversees operations of organization

Implements plans

Manages human resources of organization

Manages financial and physical resources

Assists in the selection and evaluation of board members

Makes recommendations, supports Board during orientation and self-evaluation

Supports Board's evaluation of Chief Executive

Program, Product and Service Delivery- Oversees design, marketing, promotion, delivery and quality of programs, products and services

Financial and Facilities Management- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations

Human Resource Management- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

Community and Public Relations- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

Fundraising - Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation

Communicating, on behalf of the organization, with shareholders / stakeholders, government entities, and the public

Leading the development of the organization short- and long-term strategy.

Creating and implementing the organization's vision and mission

. Creating and implementing the organization's vision and mission

Evaluating the work of other executive leaders within the organization, including directors, heads and all other staff

Maintaining awareness of the competitive market landscape, expansion opportunities, industry developments, etc.

Ensuring that the company maintains high social responsibility wherever it does business

Assessing risks to the company and ensuring they are monitored and minimized

Setting strategic goals and making sure they are measurable and describable

To unite, mobilize and motivate the organization to meet her vision and mission.

Encourage organization growth, act as a visionary and provide leadership for the company

Oversee the complete operation of the company ensuring it operates and goals are met based on the direction established in the strategic plans

Is the second face of the organization when dealing with partners, donors, state & governments and the local community

Oversee budgets, staff and other executives in the organization.

Work with board members to plan and implement a short-, mid- and long-term strategy for the organization.

Meet with board members and other executives to assess the direction of the organization and ensure it is in line with the organization's stated mission.

In charge of creating, communicating and implementing the organization's vision, mission and overall direction.

In charge of approving hiring, firing and managing International CEOs, Directors and Head of departments of the organization in liason with President.

Meets regularly with to management of the organization to make sure that the decisions the organization needs to make are prescient and strategic.

Oversee the launch of organization brands and national / international events, establishment of county and nation

Develop and maintain relationships with other governments , associations, industry, and government officials that are in the best interest of the organization

Provide adequate and timely information to Advisory Board and Board of Trustees to enable it to effectively execute its oversight role.

Nominate Advisory board and board of Trustees

Collaborate with the Advisory board and Board of Trustees to develop the policies and direction of the organization.

Provide visionary and strategic leadership for the organization.

KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

KINGDOM FESTIVAL EVENT MANAGEMENT DEPT- LOGO

Job description & departmental mandate

This Department will be the Central Command Station for 24 departments and 24 Summits Kenya Kingdom Festival will work close with Public Relations, Media, Communication and management which has requested for the particular event and for annual events Good Samaritan National all departments and management. This department will have its operation and representation from all departments and institution across the organization.

- 1) With HR to recruit experienced EVENT MASTERS and PUBLICITY FIRMS to organize events other to be permanently as staff and other short time engagements for specific events.
- 2) Procure and maintain for publicity road shows along with transport department that can also be used for special missions and some kept in county operation offices or in our establishment or special depots.
- 3) Receive an annual calendar of events across the departments and plan the human resource demand to get missionaries/ support team from Missionary Department, Men / Youth / Women / Teens departments, Christian Union departments.
- 4) Partner with PR to host Kenya Property Market Exhibition, Kenya Shoppers Guide Exhibition, Kenya Dreamland Tourism and Investment Exhibition, Kenya Charity Exhibition, Music Kingdom Honor Auditions, Sports Kingdom Honor Awards, Kingdom Entrepreneurship Honor Awards, Kingdom Innovation Awards, Kingdom IT Honor Awards, Kingdom Missionary Honor Awards, Kingdom Athletic Award, Kingdom Football Award, Kingdom Beauty Pageant Awards, Kingdom Professionals Honor Award, Kingdom Architectural & Construction Honor Award, Kingdom Humanitarian Honor Award, Kingdom Charity Honor Award, Kingdom Entrepreneurs Honor Award, Kingdom Policing Honor Awards, Kingdom Art Champions Award. other missions & outreach department that needs road show publicities
- 5) Delivering events on time, within budget, that meet (and hopefully exceed) expectations and
- 6) Setting, communicating and maintaining timelines and priorities on every event.
- 7) Communicating, maintaining and developing departmental relationships.
- 8) Managing supplier relationships through departmental procurements.
- 9) Managing operational and administrative functions to ensure events are delivered efficiently
- 10) Providing leadership, motivation, direction and support to teams and events across all departments.
- 11) Travelling to onsite inspections and project managing events.
- 12) Being responsible for all events budgets and funds from start to finish accounting through receipts and vouchers for all payments done for audit purpose
- 13) Takes care of or is in charge of all ramifications of event production.
- 14) To organize, mobilize and/or coordinate the staff, event participants, officials, and administrators for the successful execution of an event.
- 15) Man-management in the process of carrying out duties with the ability to deal with people effectively, especially in seemingly difficult circumstances.
- 16) Plans and oversees the recruitment and intensive/adequate training of required staff or personnel that would be needed for the proper execution of any given event.
- 17) Developing an event management plan which is required for the coordination and training of persons that are needed in the organization/planning and execution of any event.
- 18) Being the manager and representative of the event at hand when dealing with outside bodies which may include the sponsors of the event and media platforms that would like to cover the proceedings of the event in partnership with communications, PR and media department.
- 19) Developing policies that would serve as a guideline for the proper execution of the event.
- 20) Prepare all necessary data factual and detailed budget for vetting by procurement and head of finance.

- 21) Prepare with the Secretariats, for approval by the management a complete time- and space allocation plan for the total Event, clearly indicating what alternatives have been considered and what the considerations to decide on the final proposal were.
- 22) In partnership with Media / PR / Communication check any item that goes in print or onto the Web that carries the DATE logo or name. In case of doubt, or in any non-standard use consult for approval. This holds for Call for Papers, Program Booklet, Exhibition leaflets, etc.
- 23) In liason with Legal office draft and sign contracts with vendors and event consultants service delivery contracts and ensure all are paid accordingly.
- 24) Keep track of the timely execution of the decisions and action points formulated during the meetings for event planner roll outs booking venues even in our own facilities, artworks for handbills, TV & Radio promo that can be used in road show promos,
- 25) Arranging with PR & Communication for special guests list and Guest of honor through Good Will Ambassadors list or CEO or President Pas for National Events where Top dignitaries are involved.
- 26) Obtain timely approval for budget and permits police, NEEMA, County Security, Escorts and road shows through Central security, Sound permits.
- 27) Liaise with Accommodation and Hospitality when planning for guests who need accommodation such as attending annual Kenya Festival National Meetings Pastors and Church leaders, Good Samaritan Events, Prayer and Peace National rallies etc.
- 28) Update yearly the five-year plan for timing and location of the Event in consultation with the PR to dialize where CEO & President will be needed for the event.
- 29) Prepare, in consultation with the Finance & Legal, the Call for Tender for the Conference and Exhibition Secretariat
- 30) Specify explicitly, and organize and supervise the communication flow between the Even Secretariats and Management.



KENYA KINGDOM FESTIVAL- GOD BLESS KENYA SUMMIT

KINGDOM FESTIVAL DELEGATES REGISTRATION DEPT- LOGO

Our Kenya Kingdom Festival team will work with the Kingdom Festival Publicity Dept, Kingdom Festival Community Outreach and Special Missions Dept, All Festival Workers departments and summits so that through there events they can register the congregants and participants to be delegates of the next festival in the calendar both county and National level. Beside riding on the events by our departments to register delegates with advance budges, Pen, Note Book, Branded Bibles, Bag, T-shirt and Cap, Festival prospectors and evangelistic tracts, this team department will go an extra mile to do their additional initiatives to register delegates which include.

- 1) Identify any public platforms including hiring places branded foldable tents in malls, market places, other church/ community/ county / national sports and games, Exhibitions, in schools and education institutions (Primary/ Secondary/ Colleges and Universities), Hospitals, Gated estates and communities, Bus stages, ouside churches the group should run an events awareness what up group just like other for continues updates and watch on upcoming events etc
- 2) Run online social media campaign using our social media influencers links spread to groups , FB and what app groups to **use a registration site** Using a custom-built, dedicated online registration system will streamline the overall delegate registration process. All data is secure, in one place and GDPR compliant. It's more convenient for you and the attendee. User-Friendly design with multi-lingual web forms will improve the delegate experience.
Test, Test, Test Before going live, TEST! Do it yourself, send a link to your colleagues to test it and try to identify any problems before setting the site live and inviting delegates to register there is nothing more frustrating than errors so ensure everything works as it should and your site can handle large volumes of traffic. **Keep it Short and Simple** The registration form should be concise and easy to follow. Think, how much information do we really need and what can be left out? The more questions you include, the longer it takes to complete the form, the more likely your delegates won't fill it out. If your form isn't designed to get all of the information you need, you'll have to follow up with each delegate and this can lead to frustration.
- 3) **Pre-Event Communications-** Send your delegates pre-event communications by email before they attend the event. If you've got an event app make sure your delegates know how to download it and access all of the required information before the event.
- 4) **Registration Support team** - Having a dedicated support team that can be contacted over the phone and by email during the registration process is extremely valuable. If your delegates come across a technical difficulty or need to ask further questions about the event itself – there is a dedicated team who can help them.
- 5) **The Personal Touch** - Technology is increasingly removing people from the reg desk – allowing delegates to collect badges and lanyards from machines. This removes the first point of contact that your delegates have with your team on the ground. Having a friendly, helpful member of staff there to give out badges and information to delegates will give them a far better experience than a machine ever could.
- 6) Prepare a feedback form accessing the performance of all the Departments, Summits and with a table list of friends, colleagues and relatives who can be contacted to attend next meetings to make the delegates good will ambassadors of the Festivals
- 7) Continuously and daily consolidating all datas of mobile phones / land lines that can be used to communicate to them daily from as joint venture of our communication Dept thanking them to register through mass data continuous reminders and messaging.
- 8) Continue to capture and recruit Gates to communities, mobilizers and opinion leaders who run big social media command, those who run what up groups, networkers, leaders of Pastors Fellowships, Inter-denominational fellowships, Head teachers, HR & PR Officials to companies using dinners, breakfast meetings to bring such together adding them to what app groups of mobilizers and registration team.
- 9) Should set the tone for our conference and media assessment impact feasibility reports by reseach agencies along with engaging such to promote and register delegates with a good impression by making the process seamless.
- 10) Find Suitable Conference Registration Tools- With the current technological advancements, conference planners require conference registration software to streamline the process. When choosing the right platform, ensure you align its features to your event planning goals. Determine the performance indicators and match them with registration tools to improve the conference experience. Since marketing is a significant part of conferences, you should look for an event management software that integrates marketing. Analytical tools, payment processing features and a mobile app can also come in handy. It helps to have software that can collect registration data for easy monitoring of benchmarks and tracking the number of registrants in real-time.
- 11) Have an Engaging Event Registration Page- If you already have a conference website, you need to create a landing page for registration. Alternatively, you can build an event registration website from scratch. The web page should

be simple but creative. The website's simplicity and user -friendliness will increase the number of registrants. You should also [design the website](#) with the attendees in mind for easy navigation. For instance, the event's theme should be visible, and the registration button should be accessible. The website colour scheme should be consistent with the conference branding and promotional tools. Keep in mind that registrants do not want to fill lengthy registration forms. Therefore, use short questions that are relevant to the conference. You can also create reloadable registration fields for regular attendees to make the process quicker. Providing the option of filling out the event registration forms from a mobile app will also increase ticket sales. Encouraging mobile and online registration allows you to customize the process and personalize communication.

- 12) Market the Registration Website - Marketing the event registration site is challenging, but it is a crucial step in increasing conference attendees. Email marketing is a great starting point since it has the highest ROI. However, you should learn a few tricks to increase the opening rates of your emails
- 13) Streamline the Exhibitors Payment Processes- Our Festival are free but exhibitors book and pay for spaces with our marketing efforts driving traffic to your site, you need to make the payment process smooth. Irrespective of the pricing strategy, the payment options should be vast. Apart from credit card payment, you should include digital payment options and integrate different currencies. You should also customize the payment process for previous attendees to increase convenience and boost retention.
- 14) Improve the Onsite Registration Experience- The check-in process can make or break your event. Attendees will build an impression depending on the first people they meet at the venue. How can you create an impressive onsite registration to impress attendees. Self-print stations ensure faster handling of participants and prevent long queues. Facial recognition can be useful, where the face of the attendee is scanned and the badge is automatically printed. Possibly It is also advantageous to do personal triage by your staff at the entrance and send the already registered participants to the self-print stations, the not yet registered to the self-registration desks and the people who have questions or problems to the registration desk. True, we live in a digital time and automated processes are the trend, but real-person assistance will always be appreciated by our delegates.
- 15) When Festival is ongoing together with Publicity team truck on attendance and keep the delegates reminded to share and invite delegates with incentives. Resources were used to counter the message or resurrection and resources will be used to propagate the true message.
- 16) Text invites spread to others to spread and forward to others.
- 17) Gift and give aways invitation and call - Free T-Shirts, pens, calendars.
- 18) Running bible Trivia in Radio stations and online campaigns or other events such as special and sports days in schools sponsor gifts, Vacation Bible School, field days, or a kickball tournament with that excitement announce meeting and register other patrons and delegates.
- 19) Peer-to-Peer register others ask their friends, family, and online network to register with gift incentives.
- 20) Branded bits – Sweets, Gums, Cakes, Pizza, bake Festival etc with branded packets with cover invited with website given to buses and matatus, motor bike riders to give and tell the people to register.
- 21) Sponsored Raffles with Festival details published registration everyone will be waiting to see the results and a draw with big gifts cars the first 120 with various gifts including gifts attached to summits and highlights.
- 22) Organize marathon race or support existing once and use those forums to register and give ruffle registration coupons.
- 23) Give a way calendars that have festival details and dates marked for national and counties with additional activities.
- 24) Debt Bail Out Festival raffle with debts bail out levels for first 120 rewards.
- 25) Sponsor Bike-a-Thon and motor bikes races.
- 26) Letter Writing, post cards and E-Cards Campaign
- 27) Holiday Travel Raffles with registration campaign and details.
- 28) Sponsor Movie Night in various cinema halls with first tickets and registration campaigns.
- 29) Family Photoshoots sponsorship in various studios
- 30) Indoor games tournaments in community halls.

Invitation for Volunteers and Ideas- We invite all who have ideas, strategy and experience to add value in this department to registers to be part of this valuable historic Kenya Kingdom Festival and Delegates to register now through our website www.kenyakingdomfestival.org

Kenya Kingdom Festival

KINGDOM FESTIVAL BRANDING & DECORATION DEPT- LOGO

The elements of our Kingdom brand in all dimensions is simple, clear and easily remembered in order to attract the public as we do our publicity, marketing and identity in community activities along with evangelist missions/ ministry. Our Branding progression for all this units Business analyses – SWOT analyses, Market overview – analyzing market, customers, competitors, external factors, Marketing objectives – SMART objectives (specific, measurable, achievable, realistic, timed), Marketing strategy, marketing mix, Specific activities – to achieve marketing objectives, Finances – planning marketing budget, Monitoring activities – regularly

Product & Service Design- Technology Usefulness Convenience Value Quality Packaging Branding Accessories Warranties

Price Strategies Skimming Penetration Psychological Cost-Plus Loss Leader, Etc.

Place Retail Wholesale Mail Order Internet Direct Sales Peer To Peer Multi-Channel

Target Market People Employees Management Culture Customer Service

Process Especially Relevant To Service Industries How Are Services Consumed?

PROMOTION Special Offers Advertising Endorsements User Trials Direct Mailing Leaflets/Posters Free Gifts Competitions Joint Ventures

PHYSICAL ENVIRONMENT Smart Run-down Interface Comfort Facilities

Our Kingdom Brand in all units will be guided in colour schemes Blue, Purple, Gold, Yellow, Orange and adding Kenya flag Colors of Black, Green, Red and White in all uniforms of Festival workers, Volunteers, Staff, Venue branding, Vehicles, Offices, Estates and our projects. This will be expressed through Functional Consideration in Colour scheme, Types of Lighting, Consideration in Lighting Selection, Methods of Lighting, Lighting For Different Areas in Hotels, Impact of Lighting on Mood and Atmosphere, Selection of furniture, Types of furniture

Principles that will guide our branding, decoration and interiors in our events, properties, vehicles and ceremonies include

- 1) Contrasting or Complimentary Harmony through the Similar or Related Harmonies two types of monochromatic and analogous schemes where Monochromatic harmony indicates the selection of one colour or hue. Different values must contrast in a single colour harmony. This scheme is quite safe, effective, and peaceful in small areas. However, tends to get tiresome and monotonous, Complimentary harmony, Double complimentary harmony, Split complimentary harmony, Triad harmony.
- 2) Triad Harmony: This is a combination of any three colours that form on equilateral triangle on the color wheel. It requires careful treatment and can provide the richest and most interesting harmony. But if not carefully planned, it can have a very irritating effect e.g. Red yellow blue orange, & green and red violet blue green and yellow orange.
- 3) Create the Emotional impact of Colors and emotions are closely linked. Warm colors can evoke different emotions than cool colors and bright colors can create different feelings than muted colors. It all depends on how the psychological effects of color are being used. Every color creates different emotions and feelings. Colors can make us feel happy or sad, and they can make us feel hungry or relaxed. These reactions are rooted in psychological effects, biological conditioning and cultural imprinting.
- 4) Accommodation Management- Our colour wheel to make decorating decisions leaves an important factor out of the equation: the moods that colours can create. The colours you live with really do influence your emotions. Some palates lighten and brighten your mood while others pacify or purify. We respond to colour with our hearts, not just our heads, so it's important to choose wisely. Understand that

colours behave in three basic ways active, passive, and neutral -- and you can easily match every room's colours to your personal desires and taste and to the room's purpose.

- 5) Active Colours- On the warm side of the colour wheel, active colours include yellow, orange, and red. These advancing, extroverted hues stand out to greet and sometimes dominate. They inspire conversation and an upbeat attitude. Red, the most intense, pumps the adrenaline like no other hue. Small doses of the fire-engine hue wake up an entry or turn up the heat on a hearthside den. Golden or lemony yellows -- good for home offices and kitchens -- unleash creative juices.
- 6) Passive Colours- The cool colours -- blue, green, and purple -- will pacify, staying quietly in the background to calm and restore depleted spirits. They're ideal for bedrooms or private retreats, but if yours is a cold climate, you may want to work in some sunny accents for warmth and contrast.
- 7) Neutral Colours- Neutralizers are the "uncolors": browns, beiges, greys, whites, and taupe. They neither activate nor pacify but combine and cooperate, bridging together different rooms and colours. They're good transitions on woodwork, trim, hallways, and functional spaces like kitchens and baths, but even living rooms can benefit. Darker neutrals tone down other colours; crisp white intensifies them.
- 8) Colour Language- Curious about how colour influences mood. Here are a few examples:
Green: soothes, acquiesces; promotes affability and affection.
Yellow: expands, cheers; increases energy. It is warm but not over bearing. Cream and light tans are suitable background colours.
White: purifies, energizes, unifies; in combination, enlivens all other colours.
Black: disciplines, authorizes, strengthens; encourages independence.
Orange: cheers, commands; stimulates appetites, conversation, and charity.
Gold and tan are favoured as background colours.
Red: empowers, stimulates, dramatizes, competes; symbolizes passion. It is the strongest of colours and is associated with danger. When reduced to a tint of pink it loses its intensity and becomes milder and delicate. As a shade, red may give a warm brown.
Green: balances, normalizes, refreshes; encourages emotional growth. It is associated with nature, health and well-being. It provides dignity and solidity.
Purple: comforts, spiritualizes; creates mystery and draws out intuition.
Blue: relaxes, refreshes, cools; produces tranquil feelings and peaceful moods. It is associated with simplicity, purity, truth and meditation. It stimulates intellectual activity but in the extreme, it could lead to depression.
- 9) Functional Consideration in Colour scheme- The function of the place should be manifested through the colour harmony. The maintenance availability and cost must be considered. Light colours are soiled easily and may prove to be more expensive in terms of time and money. In private areas, it is important to create a personalized colour atmosphere. In a room shared by many groups, preference should prevail, e.g. Restaurants, lobby and other public places. Sub
divide a room into the following areas of colour distribution - dominant area (walls, floor and ceilings) medium area (draperies, upholstery, furniture and bed spreads), small furniture (cushions, pillows and table cloths), accent areas (accessories, paintings, lamp shades etc.)
- 10) LIGHTING- Light is an essential element of every interior scheme and should be given special attention in the initial plan of each room. Sufficient and conveniently planned outlets should be an integral part of architectural planning. Planning of artificial light presents a major problem, as it requires both aesthetic and practical considerations. Types of Lighting there are two types of lighting, • Natural, • Artificial
- 11) Natural Day light provides natural light and varies according to the position of the sun and time of the day. Light is necessary for color visibility. Textures are also influenced by light absorbed or reflected by them.
- 12) Artificial These are of two types: • Incandescent Lighting • Fluorescent Lighting ,Incandescent Lighting.
- 13) Consideration in Lighting Selection Function, Safety and Beauty.
- 14) Beauty: A close relationship exists between the type of lighting and appearance of colour. Wrong colour choices reduce the effectiveness of well-planned schemes. The

designer should use brightness/ contrast to create visual interest. Interior lighting should be an integral part of the total designing of the area.

15) Methods of Lighting there are two methods of Lighting:

- Architectural lighting
- Non Architectural Lighting
- Valence Lighting: A historical fluorescent tube is placed behind a valence board, carting up light which reflects and then down, shining on the drapery by providing both direct and indirect light.
- Cornice Lighting: A cornice is insulated in ceiling and directs the light downward. It can provide a dramatic effect on drapery, wall covering and pictures.
- Covered Lighting: Covered lighting consists of placing a series of continuous fluorescent tubes in a group or placed at one or more walls of a room.
- Soffit Lighting: This is a method of direct lighting in which the illumination from the light source is built into the underside of soffits or beams used in staircases, reception, lounges etc.
- Luminous Lighting: This is recessed lighting to light up a particular area e.g. Kitchens, utility areas, bathrooms etc.

Other Lighting

Other Lighting: Table lightings, point source, accent diffused and ambient lighting.

Lighting Systems: Types of lightings may be classified by the manner in which the light rays are directed on the object to be illuminated.

Direct Lighting: It is a type of light that is produced by most table and floor lamps.

The light is directed downwards and the ceiling receives reflected light. This light produces sharp shadows and some times a glare. Direct lighting is usually combined with other types of lighting according to the requirements e.g. Spot lightings.

Indirect Lighting: In this type of lighting, the light is directed to the ceiling or walls from which it is reflected into the rooms. The immediate light source is secluded from view. Overall, room illumination with indirect lighting will diffuse or shadow less with low, less, light source brightness. When used above, indirect lighting is flat and uninteresting without shadows. It is suitable for general lighting of the covered valence and cornice fitting. Other lighting systems are semi direct and semi indirect lighting.

- Dimmers: These are combined with on and off switches and control the level of lights on & off at one certain time or at different times in different rooms. Several dimmers can be attached to a single control.
- Anti-Burglar: These lights function on a time switch which turn the lights on and off at a certain time or at different times in different rooms.
- Door Switch: This light is set in the doorframe and gets turned on when the door is opened.
- Photo Cell Control: Light sensitive units can replace switches at the entrance where a photocell card needs to be installed to activate the lights.
- Full Fittings or Pendant Lights: These are fitted over dining tables, billiards table and for spot lighting. The control switch may be a finger tap switch provided at the table.

16) Lighting For Different Areas in our Venues Entrance Halls: Entrance halls should look interesting and the lighting should be in keeping with the atmosphere of the place. During the day, an entrance can appear dull and dim if one comes from outside. The light in the hall should be bright enough at the reception desk, on display boards etc. Care should be taken to avoid glare but the light should be sufficient for the guest to be able to read clearly.

17) Lounge Area: In the lounge area, a chandelier or a general light fitting may be fixed to provide overall light. Cornice lighting may be fixed to reflect on the ceiling, coved lighting may be provided by using wall brackets and other fittings. When there is a

false ceiling, the light may come in through the gaps in the ceiling or through glass panels fitted in the ceiling. Lamp fittings here are concealed and only the light is reflected. The atmosphere of the lounge should be comfortable and restful. Localised lights may be used if necessary and portable fittings may be provided. In case of an area attached to a cafeteria, higher degree of illumination may be necessary for quick service.

- 18) **Balance** - Balance is the first and most important element in the process of creating an aesthetic interior space. The old saying that anything and everything in excess is bad comes to life in interior design. The entire aesthetics of a place depends upon the visual balance created by the designer. The decision to choose any of the following balances will affect the outcome astronomically. Radial Balance - associated with stairs and round visual weights, Symmetrical Balance - dividing the space into two halves and filling it with equal visual weights, Asymmetrical Balance - using objects with equal visual weights in opposite directions to create an illusion of balance. Balance in design, balance gives the impression of equilibrium. It refers to a visual aspect, and it is about distributing furniture and decorative objects as evenly as possible so that things have the same visual weight when looking at a room. To achieve balance, it is important to pay attention to where the elements are placed within the space. For this, we must carefully analyze the line, shape, color, and texture of the different objects. There are three types of balance: formal, informal, and radial. *Symmetrical or formal*- Traditional or formal rooms require symmetrical balance, which is the art of mirroring and matching each side of a room. For example, two chairs on either side of a coffee table may be described as symmetrically balanced. This type of balance is simple to achieve since design features are duplicated on both sides. This technique is also known as the mirror effect. If you're not careful, formal balance might quickly become boring and repetitive. *Asymmetrical or Informal*- The visual weights of lines, colors, forms, and textures are balanced without requiring exact duplication. This type of balance is not as ordered as symmetrical balance and can be more complex and exciting. For instance, a sofa can be balanced by placing two chairs on the other side. *Radial balance*- Radial balance is achieved when there is a central focal point with other elements radiating from or around it. An example would be a round dining table, with chairs arranged around it. There is a lot of repetition of form, texture, and color.
- 19) **Contrast** - Contrast is an important element in interior design. Doing away with conventional ideas of a single colour and form, modern art furnishes a designer with opportunities to experiment with the look of their spaces. Contrast is achieved by the combination of colour, form, and the space provided. The possibilities are infinite and a designer is free to choose whether they want to contrast two colours with a third one or two forms with a third form. There are many ways to create contrast in a room. One of the most obvious is using color. Pairing light and dark or warm and cool colors can create a striking effect. You can also use contrast in terms of texture, pattern, and scale. When using contrast in your design, it is important to remember that less is usually more. Too much contrast can be overwhelming and make a space feel chaotic. It is essential to find the right balance to create a pleasing and harmonious space. Contrast provides visual interest and helps to define spaces. Done well, it can make a room feel dynamic and exciting. Now that you know a little bit more about contrast, look around your home and see where you can add a little bit of contrast to create visual interest. A few well-placed accent pieces can make all the difference in the feel of a room. So, get creative and have fun with it!
- 20) **Shape**- Shape not only defines the architectural and branding shape of the space but also refers to the shapes of the artefacts that are employed to fill the space. For example, the use of an oval bed in a square room might feel a little out of place.
- 21) **Emphasis**- Emphasis refers to the central focal piece of the space. One needs to choose a focal point in order to design the positions of the rest of the materials. The central point can range from a furniture piece to a mural as per the desires of the client. For example, the idea of directing furniture with the television set as the focal point in the living rooms has gained a lot of traction in recent times. In interior design, emphasis is the use of an accent in the room, such as color, component, texture, or pattern, that draws attention. A room with no focal point is forgettable and dull. The principle of emphasis, then, calls for choosing one item in the room to serve as the center of attention, around which the rest of the decor will revolve. Radial balance works with this principle and helps draw attention to the chosen point of emphasis in the room. The focal point can be an existing feature you want to highlight, such as a fireplace, a piece of furniture, or art that you want to use as the starting point for your design. Once you have decided on your focal point, the rest of the room should be designed to complement it.

Color is one of the most powerful tools that you can use to create emphasis. A bold color will immediately draw the eye, so if you want to highlight a particular area, painting it in an intense color is an effective way to do this. A pattern can also create emphasis; a bold pattern will make a strong statement, while a more subtle one will add interest without being overwhelming. Texture is another tool that can be used to create emphasis. A rough texture will stand out more than a smooth one. So, if you want to highlight a particular area, using a textured finish such as stucco or brick can be an effective way to do so. The principle of emphasis can be used in both small and large spaces. In a small room, it is often necessary to have a focal point to make the area feel more cohesive and unified. In a larger room, you may have more freedom to play with different elements and create multiple points of interest. However, too many focal points can be distracting and make the space feel cluttered. When using the principle of emphasis, it is essential to strike a balance between creating a space that is interesting and one that is harmonious.

- 22) Rhythm - In the land of music, rhythm refers to the flow of words so that the entire piece appears to be in unity. Similarly, rhythm in interior design refers to the flow of weights so that when the perceiver witnesses the room, it appears pleasing to the human eye. The space must be filled in a manner that facilitates the eye's movement in the room from one visual weight to another. Rhythm If we were to analyze a piece of music, we would describe its rhythmic pattern. The same concept applies to interior design—we create rhythm through the visual repetition of form. When decorating our homes, we should think about arranging elements in a way there is repetition, progression, transition, or contrast. By applying these visual mechanisms, we can direct someone's attention attention around the space and ultimately enhance the overall impression of the room.
- 23) Scale- Scale is another basic element of interior design. There are a few entities whose size is standard across various designs. For example, the size of a wall. Scale refers to the measurement of the size of an object in relation to any other object. Scale is helpful in the creation of contrast and balance in space if one considers two objects with equal dimensions equal in visual weight.
- 24) Proportion- Proportion refers to the relationship between the sizes of two objects. A golden balance of proportions of sizes of objects must be achieved to create a rhythm in the designed space. For example, what should be the size of chairs if one is using a four feet tall dining table.
- 25) Details- The art of interior designing refers to the process of bringing small components together in order to devise a creative and aesthetic collective. Therefore, small details such as the colour of the pillows or the texture of walls must be paid equal attention. Attention to detail is the last of the basic principles of interior design. A room can never feel put-together and personal unless it contains the right finishing touches. And the good news is that you don't need to be a professional interior designer to add them! This final step allows you to show off yourff your unique style and personalize the space with things that interest you.
- 26) Unity- The whole process of envisioning and designing an interior space is carried out with the aim to achieve unity in the outcome. The wallpaper, the carpets, the couch, and the cushions, all the fractions of the space must resonate with each other and showcase unity with the overarching design scheme.
- 27) Harmony- Harmony is another crucial element in interior design. It refers to the final state of creation where everything in sight appears to belong together. The harmony may be referred to as the feeling in the eyes of the beholder while witnessing a thought-provoking and yet relaxing interior of the designed space. Unity and Harmony is a significant feature of house design. Every furnishing, style, and decoration item must work together to create a cohesive whole. The combined cohesion and uniformity of all the design elements give your interior design its beauty. You must constantly remember that patterns, hues, texture, and so on should have a smooth flow throughout the project. Otherwise, the individual items in the space will clash and look out of place. The principle of harmony is coordinating objects and colors in a space to convey a sense of integrated design. There is harmony when all the things in a room collaborate around a theme or style. Harmony can be created using various methods, such as grouping furniture together, using similar colors and textures, or making a focal point. When harmony is used in interior design, it results in a cohesive and inviting space. The key to creating harmony is to find the right balance of all the elements.
- 28) Proportion and Scale- The concept of proportion and scale is the ideal approach to generate a sense of belonging among objects in a room. Things must be in balance with each other and the space, whether it's size, shape, form, m, or color. The importance of this principle is understanding how to use the surrounding area, whether it be a large or small room. Proportion is the relationship between two items, and scale is the way that one object's sizct's size relates

to another. For example, a huge, overstuffed sectional in a tiny space will be out of proportion. A small coffee table in front of two enormous sofas might appear misplaced and lost. The Greek ancients discovered the secret to proportions – The Golden Ratio. This formula makes all proportions more pleasing by reducing them to a simple equation: the perfectly symmetrical relationship between two proportions. This proportion is found in nature and is frequently used by artists and architects. Creating visual interest in a room can be as easy as playing with scale. Scale refers to the relationship between the size of objects and the size of a space. To add excitement without going overboard, try combining ordinary items with pieces of different heights and dimensions, such as art or greenery.

- 29) Food Display- Food is an art that can be used to create a lasting impression. No, we're not just talking about serving lip-smacking dishes, but also putting food on display to pique your attendee's interest. When arranged innovatively, food can bring an exciting element to your event decoration. After all, as a planner, you want your attendees to remember everything at your event, from the keynote speaker to breakout sessions to event décor! You can have a donut wall, a DIY bar, and more. There are so many options to choose from.
- 30) Fabrics- Unleash your creativity with pipe and drape for a welcoming and upscale event look. Fabric can transform your event décor by adding a depth of color. It makes the space feel more intimate and appear bigger. If you are running low on budget, consider drape fabric on just the buffet and serving stations.
- 31) Ceiling- To create a show-stopping experience, drape multi-colored pennant banners or streamers from the ceiling's center to the corners of the room. This effect works best in small spaces with high ceilings. Using ceiling decorations can reduce the need for floor décor, which eventually saves a lot of money and moving space. To create the ultimate effect, use a lot of lighting, colors, and projections (continue reading this blog to see how you can use lighting to create different visual effects)!
- 32) Table Decorations- If you don't have the budget to splurge on crystal stemware and fine china, you can still be innovative with table decorations. Whether it is the napkins or the centerpiece, think of something unique to grab the attention of your attendees. If you want to incorporate technology into your event, then using an iPad as a centerpiece is also a cool way to keep your attendees engaged. Use the iPads to display event information, presentations, or images to improve visibility for guests sitting at the back.
- 33) Seating Arrangements- Ever thought about using a chair as event décor? Everyone needs chairs at an event, but that doesn't mean they have to be arranged in the usual boring way! To make your event stand out, you can start by arranging the chairs differently. Forget the traditional banquet or the theatre style, use community seating to keep your guests engaged.
- 34) Up the ante on event décor by choosing the style of the chair. If the setting allows, get a variety of seating options like couches, bar stools, and bean bag chairs.
- 35) Decorative Backdrops- Event backdrops can be used to offer visual stimulation. It can bring your stage to life and spruce it up without overshadowing what happens on stage. Depending on your budget, you can opt for a digital backdrop or use marquee letters to draw your guest's attention to the stage. Digital backdrops have a ton of options, from plain LED screens to honeycomb versions, they allow for interesting effects that can appear and fade throughout the presentation. Another cool option is to use an augmented experience that integrates the speaker into the backdrop.
- 36) Stage Design- Let your creativity run wild when setting up a temporary staging. By using a stage or riser, you can attract your guest's attention and make the stage stand out. Use statement pieces of furniture or go with more casual options such as couches to steer conversations and add an element of interest to the decor. For instant zest, try modular staging, which can easily be assembled and is reasonably priced. It can be incorporated in your existing stage or be used while hosting events at stageless venues – it's that versatile!
- 37) Goodie Bags- You're only restricted by your imagination when it comes to using gifts as part of the event decor. Small goodie bags wrapped in attractive packing can be used as part of the presentation. A secret gift invokes the kid in all of us and can add a layer of decoration to the table. Conference swag is often underutilized. It can excite attendees, provide a great branding and sponsorship opportunity, put your organization across in a positive light, and be used as a decorative piece!
- 38) Expert Lighting- Lighting is an extremely important part of the event and can completely overhaul the look and feel of your event. The type of event matters when it comes to lighting design. If it's a conference where attendees may want to take notes, there needs to be enough light in the main area that they can do so. But, the space shouldn't be so bright that it distracts from the presentation onstage. Bring your conference to life and build an immersive event experience by using lightweight colorful LED lights, which require minimum rigging. Whether you use 3-D projections or simple colored lights, they can add an extra punch to the overall venue. Add color to spotlights or use up-lighting to transform your event venue into a breathtaking space.

- 39) **Incorporate Digital-** Incorporate a dash of technology by going digital at your next event. Digital media and the power of technology have made it easy for planners to make event decoration a lot easier. One of the best ways to engage attendees and make your event special is by using that aggregates the social media posts of your attendees on a large display screen. On the day of the event, encourage people to publish event pictures using your hashtag and flash those posts on the wall! It is sure to make a lasting impression and add some excitement to the floor!
- 40) **Festive flower wall** Flower walls are becoming increasingly popular simply because they are so Instagram-worthy! They are pretty to look at on their own and make a perfect photo backdrop. They are especially ideal for events you want to publicize on social media. Flower walls can be adapted for different themes depending on the flowers and other plants you choose. Your wall can be tropical, wintery, or autumn-inspired. You can find them online on Etsy and other event supply stores. Or, make your own with artificial flowers from your local craft store or even the Dollar Tree.
- 41) **Shout it with neon signs-** Neon signs aren't just for restaurants and shops anymore. You can brighten any event with a custom sign that fits the occasion or theme. Instagrammable, vibrant, and eye-catching, these retro signs can display cheeky sayings, couples' names for weddings, or anything you want! Sites sell custom neon signs in almost any color and font you desire. These conversation-starting signs make perfect photo backdrops and double as extra lighting.
- 42) **Display a delicious donut wall-** Dessert walls aren't only decorative, they take the place of a dessert table, eliminating the need for servers to bring out desserts. With a donut wall, you can cater to a wide variety of tastes by buying several different flavors (usually event designers go for colors that coordinate well together) and varieties like vegan and/or gluten-free donuts. You can buy a pre-made wall and decorate it with signage that fits your event, or create your own wall using a wood panel and pegs.
- 43) **Cover the walls with projections-** Projections are a high-tech, modern event decor solution that is eco-friendly and perfect for small spaces. Anything is possible with projections, so you can decorate for any theme, color scheme, or occasion. You can rent a projector or buy devices that project certain patterns (usually found near the Christmas lights section of a department store). This is one of the easiest event decoration ideas and can be highly affordable if you shop with a plan in mind.
- 44) **Arrange conversation pieces of furniture-** Sometimes a few statement pieces of furniture are all you need to transform an event space. You can often rent furniture for a day from event rental companies, or pick up some pieces at a thrift store and then re-donate them later. Benches, chairs, and end tables are all functional pieces that can take your event atmosphere to the next level. Using furniture as your main source of decor is especially smart for events with a vintage or rustic theme, as well as weddings and promotional events that you want people to post about on social media.
- 45) **Light up the room-** The right lights can change everything. Set the tone of your event with lighting that helps create the proper ambiance. Use anything and everything from string lights and tabletop candles to hanging lanterns, tube lights, and chandeliers. Lights come in all shapes and colors, making them a versatile event decoration idea.
- 46) **Set the table with centerpieces-** For events where a meal is the main focus, the tablescape should be your first priority in terms of decorating. Centerpieces can be large props, confetti, flowers, pinecones, objects (like sticks or round filler pieces in a vase), candles, cake stands, chandelabras, old books, glass domes, or figurines. There's a lot of room for creativity with your centerpieces. If it looks good in the middle of your table, it can be a centerpiece. Complement your centerpieces with placemats, a tablecloth, chargers, napkin rings, cloth napkins, fancy utensils, and beautiful dishes. Pinterest is an amazing resource for tablescape inspiration. You can find ideas for just about any theme that can be adapted for weddings, dinner parties, and more.
- 47) **Party in a unique venue** With the right venue, you may not even need many decorations. Sometimes the venue is beautiful enough on its own. you can find a venue that fits your occasion and event theme. A historic lounge, theater, studio, art gallery, or even a mansion — any of these places can be the backdrop of your next event when you search for a venue on Peerspace. You can even adjust your search settings to find places with fireplaces, gazebos, and exposed brick. Audio-visual, catering, bar services, and other amenities are also available via the Peerspace. If you want to make it happen, we can help — all in a beautiful space.
- 48) **Fabrics - Usage of pipe and drape to create a welcome can upscale your event's appearance.** By adding depth of colour to your event décor, the fabric can transform it. It makes the space appear more intimate and larger. If you're on a tight budget, consider draping fabric only on the buffet and serving stations. Moreover, colourful fabrics can provide your event with an elegant touch. So, if the event planners are looking for the most viable option for your next event, go for fabric theme decor!

- 49) Creative Backdrops - Event backdrops can provide visual stimulation. It can revitalize and spruce up your stage without overshadowing what happens. For example, the event planner can use a digital backdrop or marquee letters to draw your guests' attention to the location. From plain LED screens to honeycomb versions, digital backdrops provide a plethora of options for interesting effects that just appear and fade throughout the presentation. Another exciting option is to use an augmented reality experience that incorporates the speaker into the background. So, in the digital age using technology to its best ability for décor won't be wrong.
 - 50) Lighting Décor- Lighting is an essential aspect of an event's decor and can completely transform its appearance and feel. When it comes to lighting design, the type of event is necessary. For example, if the event is a conference, there should be enough light in the central area for attendees to take notes. However, the environment should not be so loud that it detracts from the presentation onstage. Using light, colourful LED lights that require minimal rigging, you can bring your conference to life and create an immersive event experience. can add an extra punch to the overall venue, whether 3-D projections or simple coloured lights. To transform your event venue, colourise spotlights or use up-lighting.
 - 51) Stage Designing - When it comes to temporary stage decor, let your imagination run wild. Using a stage or riser, event planners can draw your guests' attention and make the background. Use statement pieces of furniture or casual options such as couches. Try modular staging, which can be easily assembled and is reasonably priced. It can be integrated into your current stage or used to host events in venues without a stage – it's that versatile!!
 - 52) High Table Decor - You can always be creative with your table decorations. Think of something unique to attract the attention of your guests, whether it's napkins or centerpieces. If you wish to bring in technology into your event, using an iPad as a centerpiece is a great way to keep your attendees interested. Display event information, presentations, or images on the iPads to improve visibility for guests sitting in the back. So, try and make the table decor do its magic in your event.
 - 53) Gift Bags - When it comes to using as event decor, you're limited to visual arts. As part of the presentation, goodie bags wrapped in aesthetic packaging would do a marvelous job. A secret gift brings out the child in all of us and adds another coating of richness to the decor. Conference giveaways get frequently under utilised. It can excite attendees, provide excellent branding and sponsorship opportunity, promote your organisation positively, and even be used as a decorative piece!
 - 54) Ceiling Decor - Drape multi-colored pennant banners or streamers from the ceiling's center to the room's corners to create a show-stopping effect. This effect is most effective in small rooms with high ceilings. Using ceiling decorations reduces the need for floor décor, which saves money and moving space. Then, use a lot of lighting, colours, and projections to create the ultimate effect. There are numerous options depending on your budget and event type. We hope these suggestions help you start planning your next event and making it memorable.
-
- 55) FLOOR CARPETS / RUBBER CARPETS
 - 56) Use design templates- Use to find design templates for your signage, invites, itineraries, menus, and name cards. It'll save you money on hiring a graphic designer.
 - 57) Arrange your own flowers- Professional floral arrangements aren't cheap, so here's another way to save some money. Watch a few YouTube tutorials on how to arrange flowers for your event.
 - 58) Use mood bright lighting- The lights in the event venue can set the mood, and it doesn't have to be expensive.
 - 59) Use balloons, garlands, and confetti - Event room decoration doesn't get much cheaper than a paper garlands thrown across the venue, and confetti strewn across the tables and floors.
 - 60) Tips for decorating your event- Now that you understand what kind of event decor you need, where to get it, and some ways to stretch your budget, we'll wrap this guide up with tips for event decoration in general.
 - 61) Stick to the theme- Always keep up specific pieces of event decor. You don't want any of it to stick out like a sore thumb.
 - 62) Work with the venue- Make sure your decor complements the venue's aesthetics. Many venues regularly host events, to see if they can include some of their in-house decor in the price. The venue may already have decor you can hire.

- 63) Incorporate the furniture- It's easy to overlook all the props you already have, such as shape and style them according to your theme so they blend in with the surroundings.
 - 64) Think about placement- Elaborate centre pieces won't do much good if they're not in a central position. Make sure that all the elements you want to draw people's attention to are positioned accordingly.
 - 65) Focus the lighting- Spotlights are a great way to highlight a particular piece of decor or as an intangible event wall decoration. You can also use them to draw attention away from other parts of the venue.
 - 66) Type of Event- When it comes to event décor it's very important to take into account what type of event it is. For example: a birthday party, a wedding, a communion, a baptism, a company party, etc. Based on the type of event, the décor for the event will have different needs.
 - 67) Decorating Style Patterns- The style of the décor will be closely related to the type of the event. In addition, it's essential that before you begin actually doing the decorating work, you determine what style of décor to go with since your choice of materials and even the time of day to schedule the event may depend on this. Here are some examples of décor styles that are very much in fashion at the moment: vintage style, boho-chic style, industrial style, and rustic style. Later we will talk about those that are trending this year.
 - 68) Event Time- The time of day when the event takes place can determine some aspects of its décor, especially with regards to the use of materials and illumination. In addition, if the event is to take place at night, you might want to create a more sophisticated ambience, whereas if it's a daytime event, a rustic/country style might be more appropriate.
 - 69) Materials- The materials used for the décor will determine the style of the event. It's very important that you select them carefully so as to obtain the desired style. When we talk about materials, we're not just referring to the furniture and upholstery but also to something else that's capable of drawing lots of attention: flowers and plants.
-
- 70) Trends in event decoration- There are many trends in event decoration, it all depends on the type of event, the age of the event's protagonist, the time of year in which it takes place, etc. We could spend hours talking about it! Despite the myriad of current trends in event decoration, there is one that stands out above the others, a common trend in different types of events: the use of plants and flowers. Plants and flowers are, without a doubt, the event decoration trend this year. They are used to decorate weddings, baptisms, first communions, birthdays, anniversaries... Depending on the type and style of the event one or the other is used.
 - 71) Farmhouse-style event decoration: this decoration style uses very neutral color plants and flowers from the same tones and color family, it has a rural aspect and looks as if the flowers were freshly picked from the field. In addition, wicker and wooden materials are used to maintain the natural elements of the compositions.
 - 72) Minimalist style event decoration: The minimalist style continues at the top of the list of trends in event decoration. It is a very sophisticated and elegant style that opts for sober tones such as gray, navy blue, black, and white... Regarding the plants used, it should be noted that it bets on those that bring vertical lines to the spaces.
 - 73) Decoration of events according to a theme: it is the style of decoration based on a theme. It can be used in all kinds of events and usually depends on the tastes of the protagonists of the event. Here we give you some examples: events inspired by an era, events inspired by a station, a character, a movie, etc.
 - 74) Boho style event decoration: boho style event decoration is one in which vibrant colors such as reds, yellows, and greens are used... One of the most representative flowers of this style is the rose. Now, many newlyweds are betting on decorating their wedding boho-style, and it's because there is no way you can convey more joy!
 - 75) Country style event decoration: the country-style (or rustic country) is a very natural decoration style that brings freshness to events. It is normally used in communions or weddings and rehearsals, through natural materials and the use of flowers and plants such as lavender, to make guests feel like they are in the middle of a field.
 - 76) The use of garlands: Garlands create warm and romantic settings and are widely used in afternoon and evening events. They bring that special touch to any dark environment and are essential for the best events.
 - 77) Hanging plants: hanging plants to decorate walls and ceilings have become a must-have in event decoration for interior spaces. They are capable of creating unforgettable decorations at events.
 - 78) Food exhibitions: Food or drink exhibitions at events are becoming another must-have. It is difficult nowadays to go to an event and not find, for example, an exhibition of sweets decorated with signs with phrases, plants, etc.
 - 79) Centerpieces: Centerpieces are the basics of events. What is a wedding without centerpieces? They are placed where the guests gather for dinner or lunch and that is why it is important that they are a perfect fit! There are many types of centerpieces, you can place flowers of different colors, of a single color, combine them with plants play you ... you decide!

- 80) Flower bouquets: Flower bouquets are floral compositions that can be placed in the areas where guests are received, on chairs, etc. Compositions of all kinds of flowers and plants can be created, it will all depend on the style and type of event.
- 81) Vases: Vases are those small clay or glass containers (although other materials can be used) that are usually longer than they are wide and are used for the placement of flowers arrangements. The vases can be made up of a mixture of flowers and plants or just a single type of flower, for example roses.
- 82) Decorating Events with Verdissimo Products- Verdissimo's products are perfect for indoor event décor since they don't need water or sunlight to keep their beauty and can get along perfectly well with practically no maintenance. All of these products were used to create three different well-defined environments, and thanks to the preservation process, the products stayed in perfect shape throughout the whole event.
- 83) Choose our Tone And Atmosphere- If you understand the tone and atmosphere you are trying to create, then your decorations will choose themselves. There is nothing more essential than deciding on this and it can save you time and money later on. Choosing a theme is the simplest way of defining what the tone and atmosphere of your event will be. Check out this list of timeless themes to give you some inspiration. Ask how you want guests to feel when they step foot into the venue. Should it be casual or formal? Do you want a cosy and warm feeling or a fresh and lively atmosphere? Should your guests feel surprised and intrigued or should the night feel inviting and familiar? Take some time to brainstorm ideas; consider creating a list of words and emotions that you want to bring to your event and allow them to guide your decision making.
- 84) Figure Out our Event Goals- A common mistake when decorating or styling an event is to not have an aim in mind for the event. People are sometimes led by a vague sense of wanting to create a fun or glamorous events 'Fun' and 'glamorous' are good aims to have but they don't pinpoint the direction you need to take. It's time to get specific with the goals of your event. What are you trying to achieve with your event? If it's a business event, then do you want to encourage networking at the dinner table? If it's a product launch, then what takeaway message do you want guests to have about the product?
- 85) Work With different our Venues- Before you even think about choosing decorations you need to make sure you know what facilities your venue has. What is the decor already like? What is the shape and feel of the venue? Is suitable lighting already in place? What type of atmosphere does it have? Forming a good understanding of your practical options will let you know the best theme and style options to choose. If it has a lot of clear floor space, then you might opt for a regal ballroom feel. If it's a spacious venue, then you can draw guest's attention to large statement pieces; however, if it's a more intimate venue, then you might not want to crowd them big decorations. Take into account the architecture and style of the venue, what seating and staging options are available, and how guests will naturally move around the space.
- 86) Makes The Most Of Your Table Centre pieces- Table centrepieces can be overlooked as a decoration but they are one of your most versatile styling tools. A table centrepiece allows you to really put your signature on the event and it's the easiest way to add a wow piece to the venue. Since your centrepiece is supported by a table and it doesn't need to be attached to a wall – there is a huge amount of potential in what you can accomplish with it. Think beyond a standard floral arrangement and consider how you can bring your theme alive, as well as the different figures, statues, tableware, or lighting sources that can be the focal point of your decorations.
- 87) Don't Overlook Furniture- Even though tables, bars, stools, staging, and seating fill up your venue and they are the elements of the event that guests will spend most of their time interacting with – it's common to overlook furniture. It's not always feasible to bring all of your own furniture to an event but adding a small lounge area, some easily transported chairs or some custom side tables can dramatically transform a venue. Think about the different impact this furniture can have, the colours and moods they will bring, and how you can shape the ways guests use the space with it.
- 88) Pay Attention To Height And Texture- Every item in your venue has an impact on your guests and you should think about how that impact is formed beyond the immediate look of a decoration, centrepiece, or furnishing. The height and placement of objects will direct where your guests look and how they respond to a space. A design that keeps everything at the same level can end up feeling flat and it's missing out on opportunities to reach your audience. The texture of the objects at your venue is also important: it can control where things feel earthy, fresh, smooth, modern etc. Think about how the weight and feel of your decorations work with your overall design.
- 89) Stick To Our Colour Scheme- Having a colour scheme for your event is a basic principle of design but you need to make sure that you stick to it. It's unlikely that every item at your event can perfectly match your colour scheme so it's important that you know which colours can be used to complement and highlight each other. You can learn more

about Colour Theory here. If you do need to break your colour scheme, then try incorporating that break into the design. If your colour scheme is blue and white but you can only get purple napkins, then weave a purple motif into your design. A key element of sticking to a colour scheme is being able to evolve it during the planning phase.

- 90) **Make Installation And Arrangement A Priority-** Styling an event is as much about logistics as it is about artistic vision. If you can't get everything set-up on the day, then you will need to make compromises that might not look as good as you envisioned. Ask how quickly you can transport something, how quickly you can install it, and how simple it will be to arrange everything before the event begins. When choosing event decorations it's a good idea to see if they come flat-packed and to make sure you do a dry run before you get to the venue.
- 91) **Use Lighting As A Decoration-** It's common to use different lamps, bulbs, and strings of lights as aesthetic decorations at an event. However, it's also important to think of the light itself as a decoration. Differently coloured lights can instantly change the atmosphere of your event and decorations can look very different under new lighting. Paying attention to the lighting you use can give you much more control over your decorations. At Table Art, we make custom centrepieces that can be remotely controlled and provide a cost-effective source of dynamic lighting. Check out our gallery to see what they can do.
- 92) **Double-Down On The Essentials-** Every event comes with some essential items and making sure these look perfect will give your decorations the most impact. The tableware, centrepieces and furniture should be at the core of your style choices. Everything else should feed into them. Your guest's natural focus should align with your focus in designing an event.
- 93) **Light candles to create an intimate space-** If you don't want to spend a ton of money or buy something extra fancy for your party, candles make for great low-key birthday party decorations. You can use them for any occasion when you want to fill your room with a more intimate vibe. Transform the room into a romantic candlelit sight right out of your favorite rom-com with candles of all shapes, scents, and sizes. For a more cohesive look, place your candles in glass jars.
- 94) **Decorative buffet-** When you think of high-end party food, you may picture a decadent charcuterie board with brie, prosciutto, and fruit. As birthday party ideas for adults go, that's a great start (and it'll work wonders for other occasions too). The main idea here is: When it comes to food, presentation is the name of the game. You certainly don't need to spend a fortune on a good design. To create art from your food, simply mix and match! Instead of stacking your cheeses into a straight line, arrange them around different fruits and chocolates. This visually appealing party decoration idea for adults is both striking and a main event at any gathering.
- 95) **Make dessert a centerpiece-** If you're on a tight budget, get creative with your pals and make a DIY dessert table. Grab some fun, fancy platters and assemble an assortment of your favorite cakes, cookies, and candy. To make your table stand out even more, add some tinsel around your serving platters or bring over one of those candles we mentioned earlier. Your table-turned-art piece will transform your room from ordinary to thoroughly enticing.
- 96) **Spruce up your food table-** To reimagine a casual dinner party as a glamorous gathering, simply swap a few traditional items for other things. Replace your ordinary plates with bright patterned dishes, stash bread loaves in crates or atop wooden boards, and add an eye-catching tablecloth. With just these few items, you and your guests will see your ordinary dining room table in a truly new light.
- 97) **Brighten up the space with fresh flowers-** Transform your indoor space into a blooming spring garden with vibrant, fresh flowers. Choose a few of your favorite bouquets and add them to your dinner table to spruce up a quiet evening with family and friends. Doing so is a wonderful, inexpensive way to add a pop of fresh color to any casual venue. And color is key to setting the right mood – a calm party looks much different than a dance-ready one.
- 98) **Turn your wall into a photo booth-** You can make a picture-perfect activity without a professional camera or lights. Designate an empty wall as a photo booth, set up your phone on a tripod, and toss in a few props -- and viola, your guests can make memories, take them home, and post them to social media. Use greenery, florals, balloons, garlands, lights, and streamers to turn a plain wall into a photo area that makes all kinds of parties fun. Add some twinkling lights for the ultimate photo booth experience, or use the BlissLights Sky Lite to create a dazzling starry backdrop.
- 99) **Add some garland-** You can use garland year-round, way before or after the winter holidays! Your garland can highlight your snack table or another centerpiece – no mantle required. You could even add a garland atop a cake

for a true decorative pop. Choose from natural earthy tones or bright rainbow colors to transcend the everyday and create memories that last a lifetime.

- 100) Create your own personalized barware- Whether for a bachelorette party or a guys' night in, creating your own personalized barware with friends simultaneously provides a great activity and party favor. Pick up some glasses at your local home store and a few decorations suited for drawings and words. The mood will be playful, and the creations will be useful – not just tonight, but for any future get-togethers.
- 101) Go monochromatic- For business or professional parties, going monochromatic is a great bet. Neutral colors such as white, black, and gray are sophisticated and simple, plus you can easily find decorations in these colors. White linens, flowers, and dinnerware will transcend your everyday dining room into a five-star experience for colleagues and friends alike.
- 102) Full-blown color- Neutral monochromatic hues might be best reserved for more formal parties. At more laid-back events, you can spread joy and happiness with a buffet of colors that'll make you shout, "it's party time!" Plus, colorful party decorations are everywhere, from confetti to streamers and balloons. They also come in the form of laser lights like the BlissBulb, which shine red or green starry skies into your party from your typical light fixtures. It's an outdoor color party right from indoors.
- 103) Let nature do the talking- On a gorgeous, sunny day, there's nothing better than hosting an outdoor picnic or barbeque. At these events, the trees, grass, and flowers around you *are* the decorations – just let nature set the scene! All you'll need is a picnic table (a classic red and white checkered pattern is always nice) or a nice seating option, classic dinner settings, and a few vases filled with garden-fresh florals. For a moment, you and your friends can make the world around you your own sacred space.
- 104) Set the mood with BlissLight- If you *really* want to get the party started, ditch your boring classic white lights for an immersive with the Sky Lite 2.0: Galaxy Projector. This plug-and-play, multi-color galaxy projector can create any mood with just the push of a button! Plus, you can control and customize the astonishing, full-room intergalactic sights of your party right from your phone. It's *that* easy to unwind and destress as you dance the night away under transcendent stars and nebula clouds.
- 105) Float away with balloons- As *Footloose* has shown, balloons can make a dirty old barn look like a classy, rustic party setting. All you need is a few packs of balloons in your favorite color or a mix of colors that change the look of your whole space. Scatter them all over the floor, hang them from the ceiling, or create a beautiful archway for guests to walk through. It's a simple way to add some pop to your space! And then, when the party's over, you *er*, you can *pop* the balloons to honor the occasion.
- 106) Add some glitter- Nothing screams "night out at home" like a room filled with glitter! Bring the glitz and glam right to your home with glitter on your balloons or drinkware. You can even set up a little DIY project with your friends with a glitter and glass station. Set out glitter and untouched glasses, then have your guests decorate their glasses however they please.
- 107) Create a streamer wall- A streamer wall is a quick, effective backdrop for pictures or a memorable night even without any photos. You can create the desired effect with three colors of streamers and some tape and scissors. Plus, there are so many ways to hang streamers – on walls, atop tables, you name it. Streamers are truly a versatile pick for adult party decorations that match all occasions.
- 108) Turn your home into a glow-in-the-dark rave- For a party that goes all night, ditch dinner for an at-home rave! Stock up on glow sticks and fluorescent lights that recast your home as a mysterious warehouse full of people gathered to dance the night away. It's like jet-setting straight to a Vegas nightclub without moving an inch at all (well, except when you're dancing). It's also a party idea that truly makes an impact under the blues and greens of the Ark Ambient Aurora Light. This compact laser projector shines a gently oscillating green aurora against a blue backdrop and fills your entire space. It's glow-in-the-dark rave lighting with a twist: You'll feel like you're shimmying under the northern lights. Few other occasions take you so far away right from home.

- 109) . Amp up date night with fairy lights- If you're planning date night at home, add fairy lights to make the night a party for two. Dangle your fairy lights from the ceiling or around the backyard for a soft, subtle glow. Wrap them around your bed, curtain rods, or other indoor fixtures to thoroughly infuse your home with this restaurant-like shine. Though typically available in white or soft yellow, you can also find fairy lights in other shades to set a truly romantic mood.
- 110) Designate a gift table- Bringing a gift to a party? Not knowing where to put it can make for an awkward situation. Instead of having your guests toss presents all over your living space, try dedicating a surface as your gift table. You can keep your gift table simple with some low-key linen and a homemade sign or personalized message. This way, you add just the right amount of adult party decor and show your guests exactly where to place their gifts without needing to state aloud that they have one in tow.
- 111) 19. Floor pillows for a casual night in- For happy hour or a casual date night, floor pillows are a super comfy option that can help you settle right in. Sure, this idea doesn't exactly have the same pizzazz as bright lights or streamers, but it's a great choice for an intimate, casual affair. All you need to create the right atmosphere is a long coffee table, a big carpet, and comfortable pillows and blankets. It's a great idea for fancy yet-casual cocktail parties, board game nights, or other get-togethers where the chill vibe is the mood you're going for.
- 112) Add a piñata- Who said piñatas are just for kids? You too can hit the piñata and change it into an adult game. Replace kids' prizes such as candy with more adult prizes such as gift cards, luxur, luxury chocolates, and – if you're really going all-out – AirPods. Plus, as you attempt to swing your hardest at a stuffed, colorful animal, laughter is inevitable. And, then, so too are bonding and a bunch of great memories.
- 113) Make the room feel rustic with lanterns- Lanterns give all kinds of rooms a soft glow and a little bit of extra decor. Whether you go plastic, glass, or the DIY paper route, you'll find that lanterns fit any decorative vision or budget. They're also highly versatile: Use them to light a path for guests to enter the party or illuminate other decorative centerpieces. Either way, the result will be a gorgeous party glow.
- 114) Bring the party to your house with BlissLights- The above party decoration ideas for adults can provide an exciting launch for your next casual dinner party, all-out celebration, or any other occasion in between. No matter the event, BlissLights Between party supplies, celebration ready home decor, and personalized party decorations, the following ideas are perfect for any adult. Pick your favorite ideas from those below or use them to inspire a theme all your own.
- 115) Elegant Décor- Elevate your party decor with simple additions of elegant decorations. Classics include simple floral arrangements, candles, and gold or silver color schemes. A combination of an appropriate venue, attention to detail, and elegant decor will help you turn your party into an event to remember.
- 116) Barware - Step up your party game with custom barware including personalized wine glasses and shot glasses. Display them at the open bar for guests to use throughout the party, or send them home as a party favor. These ideas work especially well for wine tasting parties.
- 117) Lighting Architecture - Between string lights, lanterns, and custom candles, there's plenty of lighting options for your party. Choosing the best lighting for your party depends on the time of day or night, the space in which the party is being held, and your overall decoration scheme. For example, string lights work great for a dinner party, while tiki torches would work best at a tropical pool party.
- 118) Use Signages - Signage includes everything from handmade wooden sign posts to themed posters. These signs are great ways to help explain rules, directions, and more to guests. Additionally, they also provide opportunity to carry on the party's theme.
- 119) Sometimes Black and White Décor- Looking for simple and classic decorations? Choosing a black and white color scheme is a common go-to for many adults only celebrations. From black and white balloons to black table runners and white flowers, there's no end to the decoration possibilities. Just make sure to include "black or white attire requested" on the invitations.
- 120) Table Decoration Ideas For Parties- Tables aren't just great places to keep the party food, desserts, and gifts; they're also another opportunity to highlight your party theme. Step up your table decorations with the tips and ideas below.

- 121) **Dessert Table-** Featuring a dessert table at your party won't just keep the guests happy and on a sugar high – it's also an important part of your party's decorations. Whether it's the cake table at a Quinceañera or a table of assorted donuts and cake pops at a baby shower, you'll want the dessert decorations to fit your party's theme. Through colored icing, presentation, or cute signs, there's plenty of ways to make your dessert table people pop.
- 122) **Rose Gold Party Decorations-** For a party with a rose gold color scheme, make sure to give plenty of attention to the table decorations. Table clothes should be white, light pink, or rose gold. Include gold and rose gold plating, vases, or platters. Consider gold table runners, pink cupcakes, and golden balloons to help make your party table pop.
- 123) **Glow In The Dark Party Decorations-** Glow in the dark and neon parties make for fun events for all ages. Make yours stand out with a tablescape that will get guests excited. Fill the table with glow sticks, glow in the dark bracelets and necklaces, and any other accessories you want. For another fun idea, purchase a disposable black tablecloth and provide a pile of highlighters for guests to write glow in the dark messages.
- 124) **Floral Arrangements-** Floral arrangements are a staple party decoration. But it's important to keep in mind the different meanings of certain flowers when picking them out. You don't want to offend or confuse any guests with flowers intended for mourning at a happy occasion. Additionally, do your best to plan for complementary or nicely contrasting colors.
- 125) **Unique Gift Table-** Gift tables are common for many parties, including birthdays and baby showers. But by setting up your gift table with care, you can help it visually stand out. For example, by including a fun and thematic sign at the entrance to a birthday party your guests will know exactly where to place the birthday gifts. And by adding birthday balloons, streamers, and confetti, the table adds to the overall decor.
- 126) **Plating -** Plating can help take your table decorations to the next level. Whether it's the way you arrange your appetizers, desserts, or even in the styling and decorating of the food itself – it can make a huge difference. Additionally, consider creating custom plates to match your theme.
- 127) **Backyard Party Decorating Ideas-** If your party will be hosted outdoors, it's important to find some backyard-specific decorations. From outdoor seating, to lighting, to the little details, it's important to make sure your outdoor space works with your theme. The following ideas do just that.
- 128) **Tea Party Decoration Ideas-** Focus on a decor mix of floral elements and tea sets. Pastels, lace, and gold accents all make great additions for this decor scheme. Set tables with full place settings and teacups, and arrange an hors d'oeuvres table nearby in the dining space.
- 129) **Boho Style-** Boho decor means decorating with plenty of style, cultural influences, and other interesting things. For example, you may want to use lanterns and string lights for outdoor lighting, a low party or dining table with pillow and cushion seating, and plenty of floral accents.
- 130) **Vintage Décor-** This party design scheme focuses on vintage accents and repurposed decorations. Look for old fashioned serving trays, cake stands, champagne chillers, tea cups, and other decorative knick-knacks. But don't over decorate. Do your best to keep the party space looking uncluttered.
- 131) **Seasonal Colors-** Decorate your party with the colors of the season. For an autumn celebration, think browns, olive and forest green, and orange. For spring, pastels and lighter colors are more appropriate. Seasonal colors can be shown through the flower arrangements, table clothes, streamers, balloons, and more.
- 132) **Ranch Style Party-** Ranch style parties make great summer and autumn themes. Customize your decor with mason jars, flowers, wooden accents, and rustic elements like horseshoes and barrels. Use twine and leather as decorative ties, and fill the party menu with craft beer and barbecue.
- 133) **Balloon Decoration Ideas For Party-** Looking for some fun balloon decoration ideas for your party? Look no further than the examples below, no matter what your theme is.

- 134) Gold, purple and White- Gold and white balloons work for many different party themes. Whether it's a graduation, bachelorette, engagement, or baby shower, this classy color scheme will make your party picture perfect.
- 135) Pastel Colors- Pastel colors like light pink, blue, and purple look great for parties that want a softer decor and style. These balloon colors look great at the dessert table at a birthday, the entrance of a baby shower, and throughout the garden of a tea party.
- 136) Unique Balloon Shapes- Consider whether you want latex or mylar balloons at your party, as these look and feel very different. And if appropriate for your party theme, consider unique shapes. For example, stars and moon shaped balloons at a space themed party. Please note many of these unique balloon shapes can be ordered online.
- 137) Balloon Arches- Balloon arches are a great way to make a grand statement at your party. Whether it's to welcome guests into the celebration or to be used as a background for a photo booth, these arches look amazing. Balloon arches can be handmade or ordered ahead of time.
- 138) Pool Party Decoration Ideas- Whether it's for a summer birthday party or end of summer celebration, a pool party might be in your future. If you're planning a pool party, you'll want to make sure you pick an aquatic-friendly decoration scheme. From tropical to nautical decor ideas, we've covered it all:
- 139) Tropical Décor- Tropical pool parties are a staple of summer, so it's important to take the time to make yours stand out. Fill an outdoor bar area with tropical drinks and pineapple garnishes. Stick to a bright color scheme of green, yellow, and pink and fill the pool with island themed inflatables.
- 140) Socio Media idea Worthy- worthy pool party so you'll have no end of summer throwback photos through the rest of the year. Include swan or flamingo pool inflatables, decorative cups and paper umbrellas, and plenty of streamers and balloons. Then fill the pool with any remaining latex balloons for a picture perfect party set up.
- 141) White Party- A white dress party is a summer day celebration where guests come dressed in all white. Decor, including balloons, table settings, desserts, and flowers should all be white. Make sure to confirm the dress code in the invitation so no guests accidentally show up in the wrong color.
- 142) Nautical Party- A nautical party is the perfect pool party theme for those who want a semi-casual yet classic party. This navy blue and white color scheme pairs perfectly with nautical accents like sailboats.
- 143) Appreciation Events- Corporate appreciation events are intended to strengthen the company's connections with current employees, future talent, and/or clients. These events can range from a party to thank staff members for their hard work to an informal networking event where potential employees can learn more about the company culture. You could also host an entertainment-based event to show clients your appreciation for their patronage.
- 144) Seminars, Conferences, and Workshops- Through seminars, conferences, and workshops, your company can demonstrate its industry expertise and brand itself as a reliable source of information. Seminars tend to be short, lasting a couple of hours or a few workdays; workshops are also short but often highly interactive; and conferences include multiple sessions over what can be several days.
- 145) Trade Shows- Trade shows are exhibitions that provide companies with the opportunity to showcase their products and services, which increases brand awareness and—hopefully—expands their customer base. Your company could have a booth at a larger trade show, using it as a way to introduce your company's brand to attendees, or you might consider hosting or sponsoring a tradeshow, which would reinforce the company as an industry leader.
- 146) Product Launches- To generate excitement and press about new products, companies often host product launches. These events can help set your company's brand apart from the competition as well as create a sense of loyalty among targeted customers invited to the event. Corporate event branding is especially important for product launches because it will help differentiate your product from those produced by other companies.
- 147) Charity Events- As part of corporate social responsibility (CSR) initiatives, more and more companies are turning to charity events. By showing existing and potential customers that your company cares about more than increased profit, nonprofit galas and other charity events build trust in your brand and help convince your audience that your company is multi-faceted.
- 148) Choose an Event Theme- When planning a corporate event, start with a theme. The event theme will set the tone for the event and is reflected throughout—from the décor to the dress code. You can keep the theme

simple by sticking to a color scheme and establishing the mood you want to invoke for your guests, or you can go all-out and choose a creative theme that your guests will see and feel the moment they walk into the venue.

- 149) **Pick an Event Name-** Every event needs a name, ideally one that is unique and fits with the company brand. While a seemingly small detail, the corporate event name is used on many different aspects of the event design and branding: invitations, directions, printed signage, website materials, social media posts, and more. Choose a name that fits the theme and purpose of the event and communicates those elements to anyone who hears it.
- 150) **Use Company Brand Colors** Implementing company brand colors into the overall event color scheme is an easy and effective way to establish a link between your company and the event. You can incorporate brand colors everywhere:
- Printed materials like signs, flyers, schedules, and nametags
 - Food and drink décor (for example, the icing on the cake)
 - Table linens, placemats, and other tabletop décor
 - Lighting
 - Flower arrangements, artwork, and other decorations Don't overdo it; if your company color is bright or loud, consider mixing in some more neutral shades to balance things out.
- 151) **Decorate with our many Logos of various units in the venues, compound and outside-** Our logos goes hand-in-hand with the corporate brand. Print the logo on napkins, seating cards, the podium, pens—anything to ensure your company stays at the forefront of your guests' minds. But be careful. You don't want to overdo it! Too many logos scattered about the venue could seem distasteful. Pick a few areas to display the logo and use colors to make up for the rest.
- 152) **Create a Grand Entrance-** You only get one chance to make a first impression. A grand entrance, decorated with a flower arch, balloons in corporate colors, or a statement piece like a photo opportunity will set the tone and impress attendees from the moment they enter the venue. Be sure that your grand entrance also communicates to your guests where they need to go and what they need to do. Directional signs can help guide your corporate event attendees to the right place.
- 153) **Select Eye-Catching Tabletop Décor-** Stunning, eye-catching tabletop décor is an excellent way to grab the attention of your guests. Whether you decide to create a floral centerpiece, drape a custom table runner across each table, decorate each chair with a sash, or add a colorful pillow to every place setting, your table decorations will establish the mood for any corporate event.
- 154) **Find a Unique Event Venue-** The venue is everything. Location, the size of your guest list, and access to transportation options are all important to keep in mind when making a decision on which venue to pursue, but consider going one step further by getting creative with your venue choice. For example, if your company brand has established an elegant, modern tone, a rooftop venue may be perfect for your event. On the other hand, if you are hosting an employee appreciation event, a park where you can hold a family-friendly barbeque may be just the right setting.
- 155) **Use Custom Lighting-** Lighting can set the tone for your event. It can also influence emotions, guide guests to certain areas of the venue, and direct attention to the stage where your guest speaker is about to walk out. The type of event matters here. Are you planning a seminar or conference where attendees will want to take notes? You'll need to have enough lighting so they can write and, at the same time, not so much lighting that it distracts from the presentation. You can also use custom lighting in your corporate colors to further reflect your company's brand.
- 156) **Display Local Artwork or Photography-** One unique and interesting way to decorate your corporate event is to display artwork, photographs, or sculptures from local artists. Not only does using local art to decorate the venue support the community, but it also adds beauty to your event space. And it can be cost-effective, too; consider offering to list items for sale in exchange for a discount from the artist.
- 157) **Create Branded Event Graphics-** The visual items you create for a corporate event will be used in so many aspects of event planning and marketing. These graphics can be added to the website, social media, flyers, banners, and signs and are another way to incorporate the corporate event name, colors, brand, and theme. Additionally, every branded event graphic should communicate the type of experience you want event attendees to undergo.

- 158) **Print Branded Signage, Maps, Agendas, and Badges-** Your printed materials—like signs, maps, itineraries, agendas, badges, and nametags, to name a few—are yet another opportunity to establish the tone of your corporate event. Including company logos and colors on these items is an easy way to show attendees how they are connected to the event. Similarly, providing the information that guests need to navigate the space and find the activities they can attend means they can focus on their experience instead of getting lost.
- 159) **Get Creative with Food and Drinks-** Whether you are providing event attendees with snacks and desserts or catering a sit-down meal, you can get creative with the food, drinks, dishes, glassware, and cutlery to further display the corporate event brand and theme. Does your company promote eco-friendly business practices? Provide guests with a branded, reusable water bottle and farm-to-table ingredients. Are you hosting a formal charity event? Use chargers or placemats to further elevate the eating experience.
- 160) **Promote an Event Hashtag-** A corporate event hashtag serves two purposes: It lets attendees know what is happening with the event, both before and after it starts, and it gives you a way to track the buzz being generated about the event online. Hashtags also provide an opportunity for attendees to connect with one another and with your company's social media accounts.
- 161) **Decorate with Floral Arrangements-** Flowers are a classic event décor choice, and for good reason: They're gorgeous in any season and for any type of event. However, you can use floral arrangements in creative ways. For example, choose flowers that match your company's colors to brand your decorations without words. You can also arrange flowers in an arch or around a column to further embellish the grand entrance of the venue.
- 162) **Build Swag Bags-** How do you ensure guests will think about your corporate event once it's over? By providing them with branded swag bags. Freebies are crowd-pleasers. Print your logo on items such as pens, mugs, water bottles, t-shirts, hats, and tote bags—all in your company colors, of course—and give them to guests as take-home gifts. Then, when they see those items in the following days, weeks, and months, they will recall your corporate event and further establish your brand in their memories.



KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

KINGDOM FESTIVAL PRAISE & WORSHIP TEAM AND CHOIR DEPT

The Vision is to Raise Kingdom Praise and Worship Champions through music, worship, and creative arts ministry to glorify God, for God to speak to us, and to edify each other.

The Mandate is to facilitate worship experience and carry the burden of worship life to the entire Body of Christ in fulfilling the mandate of the Endtime revival of intimacy of the Bride and Bridegroom. To allow the Holy Spirit to use team members, together with their particular gifts and talents, to lead the congregation to praise and worship God and magnify the Lord Jesus Christ. To raise a team that will minister to the Lord in spirit and the truth through inspired, skilled and united voices into the presence of God to facilitate an atmosphere where the presence of God will manifest touching lives in full manifestation of the Holy Spirit Gifts and workings.

Purpose

The Purpose of the music, worship, and creative arts ministry is to help provide an atmosphere, which is agreeable and comfortable to worship. The members of this ministry must apply their godly discernment in choosing, playing, and singing the right songs, dramatizing the right plays, and using liturgical dance movements at the right time. They must see to it that all the choices of music, songs (lyrics), dance movements, and drama pieces meet the right priority of worship: first, to glorify God; second, for God to speak to us; and third, for us to edify each other. We must make sure that our worship services meet these three prerequisites.

The Call to originate and lead praise and worship of the former and later rain towards worship that

- Worship that draws people to Christ.
- Worship that is centered in Christ.
- Worship that expresses Christ's deep love and heart toward people.
- Draw people to Jesus and lead many to Jesus.
- Express a true heart of worship.
- Express God's heart toward people.
- Keep Christ at the center of everything.
- Keep our foundation in the Word of God.
- Live daily in the Word of God, Prayer, and Worship
- Understand who God is to us as individuals so that we can pour out who He is to others.

Glorifying God – Worship is accomplished vertically upward, when we are talking to God

God speaks to us – Worship is accomplished vertically downward, when God is talking to us

Edifying each other – Worship is accomplished horizontal left-to-right, when we are edifying and encouraging each other

Through Music: (Musicians, Choirs, Band)

- Determines the musicians who will play during each event
- Assures that the musicians schedule a set time for rehearsals of the songs that will be played
- Determines the needs for musical instruments (Purchase or rent)
- Determines which groups, choirs, or soloist(s) that will minister at our events
- Assures the learning of new songs to all the choirs

- Assures the active administration of all the choirs (adult, youth, etc.)
- Creates an atmosphere where the choir and worship team members are encouraged, equipped and eager to sing at all engagements

2- Worship: (Worship Team, Worship Service Director,)

- Establishes a worship team to help provide an agreeable worship
- Assures the teaching of new songs to the worship team and congregation
- Assures proper worship in all services
- Organizes "blended worship" services searches for old (Traditional) and new songs (Contemporary) for the services
- Prepares and chooses all the songs for the service according to the needs of the sermon, or the objective or the character of the service in order to promote an organized worship

3- Creative Arts: (Praise Dancers, Drama Team)

- Establishes a praise dance team who worship through the use of mime, sign language, and liturgical dance movements to create visual enhancement and spiritual reinforcement to the worshippers and to those who may be deaf in our services or events
- Establishes a drama team to help edify the congregation by bringing applications of the sermons or themes of the circumstance through plays and skits

Motivation- The motivation for establishing the music, worship, and creative arts ministry is to:

- Help create a worship environment in all the events of the church
- Help create a worship atmosphere during all group rehearsals
- Help create a mindset for all the members to become worshipers
- Help promote professionalism in the arts of music, dance, and drama in the church
- Help promote proper training of the musicians
- Help promote the proper sounds that encourage worship
- Help promote the proper audio visual materials during the worship events

Membership

Any individual who wishes to be a member of any ministry under music, worship, or creative arts must meet the following general requirements:

1. He/she must accept Jesus Christ as their personal Lord and Savior. (Excluding children)
2. He/she must hold credible and exemplified reputation.
3. He/she must demonstrate spiritual growth.
4. He/she must possess a natural ability in music, worship, and/or creative arts.
5. 2. Who makes a good worship team member?
6. The first meaning of "team" according to Webster's is "two or more horses, oxen, etc., harnessed to the same plow."
7. Team members subordinate their individual interests and opinions to the unity and efficiency of the group.
8. Team members are, at heart, worshippers with an attitude of serving through the exercise of musical gifts.
9. Worship team members must be genuine team players.
10. Team members do not have to be potential worship leaders.
11. Team members must also show a flexible attitude towards what they do and a willingness to participate even if the music may not be to their own personal tastes and preferences.
12. Must be consistent in attendance at practices and services, to learn as much of their music as possible by practicing on their own as well as with the team.
13. Actively support the team leader in the worship service.
14. Encouraged to participate in worship conferences, seminars and technical training in order to develop their own understanding and abilities.
15. Retool: to reorganize something in order to make it more efficient or powerful.

SCRIPTURE FOCUS

Phil 2:9 Therefore, God elevated him to the place of highest honor and gave him the name above all other names,¹⁰ that at the name of Jesus every knee should bow, in heaven and on earth and under the earth,¹¹ and every tongue confess that Jesus Christ is Lord, to the glory of God the Father. New Living Translation

Time is coming and time is now when the true worshipper shall worship the father in the spirit and truth because God is seeking for such

Strategic plan, structure, values and governance

- 1) **Worship Team:** Membership on the Worship Team is a position of Christian Leadership. The primary function of the worship team is to lead the congregation in our Festivals and other forums in true worship under the guidance of the Holy Spirit. It is because of this that it is essential for every member of the worship team to carry with them an attitude of great expectation and faith to every service.
- 2) **Calling:** It is very important for those who participate in the worship team to feel that they are called, appointed and gifted or anointed to the ministry at hand. We emphasize that our purpose and calling is that of leading others into the very presence of the living God. There is no calling issued for performances and showmanship only true praise and worship. Therefore, members must strive continually through prayer and example to have a pure heart before God and others.
- 3) **Buying into Vision-** The vision of gathering the body of Christ is phenomenon fulfilling the prayers of Jesus to be one in voices, spirit, doing the greatest eternal ministry of praise and worship for personal along with congregational blessings. Buy into the vision of leading people to honor God, Thanksgiving, lifting hands and voices with the best music, songs patterns and dances available including traditional dance etc
- 4) **Capturing the music vision of leadership-** Though the leader is not the only who hear from God, they are the ones entrusted to lead the vision into a certain direction including taste, structure and pattern like the Priests, prophets, Apostles who led and covered the Levites in of worship. The visionary of Kenya Festival was inspired to salvation was led to Christ by inspiration deep praise and worship of integrity and maranatha ministry so he has call to bring the old and new praise and worship that is rich in content and anointing in that flow and is sensitive to song selection and discipline of tastes with flow of fully inspired music with high standard.
- 5) **Kingdom Focused-** Having the priority of worship team and choirs more concerned with growing the kingdom by touching the heart of God not just grooming, leading people to Christ and not just singing songs, not entertainment, team who have the right wisdom to apply between where a thanksgiving, praise, warfare, spiritual song, prayer song, repentance song features, evangelistic, happy songs etc features within a service and summon. True Praise and Worship is seeking the Kingdom first and other things comes later with blessings loaded.
- 6) **Building the Heart of Worship in the congregation and our meetings-** Worship is all about our relationship with God. It's an opportunity for us to come before Him and express our love and devotion. We can worship Him through Christ centered songs, prayer, silence, word, dance, lifting hands, kneeling, prostrate and fellowship with other believers. We can only build a heart of worship by Biblical Integrity of Music sung should be rooted in scripture and reflect the heart of God taking care to ensure that the lyrics sang are free from error and inoffensive to the ears of those who hear them sacrificing their own preferences or desires understanding that it's not about team it's about glorifying God and helping others connect with Him.
- 7) **Lifestyle:** The worship team is one of the most highly visible ministries of the church. Therefore, it is important that members of the worship team see themselves as representatives of Jesus Christ and of this church at all times. In their personal lives, worship team members

will be expected to live by the highest standards of moral purity, ethical integrity, corporate unity, and personal charity. Onstage, they should conduct themselves in a spirit of professionalism, reverence and joy. Participants must be worshipers on and off the platform, be believers of Christ, and their lifestyle must resemble that of a born again Christian. Anyone who has difficulty worshiping at home or in the congregation is not ready to be a leader.

- 8) **Talent and Skill:** Although we recognize the importance of a pure heart, the musicians and vocalists also need to have enough skill so that they can follow the leader. Musicians and vocalists should have an open heart to receive advice, correction, and training, and should be committed to becoming proficient and skilled at their ministry. "Kenaniah the head Levite was in charge of the singing; that was his responsibility because he was skillful at it." (1 Chronicles 15:22). One does not need to be a professional to worship the Lord, but God honors the discipline of additional practice and preparation.
- 9) **Ability to Flow:** Some people are very gifted musicians and vocalists, but for one reason or another they have trouble flowing with the team. These individuals are highly encouraged to share their musical gifts in other ways (musical specials, etc.) with the body. Musical proficiency does not automatically make someone a top candidate for the worship team.
- 10) **Commitment:** Worship team members should be actively involved at Faith Family Church and dedicated to Faith Family Church's vision and to the leadership of its pastors and other leaders. Those who commit to serving on the worship team are asked to attend weekly rehearsals and expected to do their best to make sure other commitments do not interfere with their ability to serve on the worship team. Because we value the importance of family, prospective worship team members should not join without the full support of their family.
- 11) **Attendance and Punctuality:** Attendance and punctuality are very important factors for being a member of the music team. Weekly rehearsals are required, and members should arrive ready to work on the designated material. Poor attendance and showing up late for rehearsals demonstrate a lack of discipline and respect for the worship ministry. If you require extra time to set up your instrument, please arrive early enough to set up so that we can begin rehearsal at the designated time. Those who are unable to attend rehearsals should not expect to participate on the worship team the following Sunday unless prior arrangements with the worship leader have been made. If at any time a member cannot attend a service, rehearsal, etc. they must notify the worship leader in advance if at all possible so that proper adjustments can be made.
- 12) **Attire:** Remembering that all worship team members are looked at as leaders, members must dress properly as per other festival workers will follow the colour brands as per daily schedule and the dressing as per protocols established.
- 13) **Team studies and prayer time.** - Ephesians 3:18 Then as your spiritual strength increases, you will be empowered to discover what every holy one experiences – the great magnitude of the astonishing love of Christ! TPT Ephesians 4:1-3 Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God. 2 Always be humble and gentle. Be patient with each other, making allowance for each other's faults because of your love. 3 Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace. New Living Translation
- 14) **Excellence-** The call exhibit excellence in presentation, disciplines, outlook, submission to authority, pulpit mannerism- no chewing gums, immoral expressions etc will be crucial
Col 3:22 Servants, do what you're told by your earthly masters. And don't just do the minimum that will get you by. Do your best. 23 Work from the heart for your real Master, for God, 24 confident that you'll get paid in full when you come into your inheritance. Keep in mind always that the ultimate Master you're serving is Christ. 25 The sullen servant who does shoddy work will be held responsible. Being Christian doesn't cover up bad work.

- 15) (Modesty – both in appearance and heart attitude.
2 Cor 6:3 We live in such a way that no one will stumble because of us, and no one will find fault with our ministry.
New Living Translation
- 16) Motive - Realize this is not a performance and Put others before yourself.
2 Cor 5:15 and He died for all, that those who live should live no longer for themselves, but for Him who died for them and rose again.

Phil 2:3 Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves.
- 17) Unity – Tapping into all blessings of unity through ethics of all workers unity guidelines without giving no tolerance for strife and pride.
1 Tim 2:8 In every place of worship, I want men to pray with holy hands lifted up to God, free from anger and controversy.
- 18) Submit to the leadership- No witcraft since rebellion is like sin of witcraft then all members must submit to authorities
- 19) Openness • Allow for sharing of ideas with freedom from judgement but remaining in submission to the leadership.
- 20) Maintain a close relationship with the Lord Jesus Christ in our own personal time.
- 21) Prior to practice sessions, learn the songs (on our own) to the best of our ability. Materials such as song lyrics, sheet music, YouTube links, etc., will be provided.
- 22) Learn song elements as fitting of our role(s) as instrumentalist and/or vocalist. Song elements include chords, keys, melody, rhythm, words, etc.
- 23) Blending our voices and instruments together during practice, striving for excellence and bringing Christ our very best.
- 24) To the best of our ability, come to practices as often and as timely as possible. Overnight worship practices, dedication to rehearsal time and to igniting our own worship so that we can lead the congregation to praise and worship God by our example.
- 25) Encourage, respect, and protect one another as you would your own family.
 - Recognize that our team members represent a wide range of backgrounds, musical abilities, and experience. God has called all of us to fulfill his kingdom purpose and plan.
 - Pray for and say kind words to one another on a regular basis.
 - Be open to the ideas of other team members.
 - Keep anger and jealousy from entering into your heart with respect to other team members. Do not gossip about one another.
 - Understand that evil forces opposed to the kingdom of God (Satan, the world, and even our own flesh) could hinder our praise of Christ. We may feel the pressure of these forces from within or outside of our team. Be on guard!
- 26) Team Capacity- We seek to invest in all types of musical equipment and facilitation to bring the best outcome of worship and give all opportunities for full expression of praise and worship experience with biblical patterns and all instruments recommended in addition to the cultural musical creativity in our environments.
- 27) Local and international consultants will be engaged in short and long term to improve skills and exposure in all performing arts ministries- all choirs, dance/mime ministry, and musicians). This person should be qualified to teach choir parts, write chords/charts for musicians, and provide counsel to all ministries under his/her supervision, handle administrative tasks,
- 28) Raise many Worship Leaders- We shall be having 47 county festivals and every county event will need minimum of 7 worship leaders so many must be raised who will be responsible for leading the congregation in singing, normally at the beginning of service. It's common for our worship leader to have a dual responsibility in other music ministry leadership role depending with their skills and gracing
- 29) Music Ministry Officers– The music ministry officers assist the MOM in administrative tasks and maintaining order within the ministry. If conflicts arise in the ministry, the officers would settle issues before escalating them to the pastor. These offices include Praise / worship Team and Choir Director, 3 Assistant Directors , Several Choir masters since we intend to have 24 choirs representing the 24 elders who worship in the throne of God.

- 30) Commitment to learning- Hunger and desire to learn new songs, skills, disciplines, life skills for opportunities to learn and grow in every situation, constructive criticism and corrections is all part of growth and learning that all should embrace joyfully
- 31) Commitment to serving- Just like all other workers of the festival servanthood is key as Jesus demonstrated by washing his disciples as demonstration that the greatest is the servant in all matters of worship ministry in what we find in our hands to do, whether worship leading, operating a camera, changing microphone batteries or anything in between, our first question to each other and to our team should be 'How can I help you?' I'm here to help you, not the other way around.
- 32) Commitment to excellence- The desire to do things and present the best in taste, presentation of skills and vocals, taste for quality and hating mediocrity, Excellence isn't perfection, but it is my best, and my best means always getting better.
- 33) Commitment to humility- Humility towards God and each other is key for real worshippers to manifest the glory of God. Nobody should think himself more highly than he ought without forgetting Lucifer the first worship leader was thrown out from heaven because of pride, rebellion, competition that even to this day attacks many worship ministers and fall of many teams. Philippians chapter 2 highlights this so well. Jesus came to serve and lay down His life for us. We need to love and serve each other. It's a ceaseless mission to place value on all the people in the team
- 34) Commitment to devotion- Absolute devotion to God, Holy spirit and to the team is key exhibiting the fruit of the Holy spirit Galatians 5:22) in my life more now than I was last year? If so, I'm devoted to the right thing.
- 35) Love – In I Corinthians 13:13 the apostle Paul says, of faith, hope and love, that love is the greatest of these things. If you choose to genuinely love the people you serve as an usher, God will bless your actions.
- 36) Joy – Take God seriously, but don't take yourself too seriously. Lighten up and enjoy the moment. Your spirit will be contagious to others. If you are cold, aloof, and don't smile (basically, if you are a grumpy usher) you will discourage others around you.
- 37) Peace – You can add peace, calm, and order to what might otherwise be an overwhelming and hectic experience.
- 38) Patience – This is a great quality of a good usher. Most of us are impatient by nature. Many of the people will have waited in line to park, waited in line to drop their kids off, and waited in line for coffee. Their patience will be running thin. You can set a good example with your patience toward them.
- 39) Kindness – This is the attitude that makes you approachable as an usher. Going the extra mile can make all the difference in the world! Be imaginative. Think of all the ways you could show kindness to someone as they come to worship.
- 40) Goodness – The inner quality of goodness is a gift that results from the Holy Spirit's power working within us. This state of being will naturally spill over into your service and bring an intangible but powerful presence into the worship experience.
- 41) Faithfulness – Faithfulness as a Christian bleeds over into your faithfulness as an usher. Showing up, being responsible and doing your ministry well matters to everyone. It matters to God, and it matters to all those who call your church home.
- 42) Gentleness – A mature usher never throws around his or her authority. The best usher is a humble one who seeks to put others first no matter how much pressure may be present in the moment.
- 43) Self-Control – It is impossible to control a large crowd if we cannot control ourselves. In calm moments self-control is easy, it's under the pressure of hectic moments and last minute changes that your grace and self-control will shine.
- 44) Commitment to ownership- Feel of ownership is key bringing solutions, being part of in good and bad times, taking responsibility and no blame games is key. A mindset to fix things and solve problems that are broken actively looking for needs and gaps and we fill them.
- 45) Commitment to others. The understanding that you need each other to function and together everyone will achieve more. Don't hold tightly to "my thing" but actively look for ways to include others on the journey understanding we are one body, each with a part to play.
- 46) Commitment to unity and being a good team player.- Just like the children of Israel raised their voices together spontaneously after crossing the red sea the first music team of church of Moses , the power joint shouts of praise Jericho that brought wall of Jericho down, the united voices of praise of Paul and Silas that opened the prison doors and the joint praise proclamation of Jeoshephat Levites who faced and defeated a full army with praise instruments of music so the team should understand that is the team and unity spirit of Musicians, Sound,

instrumentalists, artists, lighting operators, singers, designers, photographers, dancers, audio engineers, film producers, stage managers, producers and writers. We are all part of the worship team and we are better together!

- 47) Commitment to fun- Praise and worship is not a burden it is joyful, out of berries comes out rivers of Joy so the whole team and experience must be made joyful, happy, humorous irrespective of seriousness of business Jesus said his burden and yoke is light. Where the spirit of God is there is liberty the disciple of Jesus praised Joyfully in his trump entry to Jerusalem.
- 48) Commitment to the cause. Being a Family, friends, fun and a worship team to be a part of are all great reasons to serve each day and spend long hours together in prayer and practice overnights weekend. It is a cause to live for considering the earthly and heavenly rewards.
- 49) Proper administration and potential discovery- In order to develop a leader's vision for your new team, you must determine the availability and musicianship level of potential members. Plan a special formation meeting and begin to get to know your new worship teammates. Relationship building should be one of your highest priorities. Determine who best fits your vision and pursue them.
- 50) Hold Auditions- We shall seek to host music auditions to honor talents as we discover others as much a relationship builder as it is an opportunity to hear and place team members where their gifts are most beneficial. Use this time as an opportunity to establish trust between the leader and follower. Blessed are the meek: on both sides of the of the leader/follower hierarchy.
- 51) Building Relationships- As we build relationship by building healthy relationships through the 70 values of unity we get to know the musicianship level of team members, we understand each other spiritual lives as well. Spend lots of time with our team outside of rehearsals. Create an online groups and stay in touch. Minister together outside the four walls! Take mission trips together. Attend worship and Christian music conferences as a team nationally and internationally watching other worship festivals together, outings, vacations etc.
- 52) Disciple Your Team- The leadership will package training and refresher courses in doctrines, disciplines, ministry matters, revival, technical updates in music industry, prayer meetings, skill and talent developments etc. The absence of growth equals death. Spend time identifying and addressing discipleship needs within the team. At the beginning of each rehearsal, have prayer and teaching time (keep these periods short). Sponsor community-wide, worship workshops
- 53) Create Together- The unity and blessings of God will stir up new songs, innovation and creativity, joint productions of great worship, take personal ownership of the team vision to create that vision together. Spend plenty of time in prayer, worship, and brainstorming as you write down what the Holy Spirit is saying to each heart.
- 54) Be Polite and Courtesy – Harshness and doctoral words kills teams even with leadership. Being polite and courteous speaking with "please," and "thank you," and not assuming on relationship is important. How many sound techs, there to serve, get nothing more than requests or demands from the band? A simple smile, a "Thanks for turning that up, my friend," or "Could you please give me more of my voice in my monitor? Thanks." "ks."
- 55) Honoring one another- while still handling division of labor is important. As a worship leader, there are times I need something to be done that someone may not agree with me about. I must take leadership in those moments, but do so in a spirit of friendship. If you're asking for something of your drummer, respect who they are as you describe what you're after. We should be the most polite to those closest to us, that we see all the time. On Sunday, it affects people and their contribution. Keep the environment dignifying, valuing, and more. If you're blunt, soften your edge. If you're timid, take chances on encouraging another. If you're an encourager – roll with it.
- 56) Laugh Through the Rehearsal and the Experience– Without Hijacking It. One of my favorite things about rehearsals (even the potentially stressful, pre-service rehearsals), is when we laugh as we go. If I jump in on vocals, and take away the part the other vocalist was singing, we look at each other, laugh, and then defer. It is terrible for worship team members to strive in the altar among themselves or with the sound team create the best relationship.
- 57) Encourage Each Other – Till You're Just Sick Of Sick Of It. Voicing encouragements to one another on voices, playing equipment, undeveloped talents and skills as mentors, correct with love to grow not to kill,

- 58) Fight for Love On During Ministry – Purpose to be at peace and no strives push off gossip, competitive words, grumbling, complaining, forgive, be at peace with all men, seek to be forgiven and side conversations away from you. It's not an option for us to entertain in divisive actions. We're called to love to each other, full stop irrespective.
- 59) Be One Of The Best Parts Of Your Team's Worship Experience – Consistently, be a great team player, don't be petty and be easy to deal with become the best part of everyone's worship rehearsal, worship set, and team life deeply impact a worship culture over time, and strengthen the best of what we are together – a vibrant worship community creating a space for God's people to meet with Him, and He with us.
- 60) A healthy team is surrendered- Praise and Worship is not about us but It's about what God wants to do through us. That mental shift changes everything. Worship leading is a gift and it's a high calling. Our main job is to surrender to where God is leading our desires or plans are shelved in order to come alongside of the vision and needs of the ministry.
- 61) A healthy team is prepared spiritually- Private worship comes before public worship. Our priorities need to be in that order. If we are not investing in our own personal, private time with the Lord in worship and in the Word, we cannot lead from a place of overflow in public places. Without this intentionality, we can quickly become exhausted and unable to lead to our fullest capacity.
- 62) A healthy team knows one another- Investing in relationships within your team is crucial. Sharing artistic gifts in public can be a vulnerable thing, and it's so important that we trust one another as we serve together. Just relationship investment.
- 63) A healthy team is prepared musically- spending enough time preparing for rehearsal learning music and figuring out song flow putting everything together. Learning music and prepping song flows, tracks, etc., is for you to prepare beforehand (and communicate to your team in advanced as well, so they can prepare). Share the songs that will need to be rehearsed in links so that when you meet it is easy.
- 64) A healthy team understands their role- Every member needs to understand of our individual role on the team with kindness, while still being clear about expectations and what is needed. Bring our team along in the journey, communicating with clarity, understanding the taste of visionary and worship Work together instead of against or independent of one another. When leadership is unified, it's a powerful thing. We have selection of music library that guides the taste and expectation of the Festival vision that every member will need to have and listen to capture the flow.
- 65) Creativity – Creativity and innovation is key in voices, playing equipment, stage managements, dances, processions openness and are willingness to do "different" in hopes of bringing people into a spirit of worship. Too often, we are concerned if people will like it, as we should be, but we cannot afford to allow our worship to become stagnant.
- 66) Spontaneous- Praise and worship must be spontaneous with a flow those leading must selected to give continuity, avoid breaks of preaching and lecturing people, avoid extreme physical education PE / arrogance, interruptions, disruptions that stops congregants from entering the gate and holy of holies of communion with God.
- 67) Being sensitive to the holy spirit- Listens to God flow without hijacking the service involve the Pastor to flow in the directions that may come such as healings, intensive prayers, activating and managing the gifts of revelation (Word of Knowledge, Word of Wisdom and Discerning of Spirits), Gifts of power (Miracle working, Faith and Healings) and Gifts of inspiration (Prophetic Tongues, Interpretation of Tongues and Prophecy) whose workings many times are manifested under the open heaven experience during or at the end of a powerful praise and worship experience. We should not deny the Holy spirit to move but under authority and wisdom under the cover of leadership.
- 68) Thick Skinned and strong- The team and leadership must have tough to keep discipline, eject those who divide, strong in character and word to protect the team from false prophets and wolves, Strong to overcome criticism and don't take it personally, strong to be maintain schedules some require prayer retreats and fasting, Strong to pay the price of technical competence.
- 69) Technical Excellence and Competence- building capacity is key to have a team that is technically sound and able to handle any musical situation that comes up. Technical excellence and competence are key qualities for a good praise and worship team. They need to be able to play any style of music and be able to do it well. They should also be able to read music and have a strong understanding of how to accompany congregational singing. A Strong worship team and choir should be versatile able to adapt to different styles of worship and be able to lead the congregation in both traditional and contemporary styles of singing.
- 70) Spiritual Preparation for Praise and Worship Team Members- As part of being a good praise and worship team member, spiritual preparation is key. As a team member, you have to make sure to spend time in prayer and study God's Word. Doing this will help equip you with the knowledge to better lead others in worship, and more importantly,

it will help equip your own heart to worship God through silent reflection and prayer. This is an especially important practice before leading a church congregation in corporate worship, come together in unity and purpose so that it can be clear to all those participating when it comes time for praise and worshipping together.

- 71) Building Unity and Teamwork- team must work together as one, as any individual member could potentially disrupt the collective effort of the team. Therefore, not only is it important for the members to get along with each other but also to be on the same page musically willing to communicate and collaborate with each other in order to create a unified sound and experience for the congregation. Every member of the team should also feel valued and respected by their fellow bandmates. This will help foster an atmosphere of harmony, making it easier for everyone involved to express themselves confidently in worship.
- 72) Balance Between Formality and Spontaneity- maintain a balance between formality and spontaneity. It's great to have an organized structure for your songs so that everyone knows their place and keeps the flow going, but there should also be space for improvisation to allow for creative expression. Diverging from structured worship in order to let the creativity flow. This can be done through body language, vocal cues, or even through physical prompts like hand motions.
- 73) To create a sustainable mentorship of Worship teams and Choirs by helping package Organizational Structure in our county, national, international platform and helping train teams music, worship, and creative arts ministry will including the Children's Choir, the Youth & Single Adults Choir, the Adult Choir, Worship Team/Worship Leaders, Musicians, Drama/Creative Arts, & Praise Dancers, Ministers of Music, Assistant Leader (Asst. Minister of Music), Choir Directors, Musicians, Worship Team Members, Worship Service Directors, Drama team Leader, Praise dance leader, and so forth.
- 74) Fosters Unity: A weekly devotional provides a shared experience for the worship team to bond over their love and devotion to God. This helps to foster a sense of unity and strengthens the relationships within the team.
- 75) Enhances Spiritual Growth: Doing a devotional together allows the worship team to grow in their faith and understanding of God's word. This is essential for their personal spiritual growth and also provides a foundation for leading others in worship.
- 76) Improves Worship Experience: When the worship team is focused on their relationship with God and committed to their spiritual growth, it will be reflected in their worship leading. This leads to a more meaningful worship experience for the congregation.
- 77) Increases Accountability: A weekly devotional creates a sense of accountability for each team member to stay committed to their faith and continue growing in their relationship with God. This helps to prevent burnout and keep the team focused on their purpose.
- 78) Inspires Passionate Worship: When the worship team is aligned with God's heart and purpose, their worship will be filled with passion and authenticity. This inspires the congregation to join in and worship with their whole hearts.
- 79) Encourages Consistency: A weekly devotional helps to establish a consistent routine for the worship team and keeps them focused on their relationship with God. This is essential for maintaining a healthy and thriving worship ministry.
- 80) Choose a Bible study or devotional book: Systematically going through an organized process is crucial when you're expecting a team of people to be on the same page. However, when we looked around for a good devotional book for worship teams, it didn't exist. That's why we've created one. You can download it now here now at this link: "Leading Worship with Purpose."
- 81) Set a consistent day and time: Choose a day and time that works best for the team, and make sure it is consistent so that team members can plan accordingly. This can be weekly, bi-weekly, or monthly. Choose whatever makes the most sense with your team and schedule.
- 82) Create a welcoming atmosphere: Encourage team members to bring their Bible, journal, and any other materials they need to participate in the devotional. Create a welcoming and relaxed environment that fosters open discussion and spiritual growth.
- 83) Encourage participation: Encourage each team member to participate in the discussion and share their thoughts and insights. This helps to build relationships and create a sense of community. Leading Worship with Purpose helps with this by asking engaging and thoughtful questions that will be fun for your team to discuss.
- 84) Assign leaders: I've found a great way to raise more leaders within our team is to let them lead a devotional. Assign someone to lead the devotional ahead of time. This will also help you delegate so that the preparation isn't all on your shoulders.
- 85) Pray together: Close each devotional with a time of prayer, lifting up the needs of the team and the congregation. Each devotional in our "Leading Worship with Purpose" devotional book ends with a prayer centered around the

theme of that week's topic. However, I also encourage you to pray and talk to Jesus about what's on your heart as well.

- 86) Follow up: The next time your team meets for a devotional, follow up on any action steps you set from the previous week's devotional. Ask everyone how they did and offer encouragement. This helps to keep the team accountable and on track with their spiritual growth goals.
- 87) Make it a priority: Make sure that the scheduled devotional is a priority for the team, and encourage team members to make it a priority in their personal schedules. This helps to keep the devotional meaningful and consistent.
- 88) Make it interactive: Encourage team members to actively participate in the devotional by asking questions, leading discussions, and sharing their personal experiences. Leading Worship with Purpose helps with this by asking engaging and thoughtful questions that will be fun for your team to talk about.
- 89) Allow for flexibility: While it is important to have a consistent day and time for the devotional, allow for some flexibility as well. If a team member cannot attend one week, encourage them to catch up on their own or with another team member.
- 90) Encourage personal reflection: Encourage team members to reflect on what they have learned from the devotional and how they can apply it to their lives and worship leading.
- 91) Use different formats: Mix up the format of the devotional, such as reading a passage of scripture together, watching a video, or discussing a book. This helps to keep the devotional fresh and engaging. You can find additional content related to that week's topic with a simple Google search, or
- 92) Celebrate progress: Celebrate the progress and growth of the team, and acknowledge how far they have come in their spiritual journey. This can be as simple as a word of affirmation telling a team member how much you've seen them grow.
- 93) Create a safe environment: Ensure that the devotional is a safe and confidential space where team members can share their thoughts and feelings without fear of judgment.
- 94) Lead by example: As a worship leader, model the behavior and attitudes you want to see in your team. Show enthusiasm for the devotional, and make it a priority in your own personal schedule.
- 95) Raise sufficient worship ministers and leaders who measure to various standards below. The Leader must live his/her life in a way to exemplify a godly person. He/she:

- Break up into instrument groups and pray for each other
 - A Heart for People
 - Humility
 - Knowledge of God's Word
 - Organization / Administration
 - Communication Skills
 - Musical Ability
 - Apply a worship song together
 - Talk about what a worship song means
 - Read a passage of Scripture and apply what it's saying
 - Do a mini-series on worship, meeting for 10-15 minutes each Sunday
 - Talk about what your pastor is preaching on
 - Schedule a rotation of worship team members to lead a discussion
 - Just worship together
-
- Invite your senior pastor to connect and share with the team
 - Invite a higher profile
 - Attend a local conference together
 - Do an outreach together
 - Discuss your worship team vision & values
 - Pray for your congregation
 - Adopt a people group and commit to pray/raise money to serve them
 - Visit a local nursing home and do a "hymn sing" and share the Gospel
 - Volunteer in another church ministry together
 - Pray for other local churches in your city

- Memorize scripture and quote it every time you're together
 - Talk about the vision of your church and how your team can apply it
 - Must lead the group in a godly fashion; he/she must learn how to manage conflicts among the other members
 - Is responsible to uphold all the functions of the music, worship, and creative arts department
 - Is responsible for the success and failure of the department
 - Has to call the meetings, direct or manage them, and make sure that they are appropriate
 - Is responsible to decide on and invite the guest ministries or speakers
 - Has the final word in cooperation with the pastor to decide on any internal ministry's participation in outside events.
 - Has to work in close collaboration with the Audio-visual committee. • Has to show personal spiritual growth and watch over the spiritual growth of the other members.
-
- Choir masters / directors responsible to direct, administer, coordinate, and implement musical programming and performances for children, teens, adults and work in collaboration with their choir committee, the musicians, Worship Directors, accompanists, Music & Worship Committee, and other groups as needed to accomplish these tasks. They should enjoy working with people; provide spiritual leadership, inspiration, and assistance to the choir members, congregation, volunteers, and families.
 - In music ministry, the role of the church musician is to set the atmosphere of worship service and assist the congregation in lifting their voices in song. They must:
 - Remember that being a church musician is a high calling; all eyes are on you and people look up to you to be an example or a Christian role model
 - Be willing to seek the Lord daily in your personal devotions and "pray before you play" play"
 - Always try to be in tune with the congregation they are serving by participating in the other activities of the church, such as: bible study, Sunday school, prayer service, and so forth
 - Not rehearse at a service, but they should play on cues given by the music leader(s)
 - Be willing to participate in the rehearsals or practice sessions of the band, orchestra, worship team, and choirs if necessary
 - The Worship Team Members are vocalists or instrumentalists who are responsible to lead the congregation in contemporary praise, worship and scripture songs, hymns or traditional songs that will help the congregation in accomplishing their Mission and Vision in providing "blended worship services". The Worship Team Member(s):ber(s):
 - Work in collaboration with the worship directors, worship team leader, and Worship & Music Committee
 - Must be spiritually fit and equipped; must be active members of the church in good standing; must participate in bible study, Sunday school, and prayer services
 - Must understand their role as spiritual leaders; facilitators of worship just as a priest bringing the people's sacrificeacrifice of worship to God.
 - Must participate in the rehearsals or practice sessions of the worship team
 - As a worship service director, you must possess a God-given ability to lead people into a spirit of worship and praise. He/she:
 - Must set the spiritual example of encouraging the freedom of worship styles and music while being biblically based
 - Must be creative and innovative
 - Must be humble and not using his/her musical gifts and abilities for self-gratification and recognition but unto the Lord
 - Must be in complete harmony with adopted church mission, vision, goals, policies, schedules, and Statement of Faith
 - Must participate in the rehearsal or practice sessions of the worship team, and be willing to prepare the plans and choose the songs for the service at least two weeks in advance.
 - As a Praise Dance Leader: The praise dance leader is responsible to lead the praise dance ministry in various liturgical dance movements as they relate to the songs of the worship service and/or songs that the choir will minister. He/she:
 - Must be creative and innovative

- Must set the spiritual example of using dance as a form of worship and not in a way to bring attention to the body
- Must work in collaboration with the worship service director, worship team members, choir director, and musicians
- Is in charge of calling and running rehearsals
- Must participate in the practice sessions of the worship team
- Must be sure that all wardrobes meet the dress codes standards, whether in rehearsal or at a performance
- Is encouraged to research and attend praise dance ministry retreats, forums, workshops, or any other resources that will help to build formal training and professionalism among the praise dance ministry
- As a Drama Team Leader: The drama team leader is responsible for developing and directing skits or plays as they relate to the theme of the circumstance or the theme of the sermon. He/she:
 - Must work closely with the pastor, worship service director, and all other ministry leaders who would like the drama team to participate in an event
 - Must be creative and innovative
 - Is in charge of calling and running rehearsals and making sure that all props and other resources needed are supplied
 - Is encouraged to research and attend actors' workshops, forums, retreats, etc. to help bring formal training and professionalism to the members of the drama ministry

Rules & Regulations and Commitment will strengthen Praise/ Worship Team and Choirs

1. Members of this ministry must be committed to their respective role as leader, worship team member, praise dancer, actor, musician, choir member, etc.
2. They must abide to all the rules and regulations of the music, worship, and creative arts ministry in general as well as their specific sub- ministry.
3. They must commit to living a life of example, as stated in the verses found in section three of this document, which will be portrayed in their lifestyle and the way they rehearse, lead, serve, and love others.
4. Members must commit to the respective financial obligations of their specific sub-ministry.
5. Rehearsals, Meetings, & Scheduled Engagements
6. Members of this ministry are expected to attend ALL scheduled rehearsals, meetings, worship services and special programs regularly and with consistency (It does not make sense to miss rehearsals and then expect to be fully prepared to lead, play, sing, act, or dance in our worship services.).
7. If a member is not present for rehearsal without an excused absence, he/she WILL NOT minister in the event(s) that follows
8. If you know of a worship service, meeting, rehearsal, or special event that you will be unable to attend, please advise your ministry leader of your absence beforehand.
9. rehearsal will be devoted to administrative tasks such as taking attendance, making announcements, and preparing future events.
10. To vision and plan how best to meet the ever changing worship and music needs of a vibrant congregation; (To assess, on an ongoing basis, the vitality of current worship services and other related group programs;
11. To have a general oversight function in relation to worship services, musical events and other related activities;
12. To ensure that the overall planning, communication, feedback and evaluation of the worship and music experience at Rideau Park are carried out effectively.
13. responsible for preparing an annual report on its activities to the Congregation.
14. Responsible for establishing the annual worship and music budget in collaboration with the Finance Committee and for reporting on the activities of the Committee and its reporting groups
15. participates in the recruitment of volunteer leaders, approves terms of reference and budgets and provides guidance to its reporting groups.
16. Responsible for their own recruitment, organization and membership.
17. Creativity and ethics of Special Services for the Christian year (Good Friday, Christmas Eve, etc.), Special Occasions (Anniversary, Dedications, etc.) and Communion Services;
18. Organizing any mid-week services (e.g. Advent, Lent, etc.) and ensuring leadership is in place;

19. Identifying the need for special musical and worship events, receiving and approving requests for hosting such events and recruiting volunteer leaders as needed;
20. Managing the venues of various training and training sanctuary for purposes other than worship;
21. Approving of the use, maintenance and improvement of the music assets of the church including instruments, sheet music and other related supplies; organ and pianos
22. Considering and, if appropriate, approving financial commitments related to the worship and music mandate not foreseen in the establishment of the annual budget;
23. Hospitality for occasional events related to worship and music, e.g., Linger lunches, special services;
24. Decorating and branding events the venue for special events and seasons.
25. Form and strengthen Choirs enhance congregational singing more than a worship team.
26. Form and strengthen Choirs can minister more musically than a worship team.
27. Form and strengthen -Choirs do take up more stage space than a worship team and incorporate more voices
28. Form and strengthen- Choirs are more diverse than a worship team. seeing a multitude of people of different ages, backgrounds, and ethnicities joining together with one purpose: to glorify the Lord through music. The church choir choir presents the opportunity for the stage to reflect the multi-cultural, inter-generational makeup of the congregation.
29. Choirs can be a small group that disciples more people than a worship team. They're eager to use their gifts and talents, and to serve with a purpose. People who are coming to church are looking for community, engagement, purpose, and meaning. As the church continues to navigate many cultural changes and challenges, the choir is an excellent environment for this kind of community that allows for making disciples and growing together.

B-Distinction Between Musical Ability and the "Call" to Worship Ministry

Recognize that all members of a church should be freed to focus on using their gifts in ministry where they fit best (Romans 12:1-8; Ephesians 4:7-13).

Not everyone who can play and/or sing automatically qualifies. Pure talent is not the primary criterion for selection.

Pure enthusiasm or simple willingness to fulfill a need are not good criteria either.

Natural talent becomes a spiritual gift only when it both glorifies Christ and edifies the body of Christ. Unless our contribution is helping and encouraging others, it will never be a spiritual gift, however brilliant it may be.

The style of of worship that is especially needed today is one marked by gentleness and simplicity.

The essential question: what are we doing, and who are we doing it for?

Many people have a tremendous amount of talent—it just needs to be identified.

The individual must spend some serious alone time developing and polishing those fledgling skills.

Nothing seems to feel better to the worship musician than the sense that everyone on the team is pulling together to honor God. There is unity when we practice unified praise, as was done by the Levites in 2 Chronicles 5:13.

C-Worship Teams and Leaders

Usually, one person is responsible for planning and leading the service and those who assist them.

The worship leader may be a worship pastor, a music director, or choir director while the worship team may be anything from a musician, a worship technician up to a full choir and orchestra.

The worship leader has a dual responsibility: leading worship and being responsible for those under them.

The worship leader functioned in a prophetic manner. Prophecy in the Bible has two elements: predicting the future ("foretelling") and proclaiming the truth about God ("forth-telling").

The role of the worship leader is to be sensitive to God's prompting as he or she prepares a worship service in terms of selection and ordering of those elements that make up the whole.

The worship leader is responsible to those assisting him/her, for communication, organization, rehearsal, care and training. Examples of training: rudiments of music, sight reading, instruction in worship and musical technique.

To some extent, the worship leader plays a pastoral role within the context of the team.

the worship leader should be willing to learn and to pass on the skills needed to effectively lead worship.

The worship team/choir supports the worship leader in leading the congregation.

KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

Kingdom Festival Orphans & Vulnerable Children (OVC) Empowerment Summit Raising Kingdom Champions OVCs.

By the grace of God we gathered 1000 directors and owners of Children homes in Kenya for historic honor event and in the meeting we noted and captured many needs In this Summit we shall gathering again thousands of orphans in kenya in this workshop to bond along with good Samaritans, mentors, stakeholders in the sector both government and private with burden to share matters on meeting their basic need, Respect for children's rights, Service and dedication to the well being of children, Integrity and honesty in the discharge of our mandate, Professionalism, efficiency and effectiveness, Non-discrimination, Equality and fairness, Transparency and accountability, Justice Partnership, collaboration and networking

OUR STRATEGIC OBJECTIVES OF OVC EMPOWERMENT SUMMIT

1. To carry out feasibility of all operational registered and unregistered children homes and institutions caring for the venerable children schools in Kenya and categorize them in classes for need assessment through county leaders , children departments, directories and convene meetings for bonding
2. To safeguard the rights of orphans and vulnerable children against any form of violation
3. To initiate and promote targeted programs that build the capacity of the community to effectively cater for the basic needs of the children
4. To provide orphans and vulnerable children with access to the basic human needs including food, shelter, healthcare, clothing and education
5. To create linkages focused on eliminating all forms of vulnerability in children thereby enhancing their safety and well being.
6. Mobilize support and resources for Food and Nutrition Program In addition to providing shelter, the Helper of Africa caters for the daily nutritional needs of the OVCs under our care and in the neighborhoods.
7. Mobilize support and resources for Education programs for OVCs to offer educational sponsorship program up to secondary our schools level. The sponsorship includes schools' uniforms, stationery and field study tours. Any donations received then will be faithfully delivered to orphans and institution on stop using this summit as a collection and dispatch point.
8. **Mobilize support and resources for Healthcare programs** we take the health of the OVCs seriously because we know and believe that a healthy child is a successful child. The management organizes periodical free medical camps in various children homes where the children's health is well checked and relevant and appropriate medication administered. Those who fall ill are referred to the local dispensary near our schools, through our health clinics in the Festivals the volunteer doctors, nurses and health workers check the welfare of orphans on site and refer complex cases for further medication.
9. . Bible Club programs in children homes to build on a Christian foundation, to help children grow in the fear of God, Bible Club program was initiated. We believe through the program the home will develop future missionaries
10. Mentorship and coaching session to encourage and motivate care givers along with OVCs program towards career , talent development and entrepreneurship to deploy and implement evidence-based, sustainable, high quality essential Programs that strengthen the capacity of OVCs to cope with their problems, mobilize resources to help them transition smoothly to the community upon attaining the age of 18.
11. Equipping the OVCs who are finishing High Our schools for University and College life, those leaving college and university life for self-employment on entrepreneurship skills and how to attend interview and fit in the job markets.
12. Advocate and Mobilize on the importance of appropriate family/household based care is available to the child.
 - 13) Advocate and Mobilize on the importance to ensure that the family and child have appropriate housing or shelter
 - 14) Advocate and Mobilize to ensure that the child has received all required immunizations as defined by Ministry of Health and indicated in the Ministry's immunization schedule.
 - 15) Advocate and Mobilize to ensure that the child and caregivers visit the facility to receive health services under the Ministry of Health package/strategy
 - 16) Advocate and Mobilize to ensure that the child receives proper nutrition, and that the household is food secure.
 - 17) Advocate and Mobilize to ensure that the child has obtained an official birth certificate
 - 18) Advocate and Mobilize to ensure that the child has appropriate clothing
 - 19) Advocate and Mobilize to ensure that a child aged 4-5 has access to early childhood development (ECD).
 - 20) Advocate and mobilize to ensure that the child and caregiver receive psychosocial support when appropriate.
 - 21) Advocate and Mobilize to ensure that the child's caregiver receives Advocate and Mobilize to information on care of OVC including information on health issues of children, nutrition, foster care, acquisition of birth certificate, child development , child rights, child protection, child HIV status and treatment where appropriate, among others.
 - 22) Advocate and mobilize to ensure that the child has appropriate clothing, including our schools uniform.

- 23) Advocate and Mobilize to Sensitize the child on life skills, dangers of drug abuse and reproductive health issues at an appropriate age, including HIV/AIDS prevention and testing
- 24) Advocate and Mobilize to Ensure that the child and caregiver receive information on development and protection of the child including protection from early marriages, female genital mutilation (FGM), gender based violence (GBV), prevention of sexually transmitted infections, including HIV, among others.
- 25) Advocate and mobilize to ensure that both the child and caregivers have psycho-social support.
- 26) Advocate and mobilize to ensure the availability of sanitary ware as appropriate.
- 27) Advocate and mobilize to ensure that appropriate family/household based care is available to the child.
- 28) Advocate and Mobilize to Ensure that the child attains appropriate level of education
- 29) Advocate and mobilize to ensure that the child and caregiver visit a health facility to receive health services under the package/strategy.
- 30) Advocate and Mobilize to ensure that the child receives proper nutrition and the household is food secure.
- 31) Advocate and Mobilize to Sensitize the child on life skills, dangers of drug abuse, and reproductive health issues at an appropriate age, including HIV/AIDS prevention and testing
- 32) Advocate and mobilize to ensure that the livelihood of the child is secured by providing future options such as vocational training and economic empowerment among others.
- 33) Advocate and Mobilize to Ensure that the adolescent child and caregiver receive information on development and protection of the child including protection from early marriages, FGM, GBV, prevention from the infections, including HIV
- 34) Advocate and Mobilize to Provide an extended package or supportive interventions
- 35) Advocate and Mobilize to Provision of ARV and drugs for opportunistic infections for HIV+ children
- 36) Advocate and Mobilize to Home visits by social workers
- 37) Advocate and Mobilize to Community based day-care centers for children whose head of household has to go to our schools
- 38) Advocate and Mobilize to provision of insecticide treated bed-nets
- 39) Advocate and Mobilize to Sanitary towels for adolescent girls who are OVC
- 40) Strengthen the capacity of families to protect and care for OVC through seminars and training.
- 41) Mobilize and support community based responses
- 42) Ensure access for OVC to essential services, including but not limited to education, health care, birth registration, psychosocial support and legal protection
- 43) Ensure that improved policy and legislation are put in place to protect the most vulnerable children
- 44) Create a supportive environment for children and families affected by HIV/AIDS
- 45) Strengthen and support national coordination and institutional structures.
- 46) Strengthen national capacity to monitor and evaluate Program effectiveness and quality.
- 47) To increase family based care and retention of OVC within family/household set up.
- 48) To increase care and support of OVC by communities
- 49) To increase access by OVC to essential services including but not limited to education, health care, nutrition , birth registration, legal aid, and reproductive health
- 50) To ensure that appropriate policies and legislation for protection and care of OVC are in place and operational
- 51) To create a supportive environment for children and families affected by HIV/AIDS
- 52) To increase the capacity of government and other institutional structures to coordinate OVC interventions.
- 53) To increase the capacity of the county and government to monitor and evaluate effectiveness of OVC structures and interventions. To empower families, extended families, county and the State organizations to remain the primary support structures for the care, protection and support of OVC.
- 54) To package Programs for the care, support, protection and development of OVC to respect cultural belief systems and ethical values – except where these are determined to cause harm to the child – and shall be guided by relevant national and international legal and policy instruments
- 55) To monitor those children shall be discriminated against in regard to access and provision of care, support and protection in Our schoolss.
- 56) To advocate that gender sensitivity and inclusiveness shall be emphasized and programming shall recognize and address the special needs of boys and girls
- 57) To advocate likewise that, programming shall respond appropriately to the needs of children who are marginalized or who have special needs.
- 58) To motivate Home based care that Institutional care shall be a last resort, when all other social safety nets are not available, or are not the best option for the child's care, support and protection.
- 59) To build capacity through seminars on management that transparency, accountability and good governance shall be required of all stakeholders providing care, support and protection to OVC.
- 60) To the best interests of the child shall guide all decision making and child participation will be upheld at all levels.
- 61) Mobilize the Increased number of households taking care of OVC enrolled in social safety net systems Social safety net for families taking care of OVC in place
- 62) Help children homes to establish and expanded cash transfer system to poor household taking care of OVC.

- 63) Improve economic capacity of the household through increasing household income by: training on income generation activities, establishing/strengthening financial schemes, loans to families and other micro enterprise development systems for caregivers taking care of OVC.
- 64) Research on Mechanisms for providing psychosocial support to OVC and their families in place.
- 65) Develop standard guidelines on psychosocial support in Kenya. Mainstream psychosocial support in OVC Programs.
- 66) Mentor on Succession planning mainstreamed into interventions programs for OVC .Develop mechanisms for protecting inheritance rights of OVC through training on memory books, will writing and training on legal provisions such as the role of public trustees.
- 67) Sensitize ill parents to identify guardians for their children. Develop training Programs for NGOs and other service delivery agencies on succession planning.
- 68) Accessing treatment and support of sick parents and children by , Increase access of HIV + caregivers to VCT services, Ensuring that HIV+ caregivers are accessing ARV/T, Increase diagnosis and timely treatment of opportunistic infections, Provide home-based care for HIV+ caregivers, Promotion of preventive programs.
- 69) Increased knowledge and skills of OVC care givers to care and protect OVC. Provide skills training programs for care givers/child headed households on: parenting, financial management, nutrition and health, legal affairs, safe sex, gender concerns, etc. Establish systems to monitor child-headed households Training older OVC and young people on vocational training, Facilitate the formation and strengthening of support groups and networks of families with OVC Develop and disseminate IEC materials for OVC care and protection, Integrate reproductive health and HIV/AIDS risks and prevention education in OVC, programs.
- 70) Empower the Increased capacity of communities to respond to the needs of OVC by Mobilizing and organizing for early identification of OVC and develop monitoring systems for service provision.
- 71) Develop the capacity of communities to respond to OVC through training of community leaders, community local committees like Area Advisory Councils (AAC), FBOs, CBOs, Men groups, youth groups etc. to respond to the needs of OVC Support the establishment of OVC rescue centers and provide needed trainings and materials to community resource persons on OVC issues such as paralegals, teachers, counselors and nutritionists, among others.
- 72) Develop supplementary fortified food schemes and enhance food security initiatives at community level Identify and support good practice models that support OVC.
- 73) To mobilize Increased number of OVC taken up by families within their communities through formal processes (guardianship, foster care and adoption) and kinship foster care.
- 74) Develop and enforce regulations that promote domestic guardianship , foster care and adoption of children as opposed to institutionalization of these children
- 75) Strengthen the capacity of social work systems, adoption organizations and societies to ensure adoption regulations are adequately followed.
- 76) Strengthen the system for reintegration of children into their communities from charitable children institutions, statutory institutions and streets, among others Increase public and community awareness on the benefits of children being raised in family set ups.
- 77) Increased co-ordination for OVC Programs at district level, constituency and county levels
- 78) Increased mobilization of local resources to take care of OVC Support community based income generating activities (IGA) and micro enterprise development initiative (MEDI) Programs where the funds generated will be used for OVC support. Initiate community banking and revolving funds Build the capacity of community committees(AAC, Our schools Management Committee) to mobilize resources for OVC support , i.e., fund raising strategies
- 79) Ensure access for OVC to essential services, including education, healthcare, nutrition, birth registration and other necessities.
- 80) This strategic area therefore calls for establishment of mechanisms at all levels that ensure OVC have access to essential services
- 81) Establish joint networks of other stakeholders dealing with OVCs. The Government and other development partners are already offering some of the essential services such as the Free Primary Education (FPE), free health services to children below five years, provision of ARV, provision of free TB and malaria treatments, among others. Despite these efforts, many OVC are unable to access these services due to their difficult circumstances.
- 82) Mobilize for Increased our schools enrolment, attendance, retention and completion for OVC Support identification and address barriers that hinder OVC from accessing and completing FPE e.g. uniforms, shoes, our schools bags, food, books, etc.
- 83) Support OVC to access Early Childhood Development (ECD) services Support non-formal/special education for OVC who cannot attend formal education Support our schools feeding Programs
- 84) Initiate and expand peer to peer interventions to encourage out of our schools OVC to re- enroll, and attend primary our schools Advocate for greater allocation of Bursary Fund to needy OVC.
- 85) Mobilize resources for Increased number of OVC accessing safe water and sanitation, Support the installation of safe water points at our schoolss and community levels, Support the capacity of communities on water harvesting, water storing, water purifying and improving sanitation facility at the family level, Increase access to sanitation and

hygiene services for orphaned and vulnerable girls in and out of our schools, including provision of sanitary towels and sanitary ware (safe toilets/latrines).

- 86) Mobilize resources for Increased number of OVC accessing reproductive health facilities and services, Strengthen capacity of reproductive health providers to deal with OVC, Support research on the situation of reproductive health for OVC to inform programs, Support awareness strategies for older OVC on reproductive health and prevention of HIV infections, Support development and dissemination of IEC and messages for OVC and youth on reproductive health.
- 87) Increased number of OVC accessing health and nutritional services, Support health services systems within the communities to ensure OVC access health services, Support sensitization of our schools/communities on primary health care, Support Programs within the community that promote nutritional status of OVC. Support HIV + children to access pediatric ARV and treatment for opportunistic disease, Advocate for medical fee waiver for OVC.
- 88) Increased number of OVC that are legally protected within their families and communities, Support the establishment of community level child protection committees, Support the training of community level paralegals on legal issues impacting on OVC, Support the establishment of community based paralegals structure, Strengthen the capacity of law enforcing officers to protect OVC, Support provision of legal aid to OVC
- 89) To advocate and mobilize for Increased number of OVC obtaining birth registration certificates, Support awareness strategies on importance of birth registration of OVC to attain birth certificates, Support families to attain birth certificates for OVC, Address barriers that hinder OVC from accessing their birth certificates
- 90) Support Programs that ensure families caring for OVC have appropriate shelter and Identify and support families caring for OVC that have inappropriate shelter.
- 91) Mobilize for Increased number of OVC receiving psychosocial support, Develop national guidelines on psychosocial support to OVC, Support set up of community based psychosocial interventions for OVC, Integrate psychosocial support interventions into OVC Programs, Train teachers on psychosocial support for OVC in our schools set up
- 92) Increased number of leaders engaged in campaigning for reduction of stigma and discrimination Support training and sensitizing leaders, including members of parliament on HIV/AIDS, OVC issues and impact of stigma and discrimination to the families and the country as a whole, Develop and disseminate IEC materials to leaders, Disseminating the OVC policy, guidelines and other legislative provisions to leaders.
- 93) 56. Mobilize towards Increased public awareness on the situation of OVC and dangers of stigma and discrimination, Develop and implement a comprehensive stakeholder's communication strategy on HIV/AIDS, Develop and implement dissemination mechanisms and strategies for essential OVC information and data (e.g. Situation Analysis findings, the HIV/AIDS indicators survey), Support community open forum discussion on HIV/AIDS and protection of OVC and their families,
- 94) Support the teaching of life skills for in and out of our schools children Support local actors i.e. teachers, health care workers, social welfare service providers, Men groups, youth groups among others, to integrate into their work discussions of protection as it relates to HIV/AIDS Support partnership with the media to highlight issues of HIV/AIDS, stigma and discrimination.
- 95) Mobilize to develop and Implement an integrated Monitoring and Evaluation Plan developed and implemented, Develop an integrated Monitoring and Evaluation Plan, Define indicators for use by all OVC stakeholders to monitor national progress on responding on OVC, Establish baseline data of agreed indicators, Strengthen institutional capacity of the Department of Children Services to monitor, OVC interventions, Develop and disseminate monitoring tools, Strengthen capacity of stakeholders implementing OVC interventions at all levels on monitoring progress of OVC.
- 96) Advocate for OVC indicators incorporated and enshrined into national data/information systems, Lobby for mainstreaming of OVC agenda/indicators into periodic national data collection efforts such as national census, integrated household surveys and poverty, surveys among others, Lobby for generation and provision of OVC data by key social services ministries providing services to children, e.g., the our schools enrolment and retention data by Ministry of Education, immunization data by Ministry of Health and civil registration data by the and Department of Civil Registrar, among others
- 97) Advocate for OVC information sharing system/mechanism in place and functional to Review, strengthen and harmonize the existing information data base on children and OVC under the coordination of Department of Children Services. We seek to also to strengthen the capacity of stakeholders on information generation, analysis and utilization and Support the development of a dissemination mechanism on OVC responses along with Support operational research on OVC issues.

KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

Kingdom Festival Directorate Management and Smart Team Managers Dept

Led by Festival CEO will provide oversight and management through of festival smart teams in areas excellence, coordination, controls, finance, administration, legal dynamics, human resource, procurement, communication, publicity, public relations, Risk and Compliance, Event Master managers, accountants and auditors, facility managers,

- 1) Delivering events on time, within budget, that meet (and hopefully exceed) expectations and
- 2) Setting, communicating and maintaining timelines and priorities on every event.
- 3) Communicating, maintaining and developing departmental relationships.
- 4) Managing supplier relationships through departmental procurements.
- 5) Managing operational and administrative functions to ensure events are delivered efficiently
- 6) Providing leadership, motivation, direction and support to teams and events across all departments.
- 7) Travelling to onsite inspections and project managing events.
- 8) Being responsible for all events budgets and funds from start to finish accounting through receipts and vouchers for all payments done for audit purpose
- 9) .Takes care of or is in charge of all ramifications of event production.
- 10) To organize, mobilize and/or coordinate the staff, event participants, officials, and administrators for the successful execution of an event.
- 11) Man-management in the process of carrying out duties with the ability to deal with people effectively, especially in seemingly difficult circumstances.
- 12) Plans and oversees the recruitment and intensive/adequate training of required staff or personnel that would be needed for the proper execution of any given event.
- 13) Developing an event management plan which is required for the coordination and training of persons that are needed in the organization/planning and execution of any event.
- 14) Being the manager and representative of the event at hand when dealing with outside bodies which may include the sponsors of the event and media platforms that would like to cover the proceedings of the event in partnership with communications, PR and media department.
- 15) Developing policies that would serve as a guideline for the proper execution of the event.
- 16) Prepare all necessary data factual and detailed budget for vetting by procurement and head of finance.
- 17) Prepare with the Secretariats, for approval by the management a complete time- and space allocation plan for the total Event, clearly indicating what alternatives have been considered and what the considerations to decide on the final proposal were.
- 18) In partnership with Media / PR / Communication check any item that goes in print or onto the Web that carries the DATE logo or name. In case of doubt, or in any non-standard use consult for approval. This holds for Call for Papers, Program Booklet, Exhibition leaflets, etc.
- 19) In liason with Legal office draft and sign contracts with vendors and event consultants service delivery contracts and ensure all are paid accordingly.
- 20) Keep track of the timely execution of the decisions and action points formulated during the meetings for event planner roll outs booking venues even in our own facilities, artworks for handbills, TV & Radio promo that can be used in road show promos,
- 21) Arranging with PR & Communication for special guests list and Guest of honor through Good Will Ambassadors list or CEO or President Pas for National Events where Top dignitaries are involved.
- 22) Obtain timely approval for budget and permits police, NEEMA, County Security, Escorts and road shows through Central security, Sound permits.
- 23) Liaise with Accommodation and Hospitality when planning for guests who need accommodation such as attending annual Kenya Festival National Meetings Pastors and Church leaders, Good Samaritan Events, Prayer and Peace National rallies etc.
- 24) Update yearly the five-year plan for timing and location of the Event in consultation with the PR to dialize where CEO & President will be needed for the event.
- 25) Prepare, in consultation with the Finance & Legal, the Call for Tender for the Conference and Exhibition Secretariat contracts every 5 years.
- 26) Specify explicitly, and organize and supervise the communication flow between the Even Secretariats and Management.
- 27) Roles and Responsibilities of a Purchasing / Procurement smart team dept

- 28) Supplier Evaluation- Before the organization / company gets to sign a contract with a particular supplier, they will have to evaluate the supplier to see if it is worth collaborating with it. they will look at the price and quality of the provided items, and how fast a delivery can be completed.
- 29) Competitive quote system- They will require and source at least 3 quotes from credible supplier or service provider before forwarding any requisition to finance director / head for authorization and signing any constructor.
- 30) Tendering - In partnership with HR / PR / Communication and departmental leaders publish tenders for various outsourcing contracts, piece works and acquisition using professional guidelines of tendering.
- 31) Interviewing Vendors- They will also have to talk, face to face, with vendors, to learn more about their products and services, to make sure that your evaluation is correct and comprehensive.
- 32) Visiting Supplier Plants and Distribution Centers- Visiting the supplier's plant and distribution center can tell you a lot about a particular supplier. Is the supplier meeting the standards? Is it working efficiently in order to meet your company's demand? Are the manufacturing, storing, and shipping conditions appropriate? These and other questions will be answered during such visits.
- 33) Attending Trade Shows, Conferences, and Meetings- A purchasing/procurement manager is always in a constant learning process, as it is mandatory to be up to date with the latest products and supplier, conditions of the market, and emerging trends.
- 34) Unrolling Analysis of Price Proposals and the Financial Reports of the Company- Ensure our organization gets the best price for each acquisition, so it is your duty to analyze the price proposals of suppliers and the financial reports of the company / organization, before negotiating the best price.
- 35) Negotiation of Various Contracts- Close great deals on the behalf of the organization company, so being good negotiator is definitely an advantage and the deals will be confirmed by Finance Head / Director and on bigger limits CEO or Deputy CEO.
- 36) Collaboration with Suppliers for Agreeing Upon Policies- Collaborate with the suppliers in order to come up with convenient policies that will determine details concerning the shipment of products and other details that will keep the workflow steady.
- 37) Collaboration with Staff Members for Meeting the Standards- Ensure all procurement officers in all our institutions, establishments and departments are trained concerning the acceptable quality of the received goods, how to determine defective or unacceptable goods, and what actions to take in such cases. So you will be in charge with their preparation when it comes to such knowledge.
- 38) Monitoring and Evaluation of Unrolling Contracts- Once a contract is signed, keeps an eye on it to make sure that the vendors will respect their part of the contract. And, of course, when needed to make the required adjustments to the existent contracts. Institutions, establishments and departments.
- 39) Maintaining and Reviewing Records of Bought Items- You will constantly have to be aware of the items that have been purchased. Thus, you need to have up-to-date inventories, plus detailed information about a product's price, performance, and delivery and filing all documents accordingly internal and external audits.
- 40) To exercise general control over all activities in Stores Department in all our establishments that are being bought by procurement properties and all other establishments individually.
- 41) To ensure safe keeping both as to quality and quantity of materials.
- 42) To maintain proper records of all assets of the organization in various stores and warehouses
- 43) To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof through national requisition and buy in wholesale including importing.
- 44) To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- 45) To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
- 46) To reserve a particular material for a specific job when so required.
- 47) To issue materials only in required quantities against authorized requisition notes/material lists.
- 48) To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.
- 49) Maintain receipts, records, and withdrawals of the stockroom
- 50) Receive, unload, and shelf supplies
- 51) Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- 52) Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- 53) Rotate stock and coordinate the disposal of surpluses
- 54) Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- 55) Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

- 56) He works with the rest of the management team to ensure that the organization has adequate supply of stock during peak.
- 57) To ascertain the quality of goods that are delivered to the Festival and also to confirm that they are still in excellent condition before they are released to the Festival use through the departments.
- 58) Directing the flow of goods into, through and out of the organization's storage facilities.
- 59) Liaises with the departmental representatives of procurements and warehousing section ensure that various department orders are properly filled with the exact goods that were requisitioned.
- 60) For establishing and maintaining relationships with suppliers to ensure efficiency along the supply chain.
- 61) Must prepare and ensure the accuracy of documentation relating to inventory.
- 62) Records the quality, quantity, type, style and any other characteristic of goods that the Festival holds in inventory to give the rest of the management team a clear picture of what the organization has and what it needs.
- 63) Needs to track the inventory flow to identify slow moving and dead stock.
- 64) Ensure the integrity of the stock management systems to guard against pilferage, theft, fraud and other activities that adversely affect the organization's operations.
- 65) Ensure sound documentation formulating audit and procurement policies and strategies to improve stock turnover.
- 66) Through HR vets the hiring of inventory planners, quality assurance officers and other members of staff needed to run the department and for training them on organizational ethics, safety standards, return policies, sales promotions, work flow processes and practices that relate to the handling of inventory.
- 67) Deals with public relations matters on grievances, complaints and disciplinary matters arising out of his department.



KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

Kingdom Festival Risk and Compliance Dept

The Festival Risk and Compliance Dept consist of event masters and consultants, legal consultants, finance and audit consultants, technical consultants in various fields, Insurance consultants, Chamber and Commerce consultants, Private Sector consultants will access and mitigate all manner of perceived risks and threats by conducting detailed SWORT analysis working with Central Main Smart Team advice and work to keep festival safe and compliant

- 1) Ensure that financial records for all transactions are maintained accurately and on a timely basis;
- 2) Mitigate the risk of fraud or misuse of grant funds and reduce the ineligible expenditures.
- 3) Ensure the continuity of the program implementation in high risk environments and that safeguards are in place.
- 4) Ensure that reporting to the CEO is accurate, timely from heads to Directors of all departments.
- 5) The Risk and Compliance Officer will be embedded at the Head office to oversee all the reports reaching the CEO
- 6) Financial Compliance: Risk Management
- 7) Ensure that there is an effective system of internal controls in place in order to prevent and detect fraud, misappropriation and misapplications.
- 8) Run an effective tracking mechanism to follow staff operations independently making impromptu visits to departments and all our establishments to inspect operations and procedure in the organization in all aspects.
- 9) Recommend improvement for effective internal control mechanisms to ensure adherence to the Finance Manual, Program Management Guidelines (PMG)/Standard Operating Procedures (SOPs).
- 10) Carry out periodic risk assessment and test whether the controls in place respond to the risks identified.
- 11) Ensure effective internal controls are in place for the preventive measures and quality actions are taken on the recommendations after verification exercises and actively follow-up recommended management actions.
- 12) Financial Management and procedures:
- 13) To mitigate the risk of fraud or misuse of grant funds and reduce the ineligible expenditures.
- 14) Ensure that there is clear adherence, application and understanding of the content of the Finance Manual, Programme Management Guidelines (PMG),
- 15) Ensure that organization internal management and administrative guidelines are aligned with all guidelines and job descriptions of all staff are being followed by HR and employs and recommend for disciplinary actions in abnormalities.
- 16) Conduct regular meetings among relevant CNM departments to ensure standardization and coherence in the day-to-day functions related to internal financial management and controls within CNM and ensure timely implementation of corrective measures.
- 17) Financial Compliance: Verification of Transactions:
- 18) Oversight on expenditure of national and International to ensure that they are in accordance with the approved budget and work plan and in full compliance with the SOPs and Finance Manual.
- 19) Ensure that all transactions are supported by original Documentation.
- 20) Quality review of all financial and service delivery matter across the organization doing impromptu visits and site audits through investigators team who pose as customers or people who need services in our organization departments and institutions to evaluate satisfaction and compliances give reports to CEO.
- 21) Conduct periodically cash count and surprise cash count.
- 22) Review and improve the existing process flow to ensure that approvals related to payments are processed in a timely manner in consultation relevant management units.
- 23) Provide guidance to national and International offices in developing budget plan, financial expenditure report on a timely manner and with quality.
- 24) Ensure that there are controls in place to separate grants funds from other sources of funds.
- 25) Financial Compliance: Accounting:- Ensure that books of accounts are kept and reporting is done according to the Grant Agreement and generally accepted accounting principles .

- 26) Ensure that all transactions are appropriately coded and recorded so that the required data for the Annual Financial Report (AFR) and for Progress Update and Disbursement Report (PUDR) is generated automatically with minimal manual intervention.
- 27) Ensure that monthly bank reconciliations and reviews of accounting entries are performed.
- 28) Oversee the month-end close-out procedures performed in the accounting system and support in conducting annual fixed asset verification in liason with administrators in all departments and institutions of the organization.
- 29) Monitor and report on measures taken by management to ensure that the Grant funds under the Grant Agreement are free from taxes, and duties imposed under the laws of Kenya and others..
- 30) Support the management to ensure that a system to track tax exemptions and reimbursements is in place and shall ensure that the organization takes all necessary steps to obtain reimbursement for taxes where direct exemption is not available
- 31) Capacity Building compliance- Take initiative to identify weaknesses, challenges, legitimate solutions to simplify the process, design financial control tools, provide feedback, share best practice in accounting, financial management/reporting through ongoing capacity building exercises to the national program
- 32) Compliance on Reporting:
- 33) Ensure accurate and timely preparation and submission of periodic program and financial reports, including Daily Reports (QFR), Progress Update and Disbursement Request (PUDR).
- 34) Facilitate and coordinate with annual external audit and follow-up on audit recommendations.
- 35) Provide support to Internal Audit and Investigation Groups on data or field visit requirements.
- 36) Other:
- 37) Perform other relevant duties as required by supervisor and managment.
- 38) Submit periodic report (monthly) of the improvement in internal controls, financial management and identified issue and risk within organization to the CEO.
- 39) Assist in external reviews and audits.
- 40) Execute the annual compliance plan under the direction and supervision of a senior compliance officer or team leader.
- 41) Facilitate in reporting of suspicious transactions.
- 42) Perform compliance reviews.
- 43) Prepare and update all risk and compliance related manuals.
- 44) Provide compliance advisory to business units and business functions.
- 45) Provide support to senior compliance officers in organizing, designing and delivery of compliance training.
- 46) Recognize common compliance vulnerabilities and recommend basic compliance controls to mitigate compliance risks.
- 47) Finance and Legal Compliance.
- 48) Drafting Sale agreements after due diligence
- 49) Together with Finance Director & CEO make payments of the property according to agreements as per property procurement book guideline and protocols
- 50) Ensuring conveyance is well done and finish to transfer of ownership
- 51) Overseeing the taking over and handing over with Property Procurements and Management / Human Resource / Finance and CEO office
- 52) Give legal cover in the running of all properties
- 53) Legal advisory on Financial management is typically a major component of a Business Operations Director's role.- Monitoring and advising on legal aspects of all financial transactions including supplies, construction, purchase of assets , taxation matters.
- 54) Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Heads of Departments.
- 55) Ensuring the providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of organization including advice in arbitration matters, to firmly secure the interest of organization, as required by the operational departments.
- 56) Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the operational departments.
- 57) Supervising legal research and analysis, indentifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.
- 58) Serving on various Standing Boards, Committees, ad-hoc working groups and task force, as required, to take care of legal niceties in framing of policies.
- 59) Monitoring the performance of the panel lawyers and rendering advice on formation of new panels.
- 60) Assigning court cases to different panel lawyers keeping in view the nature and importance of the cases.

- 61) Supervising and monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts, ASG and other Law Officers of Govt. for their assistance in organization matters in Revisions, Reviews, Etc.
- 62) Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.
- 63) Advising in vigilance matters as referred to Legal Branch.
- 64) Processing of various Fee Bills of advocates and settlements of fee etc., with other advocates.
- 65) Assisting the operational departments in preparing of reply to legal notices received
- 66) Any other duty/task assigned by Vice Chairman, DDA.
- 67) Legal Manager is required to supervise the staff members of the legal department and make sure that they work efficiently on various cases.
- 68) Will review the legal risks involved in various business deals and share the same with the management.
- 69) To handle various legal matters after understanding the client's case.
- 70) To offer advice on managing the tender documents.
- 71) To review the existing legal cases of the organization and work upon resolving them.
- 72) To hire members for the legal department after assessing their skills and abilities.
- 73) To train the newly joined staff members departmental Heads, Directors and management on various legal aspects.
- 74) To provide legal advice to the management.
- 75) To analyze the risks while signing new business deals.
- 76) To analyze legal information and do the essential paper work.
- 77) To handle litigation management.
- 78) To review contracts and agreements and see to it that they comply with the legal norms.
- 79) To deal with external law authorities.
- 80) Advise the executives and employees on changes to the laws affecting the organization & company.
- 81) Investigate if the company or a staff member does not comply with the law.
- 82) Oversee lawsuits, possibly acting as chief litigator.
- 83) Ensure the company fills out and submits all its legal paperwork and tax returns of all investments.
- 84) Is also part of the corporation's management team.
- 85) Arbitrator watching aggressively monitors the corporation's legal conduct.



Festival Charity and Community Outreach Special Missions Dept

Welcome to be among the volunteers and give charity gifts to be delivered by our charity and community special missions which will be done for weeks and months before the national Festivals. Director / Heads Job description and Mandate Special Missions & Ministry department. This special projects below that can be hosted through our properties Malls, our schools, hospitals, stadiums, hotels and our establishments to reach community in efficient and innovative way. We have a strong focus to engage & support existing valuable missions some can be seasonal depending on current needs in the community and some continuous. Such programs include advocacy program on Health campaigns, HIV reduction and stigma reduction, Peace campaigns in war torn regions, Conflict resolutions. Other missions include Prayer, Good news campaigns/ festivals / conferences Seminars, Festivals on Peace & integration and caravans We have engaged with many fruitful special missions for sometimes on peace building, gospel, Talents and we seek to do much more in mobile and stationed projects which including Mobile education video programs for communities, Mobile Libraries, Mobile Clinic, Rotational or stationed IT Computers training to Our schoolss, running and sponsoring Sports & Talent search & competitions, Community Tournaments, Promotion Sports & Talents in Our schoolss colleges / university, Sourcing for Potential businesses to fund, Free medical checks & vaccination programs, Research for solutions on various community challenges on medical such us jigger infection in communities, Pest control, & many more. Under the Special missions we are open to do many projects and programs with respective authorities in all sectors as follows.

- 1) Outreach and delivering charity food / clothes to children homes, Orphans and Vernarable Children Centers, feeding and reaching out to street families / children,
- 2) City or town cleaning sessions in partnership with county gorvernments
- 3) Disaster response programs related to seasons feeding, floods rescue, accident scenes etc as per authorities and protocols
- 4) Planting trees, flowers and beautification projects with national and county gorvernments or private conservernancies
- 5) Painting and repairs of Education, Health institutions, police lines, prisons outreaches, etc
- 6) Supporting Traffic stewardship in partnership with traffic police.
- 7) Work with publicity team in staging caravan processions in estates and towns
- 8) Peace & cohesion building Program in war zones
- 9) Fine Art Development Project
- 10) Community Business Seminars and exhibitions in estates / towns
- 11) Jesus film project together with publicity Dept.
- 12) Sponsoring and Hosting sports tornourments, games, athletics in all fields and areas
- 13) Organizing Kingdom Beauty Champions and Kingdom He Champions Pergents in schools, communities, regions
- 14) Organizing Kingdom Talent Search Events in all levels
- 15) Gospel Outreach programs crusades, caravans and tracks distribution programs with skitters and acrobats
- 16) Organizing Music, Choirs and band champions champains
- 17) Mobile education video program
- 18) Books & Mobile Libraries program
- 19) Mobile Health Clinic program
- 20) Mobile IT program
- 21) Sports & Talent sponsorship / scholarship program
- 22) Free medical checks program
- 23) Vaccination support programs,
- 24) Research for community challenges Programs
- 25) Jigger infection prevention program
- 26) Pest control programs.
- 27) Healthy Mothers, Healthy Children Project
- 28) Education through Innovation project
- 29) Children Nutrition Project
- 30) Immunizations Project (Polio)
- 31) Education Support to Institutions Project -(Facilitation & Empowerment project- Targeting low performing our schoolss, classrooms, libraries etc)
- 32) Mental Health Advocacy and Counselling project

KINGDOM FESTIVAL

Festival Charity and Community Outreach Special Missions Dept



- 33) Farming & Livestock Productivity Project
- 34) Rehabilitation from Substance abuse Project
- 35) Malaria Eradication project
- 36) Poverty Eradication & Economic Empowerment project
- 37) Natural Family Planning Advocacy & Reproductive health Project
- 38) Culture Preservation Project
- 39) Marginalized Communities Empowerment Project
- 40) Access to Information Project
- 41) Innovation Project
- 42) Leadership Development Project.
- 43) Community Volunteer Project
- 44) Patriotism Advocacy Project
- 45) Widows & Single Mothers Empowerment Project
- 46) Rebuilding & Repairing Homes Project
- 47) Disease Outbreaks Response Project
- 48) Heart , Cancer, Kidney Treatment Project
- 49) Adult literacy Project
- 50) ETC. All those gifted or graced in any mission that can empower community on CSR or evangelism enroll in this department.



Kingdom Festival Protocol Dept

The mandate Protocol Department Purpose is to Exhibit Kingdom Excellence in protocol protocols, operations and department in Protocol

Protocol should be followed because "God is not the author of confusion, but of peace in the church. The Protocol department is the arm of the Church that keeps orderliness with in and out of the Church. The Protocol department is also an arm of the church saddled with the responsibility of providing a hospitable and conducive environment for visiting guests and Ministers (both locally and internationally) with the sole aim to make them feel at home outside their home. The Protocol team also caters for the well-being of the Festival hosts facilitate requested support to deliver God's message with no hindrance. In addition, the team provides support services such as flight booking, arranges comfortable hotel accommodation, transport services and warm reception upon arrival of the guest at the airport. On overall, the team ensures that Guest Ministers are well catered for within the framework of church provisions. Show hospitality to Strangers. The mood and appearance of the Protocol Members at all times must be of cheerfulness and gladness as the Protocol Members are representatives of the Festival. Protocol performs those acts of courtesy on behalf of leaders (e.g. proper public behavior towards a leader) All protocol officers must have thorough knowledge of accepted codes and courtesy and proper behavior toward leadership. The Protocol Members are like the 'Special Service' section of their particular area of focus is on the Pastorate and Guest Ministers. The impression which the Protocol Members make on guest ministers and the associates of the guest ministers will greatly affect their perception of the Church.

- 1) The protocol team together with Host and directorate come suggest the selection of a master of ceremony, a person of integrity, good communicator, courteous, authoritative, wise, administrator, and flexible, disciplined, well dressed who is updated with guest lists to appreciate and recognize them well.
- 2) Arrangement and an inventory of everything needed in the festival together with selection of furniture , seats depending with guest list and invitations in all the main event and summits
- 3) Work together with the host to understand the program and are involved in listing relevant VVIP, V.I.P Guests, for various events (opening ceremony, closing ceremony and guests of other days) can be useful in follow-up of addressing cards and letters along with dispatching and confirmation of receiving of letter along with confirmation of attendance
- 4) They work in labeling the seats and seating arrangements workable programme and rehearsals done (Entry and exit of bridal team etc) . How many VIPs are needed? are coming? Their seating place and accommodation.
- 5) They work with transport department on vehicles availed for various guests, schedules of arrival from airports, to hotels and other logistics
- 6) Protocol team in partnership with the host discuss the scope of invited on the same note receive invited guests who can be earlier identified or on spot with budes, VVIP, V.I.P Cards, Invitation letters and Vehicle passes with administration of gate entries numbering and maps of entry
- 7) In liason with transport team the Protocol team and department arranges both the international and local transportation guest per arrival and departure from airports, hotels and other domestic movements.
- 8) In liason with the host and head office arrange on flight details, V.I.P airport protocols depending on there level or other protocol transport logistics.
- 9) Prior to guest Minister's arrival, the team leases with relevant Airport Management services to provide a warm VIP reception and liason with security for arrangements of security
- 10) In liason with the hospitality and accommodation along with transport department confirm hotels booking in hotels or alternative accommodation arrangements with every detail of luggage clearing, books, Dvds, personal effects and also for there teams, families and associates.
- 11) Protocol team and accommodation ensure agreed bills are paid before to avoid embarrassment and frustration of guest in entry or exit of hotels in stalemates and hold ups also ensures that the guest is comfortably accommodated with all the relevant facilities provided.
- 12) In liason with catering departments provision of refreshments & Meals in hotels in the meetings accordingly It is advisable that the team prepares a menu list of main items available in the hotel prior to his / her arrival. The Protocol team coordinates with the guest Minister on his/her choice of menu (as applicable) and arranges catering services as required.
- 13) Guest's Arrival Hospitality in liason with administration package welcome pack\ helps formally introduces the festival profile to the guest as well as gives key information of guests.
- 14) The Protocol team is responsible for arrangement of escorts for guest Ministers throughout there stay in liason with security departments ensure security officers board in hotels where there many guest or maintain close

KINGDOM FESTIVAL

Protocol Department



contacts with hotels structure of security, hospitality and catering. The security includes escorts from airports, while shopping (if required). Information on available shopping malls and markets or suppliers should be availed through our procurements for various items especially kenya curios and antiques where we have many guests service providers can bring exhibition in event venues to avoid too much movements of guests to various markets for unique products.

- 15) In Partnership with Transport department arrange for processions and convoy in details of photography cars, lead cars, police escorts, guests as per protocol outlines use parking / dispatch of the utilized vehicles, details of agreed speed limits and remain in convoy always, compliance with comply with route plans excellent Journey management.
- 16) Guest entourage should also be taken care of in vehicles allocation with prior notification from guest team vs an actual check list with standby cars that can be engaged in short notice in airports etc
- 17) Organize Seating Etiquette and Precedence Seating is different at official formal events from the conventions at a social or purely private party. The host is seated at the Centre of the table and as a general principle, guests radiate out from the Centre of the table in order of precedence. Traditionally the principal guest's wife would be placed on the host's left, the host's wife being placed on the right of the principal guest. If wives are not present, the second most important guest would be placed on the host's left. It is now as likely for the host, or the principal guest, to be a woman, in which case the same basic principles may be applied, with any necessary adaptations employed to achieve the desired balance. Protocol helps in seating arrangements
- 18) Just as for all the workers and volunteers the dressing etiquette & Identification should have uniformity and taste for all workers in liason to branding and decoration teams along with uniform departments with their name tags while officiating to make identification easy for the guest.
- 19) Communication etiquettes on tone, privacy, written notes, mannerisms, should be observed and with reference with hieratical order with protocols.
- 20) Communication devices should be well used and phone/ call management at it best along with sign languages and signals refined well.
- 21) Strong discipline in puntuality irrespective of weather and traffic jams must be adhered to especially in picking guest from airports or hotels no guest should be kept waiting because of lateness of transport and protocol or security team being also late for any reason. Incase of vehicle mechanical challenges or other logistics prior communication should be made earlier to review logistics plans.
- 22) The transport and protocol master plans with team members and their number must be circulated accordingly for easy response and communication.
- 23) The protocol and ushering team are the first face of festival must be well informed about the program of festival, sessions, summits, workshops, masterplan of the entire site to guide delegate or stranger on where to be at what time. This is also for other workers in the Festival
- 24) The protocol team must be contious that they are in ministry and has the opportunity to impact the lives of new and existing delegates in the Festival and should be viewed as an extension of the hosts hand providing the first impressions of vision, mission and core values of the Festival bringing out a true reflection of how friendly and loving the Festival really is.
- 25) Protocol and Ushers set the spiritual climate of the Festival services, sessions by presenting a joyful attitude, make others feel welcome and comfortable, and make sure that everything is flowing in a proper order so that everyone is free to worship without interruption.
- 26) Protocol and Ushers jointly work together to Assist in the seating of delegates, speakers and guests in various designation.
- 27) Protocol and Ushers jointly work together to Provide care for the needs of the delegates and ministers during the service.
- 28) Protocol and Ushers jointly work together to attend to the needs of the speakers or guests.
- 29) Protocol and Ushers jointly work together to maintain the decorum of the service, according to our Festival tradition.
- 30) Protocol and Ushers jointly work together to watch for the safety of the congregation and acting as the line of first response to medical emergencies checking together with security, compliance on crowd management, facility safety, no sharp object to harm delegate, clean environment of floors and seats working together with mainataince departments
- 31) Protocol and Ushers jointly work together to Collect and perhaps counting the offering, charity gifts and donations dispermets of the same to orphans, elderly, PWDs in our festival in disgnated areas.
- 32) Protocol and Ushers jointly work together to attend to altar ministry or response ministry as people respond to the sermon's invitation safety, order, management of children, vurnerable, guarding ministers at that point where there is a sense of disorder

- 33) Protocol, Ushers and security jointly work together to make sure that no harm befalls on speakers and leaders along with all delegates during the festival sessions, workshops, meals, transport of delegates, registration.
- 34) Protocol, Ushers, Security and parking stewards jointly work together to make sure that all vehicles to delegates, speakers and visitors are parked properly in order to avoid congestion, accidents and thefts in the car park within the compounds also outside.
- 35) Protocol and Ushers jointly work together to oversee order and movement within and around the festival premises during services and meetings
- 36) Protocol and Ushers jointly work together to Manning the Festival entrances, exits, auditoriums, tents and main stadium facilities.
- 37) Protocol and Ushers jointly work together to Identifying visiting ministers, special guests, delegate and listening to their positions even if you don't know them well.
- 38) Protocol and Ushers jointly work together to offer Logistics and formalities during special programs eg giving out envelopes, papers, caring for people who are slain by the power of God, handle deliverance together with counsellors
- 39) Protocol and Ushers jointly work together to create a friendly and welcoming atmosphere during festival meetings welcoming worshippers, usher them to their seats, show kindness and care to those in need of physical support
- 40) Protocol and Ushers jointly work together to ensure orderliness during church meetings and distribution of festival materials such as leaflets, program of meetings and handbills etc.
- 41) Protocol, Ushers and security jointly work together to develop and maintain rules and procedures relating to protocol services, including the implementation of the Host Agreement on facilities maintenance to avoid losses, theft and breakages.
- 42) Protocol, Ushers and security jointly work together to continuously keep festival staff informed of the rules and protocol procedures.
- 43) Protocol, Ushers and security jointly work together to initiate congratulatory messages to staff, speakers, volunteers, workers as appropriate before and after the festivals.
- 44) Protocol, Ushers and security jointly work together to provide protocol services as appropriate to the delegates of the Festival and the entire staff of Festival and organization units.
- 45) Protocol, Ushers and security jointly work together to ensure the appropriate conduct of ceremonies and functions handling with dignity disruptors, drunkards, people who are lost, provide private counseling and correction of misconducts in reflection that everyone is variable and a potential soul.
- 46) Protocol, Ushers and security jointly work together to work together with delegates registration to ensure all delegates are registered through coupons and registration gift packs are well given out along with ensuring delegates have badges.
- 47) Protocol, Ushers and security jointly work together with security to process delegates through security checks for exit and entry in all entrances.
- 48) Protocol, Ushers and security jointly work together to maintain the all inventories and facilities are clean and orderly presented including flags, roll up banners, tear drop banners, ground banners etc inside the festival premises and in the compound.
- 49) Protocol, Ushers and security jointly work together are custodians of etiquette in the Festival they make sure that Festival is administered in accordance with the Kingdom Festival norms.
- 50) Protocol, Ushers and security jointly work together ensuring every delegate who needs ministrations is referred to pastors and bishops ministerial / counseling tent etc.
- 51) Protocol, Ushers and security jointly work together as an information source for the festival and don't despise anyone.
- 52) Protocol, Ushers and security jointly work together are charged with greeting and welcoming people, the welfare unit, which is in charge of looking after the pastor and visiting ministers, and the transport unit, which is in charge of conveying visiting preachers who will be preaching at any gathering, etc
- 53) Protocol, Ushers and security jointly work together to man the front desk duties starting at the entrance to delegate well the workers with check list and designations of who welcomes your guest? How your guests are welcome? Who directs your guests (even at the parking lot)? Are the delegates safe? Are there belongings and vehicles safe? Finers policies of car passes and coupons, workers luggage storage rooms etc should be well administered and secured.
- 54) Protocol, Ushers and security jointly work together serve as an administrative assistance help in manning Festival Centers, scheduling appointments for further pastoral follow up, planning for meetings, preparing logistics and handling other business essentials that in our Festival on bursaries, Orphans and vulnerable children support, Jobs application in our agencies etc
- 55) Protocol, Ushers and security working with transport department jointly work together to confidentially deliver gifts , donations, offerings to appropriate locations without a compromise or conspiracy

- 56) Protocol, Ushers and security jointly work together with all the workers of the Festival to be eyes, ears, hands of the festival providing oversight and excellence in all aspects of service and event management to give regular evaluation/ feedback to the Quality Assurance, Monitoring and Evaluation Compliance Dept to improve on hourly, daily performance towards excellence.

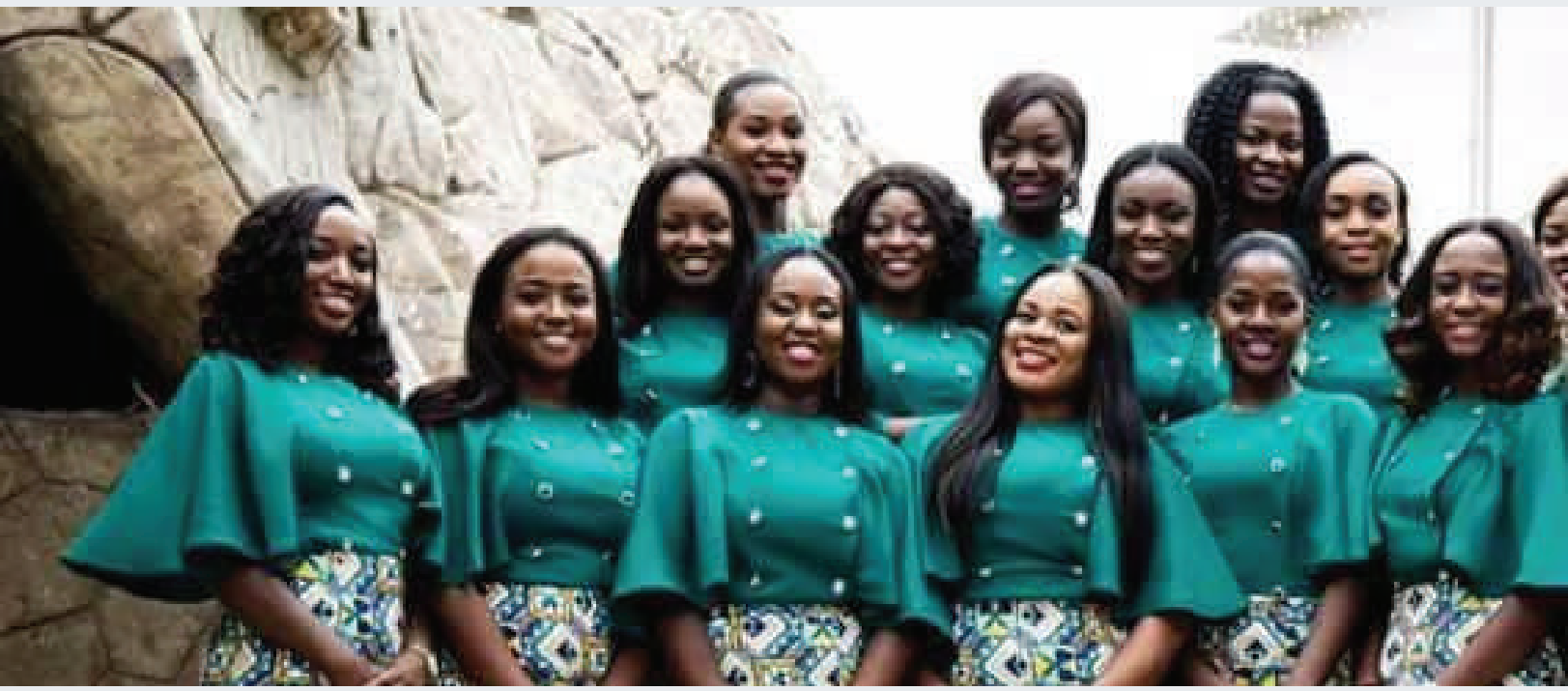
Qualifications of Our Kingdom Festival Protocol

- 57) Protocol in Festival aren't just door holders and plate -passers. They serve in a spiritual role and therefore should exhibit some spiritual characteristics. The qualifications of protocol are same as for church workers and follow similar ethics that they should have include. The fruit of the spirit found in Galatians 5 is a solid guideline for a good usher. This is not about perfection, but a heartfelt motive and desire to live a life of a spirit-filled believer.
- 58) Intellectual Competence: This role is normally occupied by individuals who have completed particular courses and training, read protocol books, studied etiquette rules, served in such in churches, work place and learned church roles.
- 59) Relational Competence: This is a skill that enables the protocol officer to deal with complex situations, and difficult people, and be able to listen and understand other people (Romans 12:18). To sum it up, skills such as honesty, truthfulness, trustworthiness, patience, empathy and understanding, reliability and dependability, influence and persuasiveness are relational competences to be built by a church protocol officer.
- 60) Core values of diligence, servanthood, Honesty, Integrity, Patience, Accountability, Team Work, Humility, Compassion, Godliness and spirituality a spirit filled life to minister deliverance use gifts of revelation to discern and test every spirit.
- 61) Love – In I Corinthians 13:13 the apostle Paul says, of faith, hope and love, that love is the greatest of these things. If you choose to genuinely love the people you serve as an usher, God will bless your actions.
- 62) Joy – Take God seriously, but don't take yourself too seriously. Lighten up and enjoy the moment. Your spirit will be contagious to others. If you are cold, aloof, and don't smile (basically, if you are a grumpy usher) you will discourage others around you.
- 63) Peace – You can add peace, calm, and order to what might otherwise be an overwhelming and hectic experience.
- 64) Patience – This is a great quality of a good usher. Most of us are impatient by nature. Many of the people will have waited in line to park, waited in line to drop their kids off, and waited in line for coffee. Their patience will be running thin. You can set a good example with your patience toward them.
- 65) Kindness – This is the attitude that makes you approachable as an usher. Going the extra mile can make all the difference in the world! Be imaginative. Think of all the ways you could show kindness to someone as they come to worship.
- 66) Goodness – The inner quality of goodness is a gift that results from the Holy Spirit's power working within us. This state of being will naturally spill over into your service and bring an intangible but powerful presence into the worship experience.
- 67) Faithfulness – Faithfulness as a Christian bleeds over into your faithfulness as an usher. Showing up, being responsible and doing your ministry well matters to everyone. It matters to God, and it matters to all those who call your church home.
- 68) Gentleness – A mature usher never throws around his or her authority. The best usher is a humble one who seeks to put others first no matter how much pressure may be present in the moment.
- 69) Self-Control – It is impossible to control a large crowd if we cannot control ourselves. In calm moments self-control is easy, it's under the pressure of hectic moments and last minute changes that your grace and self-control will shine.
- 70) Good communication skills- Courtesy, respectful, good and keen listener, polite, wise in choice of words
- 71) High level of confidence- In presentation, in talk, in decision, in action.
- 72) Manage their time well- punctuality to duty arriving before time and preparing well for task.
- 73) Good in multitasking- Can serve, look, listen, watch, observe, see many things happening at the same time.
- 74) High level of patience- To listen, to wait for people to be organized to register, to pack, to move, to be delivered, to talk etc
- 75) Neat and tidy (well groomed)- Cleanliness, ironed uniforms, perfumes smell well, maintain discipline of uniforms schedule
- 76) Act and walk properly- exhibit high personality in walk and work
- 77) Manage to understand everything fast- Receiving instructions well and accurately submissive to authorities
- 78) Diligent and Long Suffering- Ability to endure hardship, paying the price, persevere and work hard
- 79) Wisdom- Doing this right way, right time and place including solving problems, covering shame of delegate or worker.

- 80) Integrity and honest- Whistle blower of evil doers or workers, exposing thieves and rebellion
- 81) Good team player- relationship with his fellow workers becomes exemplary, desire to develop and enhance team spirit among the.
- 82) Availability and faithfulness attend training and service regularly.
- 83) LOVING – John 13:35 1 Peter 1:22 An attitude of love is the mark of a true follower of Christ (John 13:35) and should be the outstanding characteristic of Christian leaders and degree to which a loving attitude is prevalent in their lives by reference to God's description of love in 1 Corinthians, chapter 13. Some of the virtues associated with love are kindness, patience, forgiveness, perseverance, generosity, contentment and self-control.
- 84) HUMBLE – Philippians 2:3-8 James 4:6-10 Humility is another hallmark of a mature Christian. Workers should acknowledge their total dependence on the Lord and be in submission to His will. It is perhaps easier to assess humility by checking for the opposite attitude of pride, which displays itself in our interaction with others as arrogance, an unwillingness to admit faults, non-acceptance of criticism and failure to fully acknowledge the contribution of others in any team successes.
- 85) MERCIFUL – Matthew 18:21-35 Luke 6:36 None of us could survive without God's mercy being extended to us, and this should motivate us to have a merciful attitude towards others. We must fulfil our responsibilities to administer justice and address wrongful behaviour. But when we do, we should temper our judgment with mercy, and refrain from exacting the maximum admissible penalty for an offence if a fair, but less painful, ruling can be made.
- 86) GRACE-FILLED – 2 Corinthians 8:7-9 1 Peter 3:8,9; 4:10 God not only shows us mercy, but favour and blessing which are likewise undeserved. We should cultivate this same attitude, seeking to be instruments of God's grace to enrich the lives of others, irrespective of merit, as we have opportunity to do so. God's grace to us is free, but also immeasurably costly, and we need to realise that our outworking of a grace-filled attitude will cost us in time and resources.
- 87) TEACHABLE – Proverbs 1:5; 18:15 Colossians 3:16 Good workers recognise that there are always others who possess more wisdom, learning or experience than themselves, and a teachable spirit will enable them to access and utilise such knowledge. Those who are most teachable will be marked by their willingness to listen more than they speak and a commitment to search for wisdom and openness to consider opinions different to those they currently hold.
- 88) ACCOUNTABLE – Romans 14:12 Hebrews 3:13 Ultimately we are accountable to God for our actions and words, but He has also made us accountable to each other so that we can correct, encourage and challenge one another. Those who are unwilling to submit their lives to the inspection of their peers or who refuse needed correction are destined for trouble. Whereas those with a heart to live accountably with fellow Christians reap the benefits which will help safeguard their ministry effectiveness.
- 89) RESPECTFUL – 1 Peter 2:17 Romans 12:10 The Lord encourages us to "Show proper respect to everyone" and "Honour one another above yourselves." A respectful attitude should characterise all Christians, and especially those exercising leadership. The temptation to feel superior to others because of status or God-given abilities must be strongly resisted. Recognising every individual as a person for whom Christ died, will help us to give due respect to others. Particular respect should be shown to those deserving of special honour or recognition, such as the elderly and godly leaders.
- 90) SUBMISSIVE – 1 Peter 2:13,14 1 Thessalonians 5:12,13 Evidence of our submission before God is shown by our willingness to submit to godly leadership and our acceptance of God-ordained discipline, a submissive attitude entails a willingness to accept the movement's major directives and requirements, unless a contrary response can be justified on the grounds of Scripture.
- 91) SERVANT-LEADERSHIP – Mark 10:35-37 1 Peter 5:2,3 Mature Christian leaders should see themselves as serving the Body of Christ, as opposed to using their position to have others serve them. The attitude of servant leadership is best exemplified by Jesus, and perhaps illustrated most dramatically when He washed the disciples' feet on the eve of His death. Pastors do well when they seek to cultivate this attitude.
- 92) Moral Uprightness in relations and marriage- (Titus 1:6; 1 Tim 3:2).
- 93) A faithful steward (Titus 1:7). Here the term used is overseer (Greek episkopos). It is not another office, but a functional title of the elder. It is what he does. He is a steward, a manager of God's resources and Jesus' flock. He takes responsibility, but not ownership.
- 94) Be humble — not arrogant (Titus 1:7). constantly demonstrate the gospel by admitting when he is wrong and assuming responsibility and restoring relationships.
- 95) Be gentle — not quick-tempered (Titus 1:7; 1 Tim 3:3). No man will be of any use in the kingdom that is quick-tempered. The difference between how Jesus demonstrated anger is that He was angry at the abuse of others in the name of religion and the dishonoring of God. We get angry at how it affects us.

- 96) Not a drunkard (Titus 1:7; 1 Tim 3:3). This is not just overindulgence in alcohol but is idiomatic for any behavior that fuels addictive responses.
- 97) Be peaceful — not violent (Titus 1:7; 1 Tim 3:3). not to inflict violence through his words. He is to be a peacemaker.
- 98) Financial integrity — not greedy for gain (Titus 1:7; 1 Tim 3:3; 1 Peter 5:3). be upright in his financial dealings and not accused of pursuing money over the kingdom of God.
- 99) Be hospitable (Titus 1:8; 1 Tim 3:2). to be open for others to enjoy and receives people well including strangers.
- 100) Lover of good (Titus 1:8). genuinely loves what is good. He does not just think he should love it.
- 101) Carries good reports and clean hearts - Philippians 4.8 Whatever is lovely, pure, praiseworthy, truthful.
- 102) Self-controlled (Titus 1:8; 1 Tim 3:2). Self-control is a characterization of every area of life: diet, time, mouth, exercise, relationships, sex, and money.
- 103) Be upright (Titus 1:8). He has integrity in his relationships and in how he treats others.
- 104) Be holy (Titus 1:8). His life is devoted wholeheartedly to Jesus externally and internally.
- 105) Be able to teach (Titus 1:9; 1 Tim 3:2). A good communicator all of the other qualifications are character qualities. This is the only ability-based requirement. He is to be able to teach sound doctrine, not just be able to communicate in an excellent manner. His teaching can be to one or two, to twenty, to a hundred or to a thousand. Most of the churches in Crete were house churches. The elders were to defend the faith once delivered to the saints against the numerous false teachers that arose.
- 106) Spiritually maturity (1 Tim 3:6). Six months at least Positions of authority without spiritual maturity lead to the trap of pride. When pride grows in a man, sin abounds.
- 107) Be respectable (1 Tim 3:7). That does not mean that everyone must like him or even appreciate him. It means that there is no credible witness to an ongoing sinful behavior.
- 108) Example to the flock (1 Peter 5:3). Elders are examples of biblical expressions sexually, time management, marriage, parenting, worship, relationships and any other way.
- 109) Constantly Friendliness is a very important characteristic of a good kingdom Worker.
- 110) Flexibility- can change from one thought pattern to the next easily with sensible evaluation
- 111) Prayerful. - Can pray for at least 1 hour to commit the work, festival to God.
- 112) Enjoys and care about people- With the heart of a good Samaritan who can sacrifice and give his service to people
- 113) You possess a servant's heart - Has the joy of serving others – greatest is the servant.
- 114) You are committed to the vision of Festival and passionate about the unity of the body of Christ. .
- 115) You are supportive of the leadership at your church.
- 116) Ushers must observe proper personal hygiene as control/elimination of bad breath and body odor.
- 117) Ushers should not chew gum or any other way call attention to themselves.
- 118) Ushers should wear their uniforms or the designated attires. Always wear usher's name badges when on duty.
- 119) Be courteous and tactful at all times. Never react to discourtesy or rebuff, instead act in Christian love.
- 120) Avoid favoritism or partiality to anyone.
- 121) Always straighten out any misunderstanding that might arise in the performance of duties.
- 122) Notify the pastor of the presence of an important person.
- 123) Keep children quiet, they are not to walk or run around during service. Request the parents to take crying or loud children out. Reserve seats for parents with infants/ toddlers and elderly.
- 124) Know the plan of action in case of emergency or contingency, such as overflow crowd or sudden outburst of emotion. Ushers assigned in the evening fellowship or night vigil must always carry a flashlight.
- 125) Be alert in spotting intruders particularly pickpockets who may be posing as worshippers.
- 126) Be ready to serve Holy Communion elements and be familiar with the proper procedures of serving the elements.
- 127) Be ready to assist those who are assigned at the pulpit or persons rendering special performance offering.
- 128) Be alert for opportunities to witness and share the Good News.
- 129) Be alert and sensitive to the leading of the Holy Spirit.
- 130) Always display a warm, be served, sincere smile.
- 131) Don't be a bone crusher. Use a firm, not crushing handshake.
- 132) Learn the names of the people you greet.
- 133) Refrain from loud whispering.
- 134) Listen to the person in charge of the service for instructions.

- 135) Be a giver both service and substance to God along with gifts to the needy it is good for delegates to see workers giving also.
- 136) Worship but be attentive.
- 137) Be firm not tough.
- 138) Be consistent – culture.
- 139) Develop effective people skills.
- 140) Always keep the ushers desk active.
- 141) Have a close relationship with God. Seek to be anointed as the usher is the first contact of the people. Pray, fast and meet regularly. This is one step closer to getting to the Lord.
- 142) Dress appropriately for ushering. Be professional, but comfortable.
- 143) Remember you are on the “front line”. Therefore, you will be one of the first impressions of this ministry. Warmly welcome guests and regular attendees.
- 144) Be a team player. Always be willing to work with others. Know how to find a replacement if you’re not able to usher when scheduled. Advise your chief usher if you need to do this. Cover for your fellow usher when needed.
- 145) Provide a conducive environment. Environmental, Health, Safety and Security.
- 146) Be alert at all times. Ushers need to be ready at all times to respond as directed when there is a disturbance, illness, or other situation that requires special attention.
- 147) Make the people, members and guests, feel welcomed and important.
- 148) Assist visitors to their seats. Never leave them looking for a place to sit. Know where available seats are when the church is filling up.
- 149) Assist special needs persons to enter and leave the church.
- 150) All strong smells are a hindrance to your guests and members when serving as a church usher. Many people cannot tolerate strong odors due to allergic reactions. Colognes and perfumes have to be minimal. Observe good hygiene to avoid mouth smell or body odour.
- 151) Teachable. Ushers should have the right spirit and heart that easy to serve people and church well. Every usher should be willing to be taught and learn ways to improve. Ushers who are ever-learning can greatly enhance the service.
- 152) Thoughtfulness. Ushers should be looking for ways to serve and help others. Opening doors, assisting visitors, being courteous, and looking for ways to help others along with their other duties can bring a positive reflection for the church.
- 153) Tactfulness. Ushers should present themselves in being able to communicate well and have a keen sense of knowing what to say, what to do, and where to direct others as a way to maintain good relations and prevent distractions in the service.
- 154) Timeliness. Ushers should be on time and also timely in bringing assistance to others. An effective usher does not wait to be asked or wait for others to help but is keenly aware of what is going on in the church and allows the flow of the service to continue without distractions.
- 155) Teamwork. Ushers should work as a team, each one working together as a whole. Ushers should work uniformly in receiving offerings, communion, bringing order to the service in as many ways as possible.



KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

KENYA KINGDOM FESTIVAL USHERS DEPT

An usher is a spiritual ambassador for the local church – God's ordained and organized body of believers. The usher serves as a "first representative" of Jesus Christ for a worship service. From the tabernacle in the Old Testament to the temple and synagogue in the New Testament, God's presence and the teaching of His word is of supreme importance. Ushers in the tabernacle and temple were called doorkeepers. The psalmist understood the importance of ushers when he said, "Better is one day in your courts than a thousand elsewhere; I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked." One of the purposes of doorkeepers was to receive offerings from the people. The Bible says in II Kings chapter 22, "Go up to the high priest and have him get ready the money that has been brought into the temple of the Lord, which the doorkeepers have collected from the people." Jeremiah refers to one doorkeeper as a "man of God." He said in chapter 35, "And I brought them into the house of the Lord, into the chamber of the sons of Hanan, a man of God, the keeper of the door". Ecclesiastes talks about the day when the keepers of the house shall tremble. In Ezekiel's version of the temple he saw space reserved for priests, musicians and ushers. In the New Testament, Temple ushers were given unusual authority as uniformed guards. In Acts the "captain of the temple" is referred to in connection with arrests and general handling of crowds. It was these ushers who carried out the orders of the high priests to persecute the apostles.

The disciples acted as ushers on many occasions. They directed people who came to hear Jesus speak or be touched by His healing hands. On one occasion Jesus gave a sharp warning to the disciples who tried to keep children away from Him. On another occasion, Jesus told the disciples to organize a large group of over 5,000. Jesus supplied the unending loaves and fishes, but the disciples served the hungry multitude as ushers. The character of these first deacons was clearly spelled out. They were men of good or honest report, full of the Holy Spirit, full of wisdom, and full of faith. Stephen, the first Christian martyr on record, was both a deacon and an usher. Preachers, teachers and musicians minister to people in groups while ushers minister to people as individuals. A word of encouragement or kindness may be the most significant ministry some people receive. Only a few people get to meet the pastor, ask questions, or talk with musicians, but everyone can have an encounter with a good usher. When you serve as an usher, you set the stage for the worship experience. You are literally part of the continuing story of God's redemption. Your spiritual readiness and act of service plays a huge role in the life-change that takes place that day.

Roles, responsibilities and Mandate of Ushers in our Festivals

- 1) Usher Faithfully attend worship services in that they are not forced by schedule but have internal motivation to attend as serve as other workers or believers too.
- 2) Arrive at festival at least 2 hours before one to plan the facility and another to pray.
- 3) Ensuring festival materials reach the people including festival programs, doation envelops, invitations fliers etc and take them to the assigned positions or distribute as per instructions.
- 4) Maintain supplies at the Altar and to delegates, make sure pews have adequate hymnals, Bibles, pens, notebooks and offering envelopes if provided working with our registration team to ensure the registration pack is given along with delegates registration and badges to make sure pews are well organized and neat.
- 5) Our Festival ushers should be able to get an accurate people count every number represents a person. We want to be good stewards of all that God has entrusted to us, and therefore it matters that we know how well we are reaching people. Just like in the book of Acts, they counted, recorded, and celebrated how many people were saved peter sermon 3000 saved church grew again to 5000, Jesus fed 3000 and 5000 twice they counted even the 12 baskets remaining. This helps us to monitor on support facilities and project increase to increase the facilities as per projections.
- 6) Our ushers must be professional and intellectual in all areas of Maintaining proper appearance and personal hygiene, Show up on time, Read the Festival bulletin – get informed, stay informed, Wear your name tag, report lateness and absence, Smile, talk to people, learn their names the good and bad, Smell well -if I can smell you from 7 feet – that's too much, If your smell stays with me after a hug – that's too much, If I still smell you after you have left the room, that's too much.
- 7) Ushers, protocol and security should monitor and manage other fliers of other things given in the meeting by other people. All those who desire to give fliers and promos should be kept at exhibition centers to give only those who desire to receive. Only Festival materials or fliers authorized by top management should be given within our compounds and premises but avoid harassing such people who attempt check the materials and advice where they should feature in the exhibitions.

- 8) All the groups of workers in the Festival the live links should be shared so that together with the publicity team can be promoters of the online stream to boost viewership through YouTube, Facebook and videos shared by members via WhatsApp. They too need to be considered and be informed.
- 9) Ushers and protocol along with Festival management should consolidate all announcement of vehicles parked wrongly, with lights, accommodation, transport, workshops etc along with all others to be served once avoid where the session facilitators are receiving many papers as they announce since announcements needs to be vetted whether they flow well or deserves administration action or public awareness.
- 10) Welcome arriving congregation with a warm, friendly smile.
- 11) Be alert for issues that may need attention of Festival management on affairs of delegates as feedback and information channel of daily reviews.
- 12) Provide directions to the nursing mothers, care for sick in comfortable positions, beds, wheel chairs, Sunday school children, etc.
- 13) Assist the elderly and handicapped out of their cars and into the Festival with medical volunteers.
- 14) Be available for offering, special offerings, and other duties as directed by the Festival management.
- 15) Others will be selected to account for gifts, donations, offerings and place such for safety in the safe.
- 16) Distribution of clothes, food stuffs and donations to the needy delegates OVC, Elderly, PWDs.
- 17) Help register and access students for bursaries, job applications, elderly, OVCs, PWDs for immediate or continuous support.
- 18) Together with protocol they receive expected and unexpected guests to visitor's rooms, tents and waiting rooms.
- 19) Are sensitive about environment in meetings heat to open tent flaps, wind to close flaps, dust can recommend carpets or water to avoid dust or saw dust to handle slippery areas etc.
- 20) To help in estimating the Festival delegates through coupons or silent counts in zones for purpose of next day arrangements of catering, delegates without materials (T-Shirts, pens, notebooks etc) food, seats, who missed registration pacts, accessing materials etc all this helps the Festival management in planning well
- 21) Be available around the when people are being ministered around the altar for salvation together with counselors, lessos for women discency, handle people items losing and gather them in lost and found storage and room.
- 22) After the service has ended, have a designated usher go through the Festival Facilities to make sure doors and windows are locked and no one else is in the building, left items and can also join the maintainece team to clean up the venue along with arranging for the next meeting or day. Other Tents will be used for catering and later for summits to support in the quick clean ups and change over in seating / setting.
- 23) Turn out lights, lock all doors and windows, and ensure all power sources are switched off.
- 24) Provide Emergency help when needed in an orderly fashion.
- 25) During rainy months, provide rails for the congregation to scrub away mud and wipe their shoes and umbrellas etc.
- 26) Receive daily instruction from festival administration on theme of day, material needed eg processions for launch and closure events and honor events will be very different from other srvicees including preparations, guests expected, special instructions movements etc.
- 27) Have a plan of oversight having head ushers incharge of various 20 summits/ workshops/ exhibitions, venues, locations, parkings, catering, and direct operations of ushers during the assigned time frames.
- 28) Like other departments prepare to have overflows and daily recruitment of ushers with early morning trainings with quick uniforms brands of saches, hats etc to have a daily schedule of uniforms outlooks on daily schedules for uniformity and also making substitutions when necessary.
- 29) Conduct pre-service prayers at least one-hour service. So ushers, Technicians, Protocol teams, security must be in the Festival latest by 7.am daily to be ready by 9.00am for service.
- 30) Provide daily networking meeting for leaders early and evening review meetings and all just like all other departments for teaching and training for all ushers which includes, days reviews, greeting others, how to handle emergencies, how to assist congregational needs, offering duties, and provide courteous and thoughtful attitude in their role, matters arising etc
- 31) Since ushers and counsellors are the largest group among the people they should daily invite people for the meeting using fliers and motivate the delegates to continue to invite others using fliers through the one or two weeks of the Festival with that the Festival will continue to grow bigger as everyone participates in evangelism.
- 32) Ushers in our Festival are to Maintain open communication with all ushers on fatigue and plans to rotate ushers to avoid usher-burnout and allow others to be involved in providing services to the festival will be important.
- 33) Ushers in our festival Make sure to have sound procedures to receive donations meant for OVCs, PWDs and elderly to ensure they are well preserved without loses and breakages to have an air-tight system of removing of moving from the festival to the storage and faithful disbursement to recepiants faithfully.

- 34) In our festival we expect overflows of delegates therefore daily evaluation of delegates inflow to update the need of more tents, seats, facilities, delegates packages, meals etc by monitoring both delegates and our facility along with stocks in stores to notify in good time.
 - 35) In partnership with registration dept our festival ushers should maintain and monitor delegates attendance recorded, list of visitors details and people with special needs and converts to be follow up along with support.
 - 36) Our festival ushers should always display a positive warm smile to everyone who comes into the festival or anyone they may assist along with strong display a servant's heart, willing to always serve anyone, no matter how big or small the request.
 - 37) Our usher must avoid long conversations that could overlook providing a handshake, smile, and greeting to everyone who is in attendance along with observing morality & decency ethics never place his/her hands on the opposite sex other than a friendly handshake or helping someone at their request.
 - 38) Our Festival usher's conduct should be above reproach and should reflect a gentle Godly spirit to all they serve. Only females will place and remove modesty cloths on women around the altar. Even on security check men ushers/ security should scan men and women likewise.
 - 39) Our ushers should be alert and watchful on emergency responses, the safety of the festival delegates is every usher's and other workers on site and scene first responsibility. Most emergencies are for medical attention or some kind of disturbance with an individual. In these cases, please follow the instructions listed below.
 - 40) Clear the area to allow assistance.
 - 41) Always assign one person to call the police, ambulance or fire brigade where need be.
 - 42) Conduct a scene survey and casualty assessment.
 - 43) Station one person to help emergency personnel to the person who needs help. Have another usher make sure the isles are clear for emergency personnel.
 - 44) Keep either an usher or experienced medical person from the church, next to the afflicted person at all times.
 - 45) Encourage others to pray.
 - 46) Assign one person to remain close to the family members and friends.
 - 47) Monitor and make sure the area is not crowded by on-lookers.
-
- 48) Evacuation Procedures- Ushers should maintain order to the best of their ability in the event of any kind of evacuation. In this case, the ushers should start with the last pew or row in the festival venue and procedure to usher people out to a nearby exit. If the church has front exits, an usher will escort people from the front rows while others are going out the back rows. Ushers should be assigned to help others in the main and annex venues of summits checking the washrooms and kitchen, etc. to ensure an evacuation is conducted in a safe and timely manner. It is good for all ushers to check remaining rooms to make sure everyone has evacuated. Once outside, the ushers can determine with others whether anyone is missing. It should be also emphasized that the evacuation groups should congregate away from the festival venues in case of a fire or other dangers. It is good for the ushers to have a plan to take people to a place of safety prior to any kind of emergency. In cases of fire, it is always best to call the fire brigade on site when in doubt. The longer the delay, there is a greater risk to the building and others. On a very small fire that can be put out with an extinguisher, put out the fire, and monitor it. Determine whether it was an extremely small fire to not disrupt the service but in most cases evacuations are the best solution. Again, safety comes first and it is always best to be safe. In putting out a small fire, do not place your safety or the safety of others at risk! If the fire grows too large or aggressive to control by an extinguisher, time and safety are compromised. Exit the building immediately.
 - 49) Incase of Disturbances -Disturbances by mentally ill, distraught persons, or people who wish to disturb the service to gain something else other than respecting the house of God, require discernment on the part of the chief usher and other ushers present. In some cases, the pastor may deal with issues but for the most part, it will be the responsibility of the chief usher and other ushers to carry out the procedures.
 - 50) Determine whether a person needs to be taken out of the venue.
 - 51) Determine how you wish to do this. Most of the times, it can be handled through a gentle but yet firm statement to come with the usher. If the disturbance is overbearing and causing further trouble, it may take a couple of ushers, one on each side, to gently encourage the person to another place. If they still refuse to be removed, then contact a senior elder or senior pastor for further assistance.
 - 52) Determine a safe place to deal with this person and firmly state this type of behavior is not wanted or accepted in our services. Please distinguish between the person and the behavior. We shall welcome all but not the disruptive behaviors.

- 53) Determine whether the person will stop or will have to be asked to leave the building. If they refuse, you may have to call the police department for help to remove this person.
- 54) If an individual is distraught due to grief, please ask them to step out and gently escort them out of the sanctuary. Ask the grieving person, "How can we help?" or "We have someone who will pray with you, please come with me." Please do this in a loving and tactful manner. Have another usher to get senior elders to come pray with them.
- 55) On disturbances of family battles where one person attends church and another comes into the church to see their children or spouse, please escort the troubling person out of the sanctuary or area where the spouse or children are. In today's times, there are so many legal issues of restraining order s, custody battles, etc. and unfortunately, there are times when others will try to take advantage of picking up a child they could not previously see or have a setting they think they can freely talk to their spouse.
- 56) Because of these and other issues that may arise in the course of the service, a good usher comes prepared mentally, physically, emotionally and spiritually.
- 57) Since workers and ushers will increase in number daily it is important for ushers to arrive in good time 2 hours before to pray, to be sure all are ready and early arrivals are made comfortable and to Conduct brief orientation to those who are coming for the first time.
- 58) To serve effectively in our various activities ushers and all workers should be briefed continually on special event of special activities, the usher must be ready to come earlier as required.
- 59) All workers and ushers should observe strong discipline of accountability of logging and out officially to have joint entry to work and graceful jointly closure of day with reviews and prayers should avoid mysterious disappearance from work that will kill efficiency along with accountability to be faithful to the very end. Where you have to come late or exit before official closure report to respective supervisors. The Festival workers and usher must only leave the duty site only when fully satisfied that no further work is needed and any matters of concern are resolved.
- 60) The usher avoid stalling inflow incase you are handling a guest who need special attention or more information they should allow other to pass and be served also greet arrivals in a friendly and cordial manner should not be no extended conversation so as to delay movement entry and exits.
- 61) Any special request like persons wanting to see the pastor / host / guest speaker we shall have appointment request note that should be taken to ministerial care tent and evaluated accordingly. Never tell a delegate that you cannot see the pastor / host or guest speaker you can discourage such or hinder very import information or festival blessing some angels will come as deleagtes and can have very important information or message or message from the Lord.
- 62) Whenever possible extra front seats should be reserved for unexpected dignitary arrivals should be conducted to the seats nearest the pulpit, the front seats. This must be done with utmost courtesy without hint of coercion.
- 63) Our festival ushers should discourage if not stop movement when prayer is being said or when worship is in progress.
- 64) Conducting to seats may be done before the start of the service, during praise time, during announcements and while the preacher is moving to the pulpit.
- 65) Arrivals during the sermon should be seated at the back whenever possible but at all times done in such a manner that creates the least disturbance unless for very seniors guests, clergy or speakers.
- 66) Ushers assigned to spot vacant seats should remain alert at their post at the longest possible time or until they are satisfied that there will be no more arrivals.
- 67) Ushers should be ready to prepare for baptisms, holyghost ministrations, oil for prayers for sick or anointing service, holy communion in workshops especially pastors and church leaders
- 68) Work to label seats and seating areas also to guide main speakers and guests from dining or waiting room to seating area with a smile and open posture as they point to where seating is open or served well coordinated to avoid great leaders standing infront of people stranded.
- 69) Usher politely enforce order and discipline setting up and reseting the venues hall, politely asking for the removal of hats on the men and boys during sacred moments and National anthems, keeping those praying or dancing "under the power of the Spirit" safe from stumbling into chairs or other worshippers, placing a cover sheet on women who "get overpowered in the Spirit the preacher can be adviced on preple kneeling where carpets/ cushions/ can be used to avoid messy slaining experiences, catching people who fall or start dancing "in the Spirit and other orderly practices of discipline.
- 70) Our festival ushers will run a Delegates Help desk hospitality desk in the main venues and summits / workshops venue to meet delegates who need various information including those genuine who may need accommodation, directions to attend the summits & workshops.

- 71) Our Festival ushers some will be first aid trained and ambulances and first aid tents to care for compliance well-versed in emergency procedures. In case of an emergency the ushers will take the lead in getting people to safety in an orderly manner or individual health challenges along with those who come for divine healing can be kept in tent for special care and extension of PWDs and elderly who will come in big numbers because of the donations and continuous programs to support them.
- 72) Our Festival ushers will again be at the door to greet the congregation as they leave and provide assistance as needed will then make sure that the sanctuary is tidy through dust bins in all the venues and daily collection of garbage from the venues in partnership with county government or private players on garbage disposal. Full maintenance festival venue department to clean up will be engaged to work in final clean up.
- 73) Our Festival ushers will assign others to maintain continuous supply of drinking water points and delegates water points and bottled water along with empty bottles disposals bins to keep the environment clean.
- 74) Our Festival ushers must take initiative to pay attention at all times watch what is going on in your section and jump in to handle it. If you aren't sure what to do, ask your team leader. The only wrong choice is to do nothing. Never assume "someone" else is taking care of the need. Pay attention, take the initiative, and make it happen.
- 75) Our Festival ushers should conduct Pre-Briefing and Postmortem Meeting with regular meetings of the ushers for the purpose of instruction, interchange of ideas, suggestions, and discussion of experiences and problems. In some churches the ushers meet for fifteen minutes before every worship service.
- 76) Our Festival ushers and protocol work towards Fill First Pews First. It is always important to get the front pews filled as early as possible. That is the secret of getting the people to the front. If you allow the rear and center of the nave to be filled first, it will be very difficult to persuade anyone to sit in the front. The reason for this is psychological. It creates the impression that the front pews are undesirable, since others have avoided them. It also makes some people self-conscious. Their timid natures rebel against the idea of going down the aisle past a lot of other people. It fills them with fear.
- 77) Our Festival ushers and workers subdivide the venue scoop of operation for accountability to avoid vacuums of service large it might be well to have ushers stationed at various sections of pews, and to direct the people from one usher to another.
- 78) Our Festival ushers should however not try to force anyone to sit where he does not want to sit. Ushers must not express surprise or resentment if anyone does not follow to the place where they want to seat him. They must try to act as though nothing unusual had happened, return to such a person, and kindly give him a bulletin. No matter how provoking a situation may be, the ushers should always graciously give in to the wishes of the delegates/ worshippers. If a reserved section is involved, simply state that it is reserved, and suggest another place. Don't argue. Don't let anyone know that he is in the wrong. Ushers should always know where the empty places are, and never hunt for seats. They should never run after anyone down the aisle.
- 79) Our Festival ushers should be Professional in appearance conducting work in a dignified and reverent manner. Ushers should be dressed neatly and appropriately for the worship of God as per uniform schedule given daily by their leaders either supplied by Festival or self.
- 80) Our Festival ushers should be courteous, pleasant, and kind. They should always "be on the job. When their duties require them to be on their feet, they should be erect and tending to business. When they do not have to be up, they should be seated so as to be absorbed in the congregation and actively engaged in worship.
- 81) Our Festival ushers should learn to work under pressure and always learn to absorb the pressure when it comes to maintain pure joy. Seriously, it's a lot of fun. But on occasion, there are moments of pressure when someone is upset, or something isn't working right. In these moments never transfer the pressure to the person entering into their worship experience. You are the leader. You absorb the pressure. Get help if you need it, but never make the issue their problem. You help deliver a solution.
- 82) Our Festival ushers to own your section, lead your section, shepherd your section seating the worshippers as much as possible where they want to sit. Ushers should study the congregation, learn the favorite places of the members, especially those that are hard of hearing, the near-sighted, the mothers with babies, and those who are ill. Visitors and people who come early are entitled to the best seats, if they want them. But no one ought to insist on his rights contrary to the law of Christian charity. Parents with small children should be seated in the rear, so that they will not disturb the whole congregation if they have to leave, and will feel they can go out without difficulty in case of necessity.
- 83) Our Festival ushers also can settle to listen to sermons and be attentive to instructions given or help needed by preachers, once the seats are filled the ushers relax and mentally check out. As leaders, the ushers are empowered to take ownership of the section of seats they serve in and give leadership where needed.
- 84) Our Festival ushers should do everything in their power to ensure that the people have the best opportunity possible to connect with and hear from God. Each usher can shepherd the people by getting to know them, praying for them, learning their names, and meeting appropriate needs.

- 85) Our Festival ushers follow the direction of leadership Chief/Head usher and advisory of quality assurance event masters because it is only possible to see standards from outside other departments of the Festival will regularly be overseeing the the ushering meeting to give immediate advice or during the joint review meeting in the morning or evening closure.
- 86) Our Festival ushers must follow instructions all good leaders are good followers. It is important that each usher follows the leadership of the team leader. Be supportive and encouraging. Offer suggestions if you have good ideas, but don't be overly sensitive if your ideas aren't used. Your chief usher will do his or her best to serve and lead you and the rest of their team well.
- 87) Our Festival Ushers should be flexible -The service depends on flexibility and simplicity of acting don't get flustered when last minute changes are made speakers may change, programs of the day may change, the holyspirit may move a speaker in a certain direction that may need ushers re-engagements such as abrupt anointing service, holyghost service, an altar call where people needs or pledges to fill needs have pens and papers. That will happen Just keep positive, stay flexible and know that creativity is at work to help people connect with and hear from God.
- 88) Our Festival ushers with the help of other key church leaders should be able to identify prominent spiritual fathers, mothers and generals of faith. It is embarrassing for prominent ministers of the country come to meeting and they explain who they are and no ushers sends a message chief protocol or even host to notify them and keeps such people among others that happens regularly. Among the protocol we should know a local pastor who knows others leaders well and can advice on where such a leader can be accorded a seating, a mention and honor that is due to his office accordingly. We want our festival to be blessed and receive prophets reward by receiving honorable people honorably not deny the Festival an opportunity to be blessed by leaders others may not dress or look like it especially spiritual elderly fathers/ mothers of faith others even from rural areas.
- 89) Need for bigger and spacious car Parking slots as more believers drive to church. This creates the need to have a designated team for the parking area to receive, help arrange the vehicles, greet the congregation at the parking and record the vehicle details.
- 90) Our ushers should limit and manage preference of congregation to take photos and videos during the sermon or various presentations for future reference. We should mention the sale of DVDs and streaming to avoid everyone phone recording the message and obstructing others. Also official photographers can have a photo display place for people to buy official photos.
- 91) It would be important to have donation or offerings cards that ushers can give with paybill or mpesa numbers of the event to avoid miss- ups and missing of many who can be willing to give via mobile money transfer, bank account or visa card rather than dropping at the offering bag. We can also have banners with such details hanging on the walls of tents or roll up banners
- 92) Ushers of Festival are more than security though we should also have ushers who are in security for intelligence and surveillance. However, all ushers should be sensitive beginning with screening all delegates walking or driving, also watch out for suspicious, anxious, fearful or unsettled delegates to report such. Also management of delegates belongings during ministrations though the facilitators should caution people not to leave anything on seats as they go to altar calls and booking of seats ushers should be on watch. Kidnapping and child abduction is on the rise thus there is need to have tight security and children control within compound and venues. No kid should be left to walk out of the there summit tent without a tag and being accompanied by their guardian or parents who are well known by the ushers. We shall have only 2 days of festival with children for there event ushers should work with stewards closely.
- 93) Our ushers can advice and guide on the facilities and Festival administration needs the need for a nursing room for breast feeding mothers and those who want to change their young ones, Are there enough chairs for the ministers and members of the congregation? Do we need to create a space for nursing mothers in the auditorium to minimize distractions? Are the toilets in clean and usable statue? Is there water to keep the toilets clean and with tissues? Is the approach or access to the church premises in good order? Are there any unsafe areas of the church premises that must beaddressed to ensure the health and safety of members? Are the delegates members' vehicles safari. Do we have the required hymnals/ bulletins? Do we have enough offering envelopes, and baskets? Do we have enough welcome and altar call cards? Working together with Festival facilitation and administration develop a checklist and inventory monitoring.
- 94) Ushers in our Festival must think, see and act as hospitality officers to ensure that each member of the ushering department is knowledgeable about optimal seating arrangements for various categories of people i.e. physically handicapped, elderly, nursing mothers, young persons, Priority must be given to the comfort of members who have mobility challenges and elderly.

- 95) Ushers can also softly advice distractors esteem Inappropriately (immodestly) dressed persons must be identified and made welcome in a way that does not create offense or discrimination or harassment.
- 96) Ushers can have inventory of oil and containers incase the minister is led to anoint all with provision hand cleaning aides during anointing a sample of all books of record must be made available for practical demonstration, Attendance register, Count Sheets, Summary Sheet and Ushers' Offering note book or analysis ledger.

REGISTER TO SERVE IN THIS DEPARTMENT AS WE BUILD THE KINGDOM OF GOD- THY KINGDOM COME



KINGDOM FESTIVAL CATERING DEPT

Our Kingdom Festival catering will is mandated in exhibiting Kingdom Excellence in catering for VVIP, V.I.P, Executive, workers, delegates

- 1) Sufficient food based on the number of delegates at various food catering units ranging from VVIP, V.I.P, Executive, workers, delegates and take away with daily assessment of delegates increasing through registration department, ushering and facilities department.
- 2) All caterers main and vendors must be registered and given a facility to operate for accountability and responsibility with clean branded uniforms and badges for identification.
- 3) Clean drinking water and hand washing points will be provided along with bottled water with festival branded seals that can be given during sessions and meals accordingly
- 4) Sufficient serving points to ease the speed of service and avoid long ques and the time that takes to serve the people.
- 5) Professionalism – Festival workers in catering dept and contractors must maintain a professional demeanor when interacting with customers, vendors, and other staff members. They should dress appropriately for the workplace with specified uniforms per day in all catering units and use respectful language and behavior at all times.
- 6) Quality and Safety- Festival workers in catering dept and contractors must prioritize the quality and safety of the products we offer. They must ensure that all food and beverages are prepared and served according to the relevant safety and hygiene standards. Additionally, they must maintain the cleanliness and safety of the equipment, workstations, and facilities.
- 7) Customer Service- Festival workers in catering dept and contractors must provide excellent customer service to all customers. They must be attentive, friendly, and responsive to customer needs and complaints. They should strive to resolve any issues quickly and efficiently to ensure customer satisfaction.
- 8) Integrity and Ethics- Festival workers in catering dept and contractors must act with integrity and honesty in all business operations. They should avoid any conflicts of interest and refrain from engaging in any fraudulent or illegal activities. Additionally, they should protect the confidentiality of sensitive information related to the business.
- 9) Diversity and Inclusion. Festival workers in catering dept is committed to promoting diversity and inclusion in the workplace. Festival workers in catering dept and contractors must treat all customers, vendors, and staff members with respect and dignity, regardless of their race, gender, sexual orientation, religion, or cultural background.
- 10) Compliance Our Festival workers in catering dept and contractors must comply with all relevant laws, regulations, and industry standards. They should be familiar with the policies and procedures of the company and report any violations to the appropriate management personnel.
- 11) Training and Development EMA Catering Limited provides training and development opportunities to our employees and contractors to enhance their skills and knowledge. They should participate in these programs to improve their performance and contribute to the success of the company.
- 12) Our kitchens and catering units should exhibit efficiency, safety, hygiene, and low wastage. A flow diagram instructs teams on the best processes to guarantee quality and safety – with separate entrances for raw material and finished dispatches along with cleaning up after every meal the eating areas will also be used for workshop so together with ushers and maintainace should clean up and reorganize to accommodate summits / workshops.
- 13) Take food orders with written instructions to be accurate to avoid forgetting
- 14) Have organized way of serving people in tables, zones to avoid people ques for too long.
- 15) Physical Projection (Appearance, poise, posture and body language contribute to the first impression others have of you and are seen as a reflection of the hygiene standards of the establishment and the quality of service to come
- 16) Verbal Projection - quality of speech, diplomacy and tact in words and expressions used, including the tone, volume, non-verbal.
- 17) Conduct and behavior- practice of basic courtesies, tolerance for difficult guests and costumers, compliance to service standard.
- 18) It is advisable to require employees to wear uniform. But it must be properly pressed, no sagging hemline, not faded etc. -if not in uniform, they should refrain from wearing too casual attire, T-shirt without colar. etc.
- 19) Avoid too many jewelries, dangling earrings, low neckline or too much make up

KINGDOM FESTIVAL

KINGDOM FESTIVAL CATERING DEPT



- 20) Always carry a pleasant smile and positive disposition so that others will feel more comfortable and at ease with you.
- 21) Be careful of overtone- tone, volume and body language. Avoid unpleasant non-verbal like sneering look, crossing arms, pointing finger, frowning face, deep signs, biting lips, shaking head, etc. Keep a low modulated tone and volume.
- 22) Maintain poise and posture by direct eye contact, erect posture, refraining from unpleasant mannerism like scratching head
- 23) Shoes must be comfortable and clean, and of a plain, neat design. Fashion is not as important here as safety and foot comfort.
- 24) Cuts and burns should be covered with waterproof dressings.
- 25) Any cold or other possible infections should be reported immediately
- 26) Hands should be washed immediately after using the toilet or dealing with refuse. Hot water and soap must be used.
- 27) Staff should try to avoid any mannerisms they may have, such as running their fingers through their hair, nose, chewing gum or scratching their face.
- 28) Hair –Clean and neatly combed, no dandruff. Ladies hair should be clipped on both sides or breaded (if it is long) Length of men's hair should not go beyond collar and the side hair must not cover ears.
- 29) Uniform –Must be comfortably fit; no sagging hemline, properly buttoned, sleeves should never be folded nor rolled, clean and well pressed, free from stains or wrinkles
- 30) Face – Men- free of beard and moustache, Ladies- light and appropriate make-up.
- 31) Mouth -free from bad breath; mouth wash to be used as needed - no tooth decay
- 32) Ears -Clean and free from visible dirt inside and outside -Earrings are never appropriate for men; ladies in uniform should never wear dangling earrings
- 33) Body –Free from body odor; deodorant to be used daily, Daily shower is a "must"
- 34) Fingernails -Clean and free from dirt -Men- nails should be short and properly trimmed. -Ladies- avoid very long fingernails and must always be clean and well-manicured.
- 35) Perfumes -Not allowed much as the smell contaminate the food.
- 36) Speak with clarity. Check if you are understood after sending a message and food order.
- 37) Speak in audible, relaxed and natural manner, maintain conversational tone and volume.
- 38) Observe right speed, not too fast or too slow.
- 39) When receiving messages, always seek to confirm or clarify anything that sounds unclear. "if I got you right, are you saying that... "I heard you say... do you mean....?"
- 40) Accept and respect the opinion and ideas of others. If you disagree, acknowledge first their statement before pointing out your ideas. Make statement like: "I see your point" I understand what you mean. However, I feel that
- 41) Make It a habit to use magic words like: May I, kindly, Please, Do you mind, I'm sorry, etc. "May I have your name sir? Instead of what is your name? "May I know who is on the line?, rather than who is this? "What can I do for you ma'am/sir?, rather than ask "What is it?" or What do you want from____"
- 42) Avoid saying directly no or no comment be when turning down a request. One diplomatic way of doing it is to say: "I really wish I could satisfy your request, however..... I hope you understand."
- 43) Be sensitive to the feelings and self-esteem of others. Avoid words or expressions that hurt feelings and shatter other's self -esteem.
- 44) Listen with interest and undivided attention. Nod if you agree, ask questions. Paraphrase statements to confirm.
- 45) Be honest and accurate in giving information do not bluff. Admit if you don't know the answer.
- 46) Unsanitary practices like: smoking, coughing/sneezing, scratching body parts, spitting on walls and floors and sink, tasting food in view of costumers, handling food with bare hands, serving food/cutleries that have fallen on the floor, putting on foods in dirty tables, cooling warm/ hot food by blowing air out of the mouth, wiping perspiration with wiping cloth used for service, combing hair inside dining room, using strong perfume.
- 47) Unpleasant Habits like: Yawning, grouping together with other staff for a chat while on duty, Using sign language, etc
- 48) Conversations between customers and staff override conversations between staff.
- 49) When in conversation with customers, staff should not:
- 50) talk to other members of staff without first excusing themselves from the customer
- 51) interrupt interactions between customers and staff
- 52) but should wait until there is a suitable moment to catch the attention of the other member of staff so that they may excuse themselves from the customer first.
- 53) Customers should always be made to feel that they are being cared for and not that they are an intrusion into the operation.
- 54) Handling complaints

- 55) Should a problem arise and a customer makes a complaint the following steps should be taken.
- 56) Do not interrupt the customer – let them have their say and make their point.
- 57) Apologize – but only for the specific problem or complaint.
- 58) Restate the details of the complaint briefly back to the customer to show you have listened and understood.
- 59) Agree by thanking the customer for bringing the matter to your attention. This shows you are looking at the problem from the customer's perspective.
- 60) Act quickly, quietly and professionally and follow the establishment's procedures for handling complaints.
- 61) Never lose your temper take comments personally argue especially in the presence of guests.
- 62) blame another member of staff or another
- 63) Valid complaints provide important feedback for a foodservice operation and can be used as valuable learning opportunities to improve service and should be done in Pre-Service and After Service meetings
- 64) FESTIVAL FOOD AND CATERING DEPARTMENT.
- 65) We seek to provide food access to workers, delegates and guest ministers at different times at various categories of catering with both sponsored meals and cost effective meals to enable all to have easy access to meals while the Festival is on so that there will be no time wastage in delegates leaving our premises to seek for meals in the surrounding especially lunches which have a small window of one and half hours. We shall engage sufficient catering companies to offer food at various levels from 3 coarse 5 star service to food snacks take away and simple restaurants for all people to fit in and be accommodated. However, for the purpose of safety, hygiene and standards all offering food and beverage services will need to comply to standards catering code of ethics that will be regulated and monitored as health safety to avoid food poisoning and diseases spreading from sensitive catering department.
- 66) Sufficient food based on the number of delegates at various food catering units ranging from VVIP, V.I.P, Executive, workers, delegates and take away with daily assessment of delegates increasing through registration department, ushering and facilities department.
- 67) All caterers main and vendors must be registered and given a facility to operate for accountability and responsibility with clean branded uniforms and badges for identification.
- 68) Clean drinking water and hand washing points will be provided along with bottled water with festival branded seals that can be given during sessions and meals accordingly
- 69) Sufficient serving points to ease the speed of service and avoid long queues and the time that takes to serve the people.
- 70) Professionalism – Festival workers in catering dept and contractors must maintain a professional demeanor when interacting with customers, vendors, and other staff members. They should dress appropriately for the workplace with specified uniforms per day in all catering units and use respectful language and behavior at all times.
- 71) Quality and Safety- Festival workers in catering dept and contractors must prioritize the quality and safety of the products we offer. They must ensure that all food and beverages are prepared and served according to the relevant safety and hygiene standards. Additionally, they must maintain the cleanliness and safety of the equipment, workstations, and facilities.
- 72) Customer Service- Festival workers in catering dept and contractors must provide excellent customer service to all customers. They must be attentive, friendly, and responsive to customer needs and complaints. They should strive to resolve any issues quickly and efficiently to ensure customer satisfaction.
- 73) Integrity and Ethics- Festival workers in catering dept and contractors must act with integrity and honesty in all business operations. They should avoid any conflicts of interest and refrain from engaging in any fraudulent or illegal activities. Additionally, they should protect the confidentiality of sensitive information related to the business.
- 74) Diversity and Inclusion. Festival workers in catering dept is committed to promoting diversity and inclusion in the workplace. Festival workers in catering dept and contractors must treat all customers, vendors, and staff members with respect and dignity, regardless of their race, gender, sexual orientation, religion, or cultural background.
- 75) Compliance Our Festival workers in catering dept and contractors must comply with all relevant laws, regulations, and industry standards. They should be familiar with the policies and procedures of the company and report any violations to the appropriate management personnel.
- 76) Training and Development EMA Catering Limited provides training and development opportunities to our employees and contractors to enhance their skills and knowledge. They should participate in these programs to improve their performance and contribute to the success of the company.
- 77) Our kitchens and catering units should exhibit efficiency, safety, hygiene, and low wastage. A flow diagram instructs teams on the best processes to guarantee quality and safety – with separate entrances for raw material and finished dispatches along with cleaning up after every meal the eating areas will also be used for workshop so together with ushers and maintenance should clean up and reorganize to accommodate summits / workshops.

- 78) Take food orders with written instructions to be accurate to avoid forgetting
- 79) Have organized way of serving people in tables, zones to avoid people quees for too long.
- 80) Physical Projection (Appearance, poise, posture and body language contribute to the first impression others have of you and are seen as a reflection of the hygiene standards of the establishment and the quality of service to come
- 81) Verbal Projection - quality of speech, diplomacy and tact in words and expressions used, including the tone, volume, non-verbal.
- 82) Conduct and behavior- practice of basic courtesies, tolerance for difficult guests and costumers, compliance to service standard.
- 83) It is advisable to require employees to wear uniform. But it must be properly pressed, no sagging hemline, not faded etc. -if not in uniform, they should refrain from wearing too casual attire, T-shirt without collar. etc.
- 84) Avoid too many jewelries, dangling earrings, low neckline or too much make up
- 85) Always carry a pleasant smile and positive disposition so that others will feel more comfortable and at ease with you.
- 86) Be careful of overtone- tone, volume and body language. Avoid unpleasant non-verbal like sneering look, crossing arms, pointing finger, frowning face, deep signs, biting lips, shaking head, etc. Keep a low modulated tone and volume.
- 87) Maintain poise and posture by direct eye contact, erect posture, refraining from unpleasant mannerism like scratching head
- 88) Shoes must be comfortable and clean, and of a plain, neat design. Fashion is not as important here as safety and foot comfort.
- 89) Cuts and burns should be covered with waterproof dressings.
- 90) Any cold or other possible infections should be reported immediately
- 91) Hands should be washed immediately after using the toilet or dealing with refuse. Hot water and soap must be used.
- 92) Staff should try to avoid any mannerisms they may have, such as running their fingers through their hair, nose, chewing gum or scratching their face.
- 93) Hair –Clean and neatly combed, no dandruff. Ladies hair should be clipped on both sides or breaded (if it is long) Length of men’s hair should not go beyond collar and the side hair must not cover ears.
- 94) Uniform –Must be comfortably fit; no sagging hemline, properly buttoned, sleeves should never be folded nor rolled, clean and well pressed, free from stains or wrinkles
- 95) Face – Men- free of beard and moustache, Ladies- light and appropriate make-up.
- 96) Mouth -free from bad breath; mouth wash to be used as needed - no tooth decay
- 97) Ears -Clean and free from visible dirt inside and outside -Earrings are never appropriate for men; ladies in uniform should never wear dangling earrings
- 98) Body –Free from body odor; deodorant to be used daily, Daily shower is a “must”
- 99) Fingernails -Clean and free from dirt -Men- nails should be short and properly trimmed. -Ladies- avoid very long fingernails and must always be clean and well-manicured.
- 100) Perfumes -Not allowed much as the smell contaminate the food.
- 101) Speak with clarity. Check if you are understood after sending a message and food order.
- 102) Speak in audible, relaxed and natural manner, maintain conversational tone and volume.
- 103) Observe right speed, not too fast or too slow.
- 104) When receiving messages, always seek to confirm or clarify anything that sounds unclear. “if I got you right, are you saying that... “I heard you say... do you mean....?”
- 105) Accept and respect the opinion and ideas of others. If you disagree, acknowledge first their statement before pointing out your ideas. Make statement like: “I see your point” I understand what you mean. However, I feel that
- 106) Make It a habit to use magic words like: May I, kindly, Please, Do you mind, I’m sorry, etc. “May I have your name sir? Instead of what is your name? “May I know who is on the line?, rather than who is this? “What can I do for you ma’am/sir?, rather than ask “What is it?” or What do you want from_____”
- 107) Avoid saying directly no or no comment be when turning down a request. One diplomatic way of doing it is to say: “I really wish I could satisfy your request, however..... I hope you understand.”
- 108) Be sensitive to the feelings and self-esteem of others. Avoid words or expressions that hurt feelings and shatter other’s self -esteem.
- 109) Listen with interest and undivided attention. Nod if you agree, ask questions. Paraphrase statements to confirm.
- 110) Be honest and accurate in giving information do not bluff. Admit if you don’t know the answer.

- 111) Unsanitary practices like: smoking, coughing/sneezing, scratching body parts, spitting on walls and floors and sink, tasting food in view of costumers, handling food with bare hands, serving food/cutleries that have fallen on the floor, putting on foods in dirty tables, cooling warm/ hot food by blowing air out of the mouth, wiping perspiration with wiping cloth used for service, combing hair inside dining room, using strong perfume.
- 112) Unpleasant Habits like: Yawning, grouping together with other staff for a chat while on duty, Using sign language, etc
- 113) Conversations between customers and staff override conversations between staff.
- 114) When in conversation with customers, staff should not:
- 115) talk to other members of staff without first excusing themselves from the customer
- 116) interrupt interactions between customers and staff
- 117) but should wait until there is a suitable moment to catch the attention of the other member of staff so that they may excuse themselves from the customer first.
- 118) Customers should always be made to feel that they are being cared for and not that they are an intrusion into the operation.
- 119) Handling complaints
- 120) Should a problem arise and a customer makes a complaint the following steps should be taken.
- 121) Do not interrupt the customer – let them have their say and make their point.
- 122) Apologize – but only for the specific problem or complaint.
- 123) Restate the details of the complaint briefly back to the customer to show you have listened and understood.

