



**DIocese OF UNITED STATES OF AMERICA**

REVEREND EMMANUEL M. OSHOFFA

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All Regional Supervisors,  
All States Supervisors,  
All shepherds & All Parishioners.

January 07, 2014.

**Memorandum #01/2014**

Beloved and co-laborers in the Vineyard of the Lord and Savior Jesus Christ, we are again welcomed into a new year. May the good Shepherd Himself make this year a Crown of peace, blessing and glory for all.

As we step into the new year we want to remind that the following critical issues should be addressed with all seriousness by the Parochial Committees and the Shepherds. Please note that it is mandatory.

- 1) Ensure that the Insurance Policies over your home/church and contents are effectively in place. Make sure that adequate value is placed on your owned church building and the contents. If they have lapsed or non-existing, please take immediate step to rectify.
- 2) Ensure that your fire Extinguishers are serviced for the year and get them well positioned.
- 3) A Life Policy for the shepherd for at least \$25,000 - \$50,000 must be maintained by each Parish. (The Parochial Committee should note for immediate implementation). Members are also encouraged to maintain Life Policy - it is a prudent thing to do.
- 4) Pastoral and Diocesan Returns for the last quarters ending December 2013 should be released.
- 5) Schedule of Payments by parishes and disbursement of same. We need a record of the parishes that are complying and those that are not for administrative processes.
- 6) **The statistical form on number of members, birth, baptism, marriages, graduations, death & new parishes for 2013 must be received from the regional Secretaries on or before 01/31/14. Also the Harvest Roster for your region for 2014 should be received on or before 02/28/14.**
- 7) As resolved at last Convention, Worship Service on Sundays should not extend beyond 1.30 - 2.00 pm under any circumstance unless there is an unusual special celebration. Announcement should not extend beyond 15-20 minutes while Sermons should be restricted to 45 -50 minutes. The Choir is required to exercise restraint and maintain decorum. Services shall be in English.
- 8) Youths of 18-33 years of age must be encouraged to participate in Services and Preaching and one Sunday every two months must be declared as Youth day.
- 9) Members of the special Diocesan Inspectorate Division will be out this year to ensure compliance to tenets and issuance of Citations. The division shall be at every regional level. Please read to all members and treat as most important. Thanks and God bless.

Sup. Evang. Jacob Popoola  
Diocesan Gen. Secretary

Sup. Evang. Joseph Olorunnisola  
Gen. Superintendent