

2007

SPOTLIGHT ON YOU

THRONEROOM

**SIMPLE BRIEF
ABOUT
THRONEROOM**

Short Message to YOU from the Chief Musician

Welcome once again to another year that beckons with lots and lots of opportunity for the diligent. Put your past very quickly behind you and roll up your sleeves to achieve and accomplish where you failed before. Learn from your past failures as quickly as you can for God has not YET finished with you

“Throneroom Music Ministries” is a full-fledged multi-music ministry set-up with various arms and branches.

The *“Throneroom Family Choir”* is one of its many operational wings under which the Voice Project is being co-coordinated.

Towards the end of every year members in the team are retained or released from the Voice Project based on results of monthly evaluations, while new members are brought in for the coming year through auditions.

Beginning from January 2007 the following have been retained and are required to fill out and submit the sign-up form for 2007. They are as follows:

1. Thaddeaus Quacoe
2. George Awuah-Gyasi
3. Bernard Tetteh
4. Samuel Offei
5. Ariane Kwantreng
6. Abla Quist
7. Irene Tumawoo
8. Sophia Afotey (Arthur)
9. Gifty Asamanyuah
10. Julie Narh
11. Josephine Adwubi-Boateng
12. Sheila Addai

The list of new team members who have made the grade so far for 2007 will be forthcoming.

THRONEROOM FAMILY CHOIRS 2007 OPERATIONS & STRUCTURE

FOCUS

The theme for 2007 is **“SPOTLIGHT ON YOU”**.

2007 aims at getting every selected team member to the frontline of ministry through song. This will run through all activities and will be the basis of retaining or releasing a team member from the project.

In this light there will be a mid-year review of all members and it is our hope that all will work hard to be retained.

ACTIVITIES FOR 2007

Throneroom in general is activity oriented so long as it connects to productivity and therefore we always measure the relevance of activity with capacity. Our aim is to first develop the skills people will work with before assigning tasks to them.

Our plan for 2007 is to bring a lot of innovation to our planned programs so that they deepen capacity needed to function at the frontline of the music ministry. Here are the general activities we hope to pursue for 2007 based on the level of capacity developed for them musically, financially, technically, spiritually and organizationally.

1. **General meetings – Tuesdays, Thursdays and Saturdays 3pm-5pm** (starting and closing times may be adjusted periodically to suit magnitude of activities)
2. **Re-training programs**
3. **School Outreaches**
4. **1st Music Ministers Camp**
5. **“Outdooing of Throneroom” Concert**
6. **Launching of the “UNITED IN WORSHIP ALBUM”**
7. **Annual Throneroom Live Worship Concert**
8. **Studio Recordings**
9. **Mid-year and End of year evaluations and review of members**
10. **2 Family get-togethers (1 every half year)**
11. **Recording Video clips/shoots (TV promotion and DVD albums)**
12. **Throneroom Honours Event**

The list of programs listed are a reflection of what we aspire to do but in reality we would prioritize them and follow through with what would be most relevant and achievable for 2007. It is our hope though, that we would be able to pull through most of them and we encourage members to pray and work towards them. The choir would be furnished with the dates and responsibilities that would go with organizing these events so that together we can make them a reality.

SECRETARIAT SUPPORT OFFICERS FOR 2007

The aim of the Voice Project is to develop and train churn out a total music minister capable of managing musical and non-musical aspects of career and ministry.

2007 unveils the first level of training in this regard as we have selected some team members as secretariat support officers.

They will work hand in hand with the Secretariat Manager and Administrator, Pastor Godwin Quainoo providing management support for the “Throneroom Family Choir”.

This is part of a well laid out human resource development plan that seeks to expose team members to the “behind-the-scenes” workings of the music ministry.

Here are the officers for 2007.

1. **Administrative and Secretarial Support Officer-Julie Narh**
2. **Organizational Support Officer/s – Gifty Asamanyuah and Samuel Offei**
3. **Music Director Assistants- Bernard Tetteh, George Awuah-Gyasi and Thaddeaus Quacoe**

Based on the assignments given to them they may request for the time and skill of other team members.

It is our aim that this exercise will benefit everyone and as such we encourage all to get on board when invited to join the work of any support officer.

We also wish to encourage all team members to give these officers for 2007 maximum support, encouragement and cooperation in the spirit of brotherly love, humility and respect as they are not executing these duties on their own accord but rather on the behalf of the Throneroom Music Ministry leadership.

There are the general roles, duties and responsibilities of the officers.

Secretarial and Administrative Support Officer

1. Shall work under the Secretariat Manager/Administrator and shall be directly accountable to him.
2. Shall be responsible for record keeping and shall ensure all data is up to date as directed by the Secretariat Boss.
3. Shall be responsible for all paper-work support for the choir including song-sheets, entry and exit of letters and communication for the choir (*internally and externally*), preparation of minutes, schedule management etc and others that may be delegated.

Organizational Support Officer

Shall be responsible for the implementation of planned activities and programs of the choir like arranging for bookings, equipment, conveying, protocol and hospitality, preparation of meeting venues, dispatching of letters, contacting people, intelligence reporting, transportation arrangements, publicity management and execution for events etc.

Music Director Assistants

Shall support the Chief Musician in providing music direction for the choir in the following ways.

1. Preparation of music for the choir, Selecting of music, Arranging of music, Directing songs, Assisting in evaluating members, Assisting in recruitment and auditions.

These are broadly what these portfolios are supposed to bring to bear and it is hoped it will improve the quality of ministry in the team.

For a change Rev. Tom Bright-Davies, the Chief Musician, will be working with the team from behind the scenes most of the time.

Before moving any further members are to take note of the responsibilities of the Secretariat Manager and Administrator and the Chief Musician as shown here.

Firstly we need to state that Throneroom as a ministry strongly believes in the delegation of authority and decentralization as this is the fastest and surest way to develop and enhance skills and also to build leadership capacity and confidence. However we place a strong emphasis on getting people equipped for responsibilities being given them. We recognize that no matter how one may be anointed and gifted of God it is totally impossible for one person to be effective in every single area of responsibility in a given vision. This being our mind-set and also having the future of Throneroom Ghana in mind we envisage that as the vision expands and as opportunities for full time staff become available the best placed people for the job will be the very team members who have received training and have served commendably in the ministry.

The position of the Throneroom Family Choirs' Secretariat Manager and Administrator is the first part time portfolio Throneroom Music Ministries is starting with in Ghana with Pastor Godwin Godfred Quainoo at post.

A LEADER'S GREATNESS IS IN HIS DEPTH AND NOT IN HEIGHTS

THE CHIEF MUSICIAN

1. The position of Chief Musician may be envisaged as one of the Executive President of the Throneroom Family Choir.
2. He is fully responsible for the vision and activities of the choir and has executive powers regarding the direction of the choir in line with the overall goals, aims and vision of Throneroom Ministries.
3. He is the strategic brain behind the musical, spiritual, technical and organizational goals and operations of the Throneroom Family Choir especially the Voice Project and is appointed by the Governing Board of Throneroom Music Ministries of which he is a member.
4. He should be a very well experienced music minister with both theoretical and practical insight into music, ministry and industry business.
5. He must have well developed insight and know-how in talent development, musical training and instruction.
6. He must be a practicing musician with industry standard vocal skills and must possess the experience in the field of Music Production and Production Management. *(Continues on next page)*

SECRETARIAT MANAGER/ADMINISTRATOR

1. He is appointed by the Governing Board of the ministry and is accountable to the choirs' representative on the board *ie* the Chief Musician.
2. He chairs and heads the Support Officers in all their activities including meetings.
3. He shall monitor and supervise the work of the support officers
4. He is to coordinate the day to day activities of the choir
5. Shall assist Chief Musician in providing care and leadership to team members
6. Shall work with Chief Musician in various executive capacities such as planning, budgeting, review assessments of activities and all other concerns aimed at achieving set standards and goals of the choir.
7. Shall be responsible for enforcing policy on dues including collection and penalties.
8. Shall be responsible for communicating official position of the choir on various issues of concern.
9. Should be first point of call for all members regarding any issue concerning the Voice Project and the choir as a whole.

Shall be assigned special duties from time to time as is relevant to the aims and goals of the choir.

