



Rc: 1808311

INSTITUTE OF CHURCH OFFICE MANAGEMENT

A UNIFIED BODY OF PROFESSIONAL CHURCH OFFICE MANAGERS

CALL FOR MEMBERSHIP

Applications are hereby invited from interested citizens of this world, for admission into membership of Institute of Church Office Management (ICOM).

The universally accredited body for Church Officers, Church Secretaries, Church Workers, Church Administrators and prospective applicants willing to move to professional stardom.



BRINGING CHURCH OFFICE MANAGEMENT TO LIFE

The Church Office Manager supports the pastor and Church elders in the vision-setting-process by providing strategies and procedures that will give life and shape to the body of Christ.

OBTAIN THE ICOM MEMBERSHIP FORM

@No. 41, Ayangburen Road, Opposite The Place Fast Food, Ikorodu, Lagos Nigeria.

Email: churchoffice325@gmail.com

Tel: +234- 7059178222, +234-8161666433, +234-8078542299

download the prospectus manual from our website:

www.thechurchoffices.org

For Further Information Contact:
The Registrar/CEO
Institute of Church Office Management.



MEMBERSHIP INFORMATION

THE INSTITUTE

The Institute is a professional examination body for managers/Administrator, and prospective students aspiring to be enthralled in the art and science of church office management. It was duly registered by Corporate Affairs Commission with Rc. No. 1808311; and well ensconced as a chartered body under the companies and Allied Matters Act, 2020.

THE OBJECTIVES OF THE INSTITUTE ARE:

- * To promote and develop the science and practice of church office management in all its ramifications.
- * To alleviate or possibly eradicate quackery in church office management profession.
- * To encourage and sponsor office management principle towards the advancement of church office management profession.
- * To serve as a common body of knowledge (CBOK) for the church office management profession.
- * To stem the dearth of church office management professions through research, training, re-training, seminar, symposia, conference and workshop.

VISION

Equipping the pastoral staff with adequate Church Managerial knowledge of International Best practices towards achieving professional status of this organization.

MISSION

To elevate the church office profession to a status of recognition within the church environs.

MEMBERSHIP ROUTES

Membership by Examination

The mode of Admission into the membership of the Institute is by examinations.

The minimum educational requirement for admission is the West Africa School Certificate of education (Ordinary level) with credit of five(5) subjects, which must include English Language and Mathematics. Ordinary pass either English language or Mathematics may be considered for applicants with a First Degree/HND.

The examinations are held **March** and **September** every year. Full information about the examination is contained in the syllabus and applicants are enjoined to read it carefully. **Candidates must have been admitted as student members at least three months before the examination date.**

The examining process is in 6 stages, which are:

Foundation I	Use of English Language Introduction to Church Office Administration Introduction to Philosophy of Religion Introduction to Management
Foundation II	Introduction to Sociology of Religion Introduction to Office Management principle & Techniques Introduction to Computer Church Office Ethics & Practice
INTERMEDIATE I	Fund-raising Management Effective Communication Skill Hospitality Management Church Event Management
INTERMEDIATE II	Church Leadership & Administration Church Finance & Accounting procedure Church Security & Safety Management Information Management
FINAL LEVEL I	Managing Church Personnel Church Packaging & Branding Church Database Management Church Property Management
FINAL LEVEL II	Church Conflict Management Church Insurance & Risk Management Church Strategic Planning The Church & Law Professional Internship Programme

In addition, students who have completed the 6 stage of examination stated above must undergo a Mandatory Professional Internship Programme for 6 months as pre-requisite for induction.

EXEMPTION PROVISION

Foundation I is the starting point for holders of WAEC/NECO/GCE Ordinary level and National Diploma Certificate. They must however possess the minimum entry requirements

- * Holders of OND/NCE in the Social Science, Humanities and management. Entry is from foundation II
- * Holders of first Degree/HND in the social science, Humanities and management course shall begin from intermediate II
- * Holders of First Degree/HND in other disciplines shall begin from Intermediate I
- * Holders of higher degrees (e.g M.A/MSc/M.Phil/Ph.D) in relevant disciplines Church Administration/ Church Management shall begin from Final level 1
- * Holders of higher degrees in other disciplines shall begin from Intermediate II
- * Candidates who holds Associate certificate, by examination only, or other relevant and recognized institutes with a degree/HND and possess the required five credits at ordinary level shall begin from Intermediate I upon submission and acceptance of the student's transcripts from such institute.

APPLICATION AND REGISTRATION

The application form for admission can be obtained from the Institute's National Secretariat, ICOM Branches in state of the Federation or on our website (www.thechurchoffices.org) at the rate of N5,000 (Five Thousand Naira Only). Completed form should be submitted along with the photocopy of applicants' credentials (O level certificate are accepted not statement of results) and resume.

ACCEPTABLE MODE OF PAYMENT

The Institute accepts Personal Cheques/Drafts from Registered Members. ALL PAYMENT SHOULD BE MADE IN FAVOUR OF INSTITUTE OF CHURCH OFFICE MANAGEMENT
Bank: Access Bank Plc - 1488052237