Greater Calvary Bible Church International (GCBCI)

New Life Bible Study

Vacation Bible School (VBS) 2026

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Preface

This work is not offered as a manual for institutional success, nor as a collection of ideas for religious activity. It is presented as a covenantal guide for a people called to live faithfully before Yahuah through Yahusha Ha'Mashiach. What is contained within these pages reflects years of prayer, study, pastoral labor, and lived experience within the household of faith known as Greater Calvary Bible Church International (GCBCI).

In every generation, the Church faces the same danger: drifting from covenant into convenience, from truth into preference, from formation into performance. This document is a response to that danger. It calls the Church back to clarity of identity, soundness of doctrine, integrity of governance, and faithfulness in daily life.

The structure outlined here is not accidental. It is intentional. It is designed to ensure that no generation is left unformed, no leader is unprepared, and no family is left unsupported. From the youngest child to the most seasoned elder, every person has a place in this framework and a responsibility within it.

This is not a document to be admired. It is a document to be lived.

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Introduction

The story of Greater Calvary Bible Church International is not rooted in a building, a program, or a personality. It is rooted in the eternal covenant of Yahuah, revealed through Yahusha Ha'Mashiach and carried forward by a people who have chosen to walk in obedience.

This document unfolds in a deliberate progression. It begins with identity, who we are as the people of Yahuah. Without identity, there can be no direction. The GCBCI Story anchors us in covenant history, reminding us that we are part of something far greater than ourselves.

It then moves to belief, what we hold to be true. The Statement of Faith establishes a doctrinal foundation that is not shaped by culture, but by Scripture. Truth must be known, guarded, and lived.

From belief, we move into mission, why we exist. The Missional Framework clarifies our purpose, vision, and daily assignment. It reminds us that the Church is not called to activity, but to transformation.

From mission, we move into order, how we function together. Governance provides clarity of authority, responsibility, and accountability. Without order, even sincere efforts become scattered and ineffective.

From governance, we move into structure, how the work is organized and sustained across locations and generations. The Organizational Structure ensures that growth is not chaotic, but healthy and reproducible.

Finally, we move into practice, how the daily life of the Church is carried out with integrity. The Core Administrative Offices demonstrate that even the practical affairs of the Church must reflect faithfulness, clarity, and stewardship.

Each section builds upon the previous one, forming a complete picture of a living Church, a Church that knows who it is, believes what is true, lives with purpose, operates with order, and functions with integrity. This is not simply a teaching document. It is a formation system.

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Assistant Executive Administrator

Identity

The Assistant Executive Administrator is a trusted servant of order, support, and faithful follow-through who helps sustain the ordered life of the household of faith by supporting the stewardship work carried by the Executive Administrator.

In the life of the Church, many responsibilities must be handled quietly and faithfully so that the people of Yahuah (God) may worship, grow, serve, and walk together in peace. The Assistant Executive Administrator participates in this sacred work by helping carry the practical tasks and details that allow order to be maintained across the life of the congregation.

This role is not defined by status or authority. It is defined by faithful service and dependable support.

The Assistant Executive Administrator strengthens the work of the Executive Administrator by helping ensure that communications, records, scheduling, and coordination tasks are handled carefully and consistently.

The role reflects the biblical pattern of trusted helpers who support stewardship work within the community of faith.

Ecclesiastes 4:9–10 reminds us: “Two are better than one, because they have a good reward for their labor. For if either of them falls, one will lift up the other.”

The Assistant therefore helps ensure that the stewardship of order in the Church does not rest on one person alone.

Sacred Purpose

The sacred purpose of the Assistant Executive Administrator is to support the faithful practice of order within the Church by carrying practical responsibilities that sustain clarity, communication, and continuity.

In every healthy community of faith, many essential tasks must be handled with care. Schedules must be coordinated, records preserved, information communicated, and details followed through so that ministries can function smoothly.

When such responsibilities are neglected, confusion grows and unnecessary burdens fall upon pastors, ministry leaders, and the congregation.

The Assistant Executive Administrator helps prevent this by serving as a dependable

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support in the practical life of the Church.

Through careful attention to tasks, communication, and follow-through, this role helps ensure that the Church's daily activities remain aligned with the spiritual direction discerned by leadership.

This service reflects a principle seen throughout Scripture: faithfulness in small responsibilities strengthens the whole community.

Luke 16:10 teaches: "Whoever is faithful in little will also be faithful in much."

The Assistant's work may often be quiet and behind the scenes, but it contributes directly to the stability, trustworthiness, and peace of the Church.

Stewardship Assignment

The Assistant Executive Administrator supports the stewardship responsibilities of the Executive Administrator by helping carry out specific tasks and coordination duties that contribute to the ordered life of the Church.

Stewardship of Communication

The Assistant may assist in the preparation and distribution of information needed for the life of the Church. This can include helping coordinate announcements, ministry communications, meeting notices, and informational updates.

By helping ensure that information flows clearly and accurately, the Assistant helps prevent misunderstandings and strengthens unity within the congregation.

Stewardship of Scheduling and Coordination

Church life involves many gatherings, meetings, ministry activities, and shared use of facilities. The Assistant may help coordinate schedules, confirm meeting arrangements, and maintain calendars so that ministries can function without conflict or confusion.

This stewardship supports harmony across the various ministries and responsibilities within the Church.

Stewardship of Records and Documentation

The Assistant may assist with maintaining records, organizing documents, and preserving important information related to the Church's activities.

Such work helps ensure that decisions, commitments, and processes are documented and accessible when needed.

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Through careful record-keeping, the Assistant contributes to the continuity and memory of the Church.

Stewardship of Administrative Support

The Assistant also helps support the Executive Administrator in carrying out administrative responsibilities that require attention to detail and follow-through.

This may include preparing documents, organizing materials for meetings, assisting with communication between ministry leaders, and helping track assignments or tasks that arise from leadership decisions.

In this way, the Assistant helps ensure that plans and commitments do not fade into neglect but are carried forward responsibly.

Relationships and Covering

The Assistant Executive Administrator serves under the guidance and coordination of the Executive Administrator, who carries primary responsibility for administrative stewardship within the Church.

The Executive Administrator provides direction, guidance, and clarity for the Assistant's tasks and responsibilities.

The Assistant ultimately serves under the spiritual covering of the Senior Pastor, who holds responsibility for the spiritual life and direction of the Church.

Within this framework, the Assistant also works cooperatively with ministry leaders, trustees and finance servants, administrative volunteers, and other individuals responsible for practical aspects of the Church's life. These relationships are not based on institutional rank but on shared responsibility within the covenant community.

The Assistant supports others by helping ensure that communication, coordination, and practical follow-through remain dependable.

Boundaries of Service

The Assistant Executive Administrator serves in a supporting role, not a governing or decision-making role. The Assistant does not exercise authority over ministries, staff, volunteers, finances, or church governance matters.

The role also does not carry pastoral authority, doctrinal responsibility, or sacramental functions.
Decisions regarding policy, governance, finances, or ministry direction remain the responsibility of the appropriate leadership bodies within the Church.

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The Assistant's work is therefore focused on faithful execution of tasks and support responsibilities, rather than institutional authority. These boundaries protect both the person serving in the role and the health of the Church's governance structure.

By remaining within its assignment, the role strengthens rather than complicates the life of the Church.

Shared Safeguards

Because the Assistant may have access to information, documents, and communication channels within the Church, several important safeguards guide the role.

First, the Assistant must maintain strict confidentiality regarding sensitive information related to church leadership, finances, pastoral matters, or personal concerns within the congregation. Trust is essential to this role, and confidentiality must always be honored.

Second, financial matters must always involve shared stewardship and transparency. The Assistant may assist with documentation or coordination related to financial processes but should not independently control the collection, recording, approval, or reporting of funds. Financial responsibilities must remain distributed among multiple trusted individuals.

Third, the Assistant must work in coordination with the Executive Administrator so that tasks and responsibilities remain clear and accountable.

Finally, the role itself should remain visible and accountable to church leadership. Periodic review of the role helps ensure that responsibilities remain appropriate and that the role continues to serve the health of the Church.

These safeguards are not expressions of suspicion but expressions of wisdom and shared responsibility.

Proverbs 27:17 reminds us: "As iron sharpens iron, so one person sharpens another."

Shared stewardship strengthens the integrity of the Ministry and protects the trust placed in those who serve.

The Assistant Executive Administrator serves the Church by helping sustain the practical order that supports its spiritual mission.

Through dependable service, careful attention to detail, and faithful support of the Executive Administrator, the Assistant helps ensure that the daily life of the Church

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remains organized, communicative, and trustworthy.

While the role may not stand in visible leadership, it contributes significantly to the health of the whole community. When this work is carried out with humility and faithfulness, it strengthens the Church's ability to focus on worship, discipleship, service, and the advancement of the Kingdom of Yahuah.

In this way, the Assistant becomes a quiet servant of order and continuity within the household of faith, helping the Church walk forward together in peace, clarity, and faithful stewardship.

Study Questions

Multigenerational Study Manuscript

1. Why does GCBCI need administrative ministry?
GCBCI needs administrative ministry because sacred work must be carried out with order, clarity, and faithfulness. The Church is not a corporation chasing efficiency; it is a covenant family carrying Kingdom responsibility. First Corinthians 14:40 reminds us that all things should be done decently and in order. When order is missing, confusion weakens ministry. A household may love one another deeply, but without clear responsibilities, meals are missed, bills are unpaid, and people become frustrated. In the same way, the Church needs faithful servants who help practical matters support spiritual mission.

2. Who is the Executive Administrator?
The Executive Administrator is a trusted steward of order and faithful practice within the household of faith. This person helps ensure that what the Church discerns through prayer, teaching, and pastoral leadership is carried out responsibly. First Corinthians 4:2 teaches that stewards must be found faithful. The question is not whether this role is visible, but whether it is dependable. Like a wise household steward, the Executive Administrator helps keep commitments, processes, and resources aligned so the mission does not suffer.

3. Why is faithfulness more important than visibility in this role?
Faithfulness matters more than visibility because the work of administration often happens quietly. Yahuah honors faithful stewardship even when people do not see it. Luke 16:10 teaches that faithfulness in little things reveals readiness for greater responsibility. In every generation, children, youth, adults, and elders must learn that unseen service still matters. A foundation is rarely noticed, but the whole house depends on it. The Church is strengthened by servants who do not need applause to serve well.

4. What is the sacred purpose of the Executive Administrator?

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The sacred purpose is to help the Church walk in order, peace, and trustworthy stewardship. When communication breaks down, responsibilities become unclear, and resources are mishandled, spiritual work suffers. The Executive Administrator helps prevent this disorder. This role is like oil in an engine; it may not be the engine itself, but it keeps the parts moving without grinding against each other. In the Church, order protects worship, discipleship, service, and witness.

5. Why is order not the same as bureaucracy?
Order is not bureaucracy when it serves the mission rather than controlling the people. Bureaucracy can become cold and burdensome, but Kingdom order brings peace, clarity, and accountability. First Corinthians 14:40 teaches order as a spiritual principle, not a corporate obsession. A family calendar does not replace love; it helps the family live responsibly. In the same way, Church order does not replace the Spirit; it helps the Church obey faithfully.

6. What is the stewardship of order?
The stewardship of order means helping the daily life of the Church function clearly. This includes schedules, communication, shared spaces, records, and coordination between ministries. When order is present, ministries can serve without unnecessary conflict. Proverbs 11:14 teaches that wisdom and counsel bring safety. A traffic light does not create the road, but it helps people move safely. In the Church, orderly practice helps ministries move together without confusion.

7. What is the stewardship of process?
The stewardship of process means protecting fair, consistent, and accountable ways of doing things. Meetings, decisions, finances, policies, and responsibilities must not depend on memory, personality, or favoritism. They must follow agreed practice. This teaches every generation that integrity requires process. A recipe helps different cooks produce the same meal. In the Church, process helps ensure that decisions are not hidden, rushed, or distorted.

8. What is the stewardship of resources?
The stewardship of resources means helping the Church handle money, facilities, equipment, time, and people responsibly. The Executive Administrator does not independently control resources, but helps ensure documentation, coordination, and reporting are clear. Luke 16:10–12 teaches that faithfulness with entrusted resources matters before Yahuah. A steward does not own the estate; the steward manages what belongs to another. The Church must treat every resource as belonging to Yahuah.

9. What is the stewardship of continuity?
The stewardship of continuity means preserving memory, commitments, decisions, and systems so the Church remains stable across generations. Leaders change, ministries change, and seasons change, but the Church must not lose wisdom every time people

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transition. Psalm 145:4 reminds us that one generation declares Yahuah's works to another. Continuity is like a family keeping records, photographs, and stories so children know where they come from. The Church must remember so it can remain faithful.

10. Why must the Executive Administrator serve under covering?
The Executive Administrator must serve under covering because administrative authority is not independent authority. This role operates in accountability to the Senior Pastor and in cooperation with appropriate leaders. Hebrews 13:17 reminds us that spiritual leaders watch over souls. Administration supports spiritual direction; it does not replace it. A conductor may help the orchestra stay coordinated, but the music must still follow the assigned score. The Church remains healthy when order serves spiritual oversight.

11. How does the Executive Administrator relate to pastors, teachers, deacons, and trustees?
The Executive Administrator supports each calling without confusing the roles. Pastors shepherd. Teachers guard doctrine. Deacons serve practical needs. Trustees protect property and assets. The Executive Administrator helps maintain the practical order that allows these callings to function well. First Corinthians 12 teaches that the body has many members with different functions. A hand should not try to be an eye, and an eye should not try to be a foot. The Church is healthy when each role serves in its proper place.

12. Why are boundaries necessary for the Executive Administrator?
Boundaries protect the role, the person, and the Church. The Executive Administrator does not define doctrine, preach sermons, exercise sacramental authority, or provide pastoral oversight. These belong to ordained and spiritually assigned leadership. Boundaries do not weaken ministry; they protect it. A fence around a garden does not stop growth; it protects what is growing. In the Church, clear boundaries prevent confusion, conflict, and overreach.

13. Why must financial stewardship involve shared safeguards?
Financial stewardship must involve shared safeguards because Church resources are sacred trust. No one person should control collection, recording, approval, and reporting of funds. Second Corinthians 8:20–21 shows concern for doing what is honorable before Yahuah and people. This is not suspicion; it is wisdom. A bank vault often requires more than one key because valuable things must be protected. The Church protects trust through transparent, shared responsibility.

14. Why is confidentiality essential in administrative ministry?
Confidentiality is essential because administrative servants may encounter sensitive matters involving finances, leadership, personal concerns, or pastoral issues. Proverbs

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11:13 warns against revealing secrets, while honoring those who are trustworthy in spirit. In a multigenerational Church, trust must be protected for elders, adults, youth, and children. A sealed envelope protects what is not meant for public eyes. The Church must be a safe place where information is handled with maturity and honor.

15. What does Finance Ministry Oversight mean?
Finance Ministry Oversight means coordinating the finance team so offerings, tithes, donations, budgets, payroll, vendor payments, reports, reviews, and compliance matters are handled responsibly. The Executive Administrator helps maintain accountability and transparency while respecting checks and balances. First Corinthians 4:2 reminds us that stewards must be faithful. The goal is not control of money but protection of trust. A clear financial report is like a clean window; people can see what is happening without suspicion.

16. Why does the Executive Administrator not unilaterally authorize spending beyond approved budgets?
The Executive Administrator does not unilaterally authorize spending beyond approved budgets because major financial decisions belong to the agreed governance process. This protects the Church from confusion, misuse, and personal control. Proverbs 15:22 teaches that plans succeed with wise counsel. One person making major decisions alone can place the whole body at risk. The Church honors Yahuah when spending follows approved direction, transparent process, and shared accountability.

17. What is strategic implementation?
Strategic implementation means translating pastoral vision into clear plans, timelines, systems, benchmarks, and follow-through. Vision must not remain only in speech; it must become responsible action. Habakkuk 2:2 teaches that the vision should be written plainly so it may be carried forward. A dream for a house must become measurements, materials, workers, and schedule before anyone can live in it. The Church needs implementation so holy direction becomes faithful practice.

18. What authority does the Executive Administrator have?
The Executive Administrator may supervise administrative staff and finance ministry operations, implement approved policies and procedures, and recommend financial or operational decisions to leadership. This authority is functional, not spiritual. It helps things move in order while remaining accountable. Like a project coordinator who keeps work moving according to the approved plan, the Executive Administrator helps the Church act faithfully without assuming pastoral control.

19. What authority does the Executive Administrator not have?
The Executive Administrator does not have doctrinal authority, theological authority, sacramental authority, pastoral authority, independent financial control, or power to change policy unilaterally. This protects the Church from role confusion. Colossians

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1:18 teaches that Yahusha is the head of the body, the Church. All authority must remain submitted to Him and ordered properly under Him. The Church stays healthy when administrative ministry serves the mission instead of becoming the mission.

20. Who is the Assistant Executive Administrator?
The Assistant Executive Administrator is a trusted servant of order, support, and faithful follow-through. This role helps the Executive Administrator sustain communication, scheduling, records, coordination, and administrative support. Ecclesiastes 4:9–10 teaches that two are better than one because they help one another. No healthy ministry should rest too heavily on one person. Like a second set of hands helping carry a heavy load, the Assistant strengthens the work by helping it remain dependable.

21. Why is the Assistant Executive Administrator not defined by status?
The Assistant Executive Administrator is not defined by status because the role is built on service, dependability, and humility. In the Kingdom, greatness is measured by faithful service, not title. Mark 10:45 shows Yahusha serving rather than demanding service. This teaches every generation that quiet responsibility matters. A person who faithfully opens doors, prepares documents, confirms schedules, and follows through may help prevent confusion for the whole Church. The Church honors humble service.

22. What is the Assistant's stewardship of communication?
The Assistant's stewardship of communication includes helping prepare and distribute announcements, ministry updates, meeting notices, and needed information. Clear communication prevents misunderstanding and strengthens unity. James 1:19 teaches the wisdom of careful hearing and measured speech. Communication is like a bridge; when it is strong, people can cross safely from confusion to clarity. The Church needs communication that is accurate, timely, and trustworthy.

23. What is the Assistant's stewardship of scheduling and coordination?
The Assistant's stewardship of scheduling and coordination includes helping manage calendars, meeting arrangements, ministry activities, and shared spaces. Without coordination, ministries can collide, duplicate efforts, or leave important needs uncovered. A family with many children and one car must coordinate carefully, or someone will be left behind. In the Church, scheduling is not small work; it supports peace, preparation, and faithful service.

24. Why must the Assistant maintain records and documentation carefully?
The Assistant helps maintain records and documentation so commitments, decisions, and processes are not forgotten. Careful records protect continuity and prevent confusion. First Corinthians 14:40 calls for order, and faithful documentation is part of that order. A receipt proves what was purchased; a meeting record preserves what was decided. The Church must be able to remember accurately so it can act responsibly.

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25. What kind of Church is formed when administrative ministry is carried faithfully? When administrative ministry is carried faithfully, the Church becomes clearer, calmer, more trustworthy, and better able to focus on worship, discipleship, service, and Kingdom advancement. Leaders are freed to shepherd. Ministries move forward with less confusion. Resources are protected. Communication strengthens unity. Plans are followed through. This is like a well-kept household where everyone knows what must be done, and the family can live in peace. The Church becomes a covenant community where practical order supports spiritual life, and every generation learns that serving Yahuah includes doing sacred work with excellence, humility, and faithfulness.

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Conclusion

At the end of this work, we must be clear about one thing: this document does not exist to inform the mind alone. It exists to transform the life of the Church.
If it is only read, it will be forgotten. If it is only discussed, it will be debated. But if it is lived, it will produce fruit that remains.

The vision set before Greater Calvary Bible Church International is not small. It is not temporary. It is generational. It calls for a people who will walk in covenant, stand in truth, serve with integrity, and lead with humility.

This means that Families must become places of discipleship, not just residence. Leaders must be formed in character, not just appointed by position. Ministries must operate in unity, not competition. Resources must be handled with faithfulness, not convenience. Every generation must prepare the next, not neglect it.

When these things are embraced, the Church becomes more than a gathering. It becomes a living witness. A witness that Speaks truth clearly, Lives truth consistently, and Passes truth faithfully. The goal is not perfection. The goal is faithfulness.

And when a Church becomes faithful, in its doctrine, in its governance, in its structure, in its daily practice, it becomes a place where lives are transformed, families are restored, leaders are raised, and communities are impacted.

This is the call before GCBCI. And by the grace of Yahuah, this is the life we will live.

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