

May 6, 2010

Dear Everyone,

This is all I can think about now. For our Philippines Unification Church Ministry in Japan, you may have to incorporate ideas and reports about church departments from other sources especially from the Philippine Church Headquarters in Manila. Please add or modify depending on what you think is best for everyone. Please take note that these functions and responsibilities of the departments may be nationalized, regionalized or localized depending on the level that people want it applied.

Functions and Responsibilities of Church Departments

Blessed Family Department:

- Deals with matters covering the areas of matching, blessing, family education and related issues affecting a blessed member of a family or families.
- May create sections or sub-departments and assign staff to help in the settlement of problems and issues about childless couples, adoption, separation or divorce, and children whose parent or parents passed away or parent-less children.
- Is in -charge of scheduling and conducting Shimjung Seminars for blessed couples.
- Is primarily in-charge of educating candidates and clarifying their for matching and blessing.
- Is generally expected to assist candidates for matching and blessing.
- Also provides education for 3-Day Ceremonies.

2nd Generation Department

- Cooperates with BFD for matching education and preparations.
- May create sections or sub-departments and assign staff to help in the settlement of problems and issues concerning second generation issues.
- Plans and conducts educational activities (seminars, and educational field trips, etc).
- Holds regular sports, athletic, dance and recreational activities

including fun run, relay games, baseball, soccer, basketball, martial arts, volleyball, hiking, camping, scouting, barbecue and other related activities.

- Also holds other meaningful and purposeful activities to increase blessed children's potential abilities for witnessing and socialization with other people.
- Conducts academic and arts activities like Inter-Family Spelling Bee contests, Shojo, Quiz Bowl, Oratory Contests, Arts and Science exhibitions, Robot Makers Exhibition, Best Origami Art, etc.
- May hold activities in coordination with other organizations for networking and witnessing purposes.

PR & Media Affairs Department

The Public Relations and Media Affairs Department must be at the forefront of our networking and witnessing efforts through its programs aimed at clarifying the ministry's varied activities. It is tasked with the following responsibilities:

- Arranges and coordinates all aspects related to conferences, symposiums, receptions, and VIP or guest tours.
- Oversees all aspects of media coverage for all significant, providential events like annual conventions, special meetings and other kinds of functions.
- Initiates and supervises promotion campaigns for ministry projects and activities.
- May conduct surveys to help the ministry understand the general perception and sentiments of members about certain rules, policies, systems and procedures.
- Uses all kinds of media and inter-media network to promote principled community, regional and national activities.

Publication Department

The Publication Department is the liaison between the Public Relations-Media Department, the Ministry and the people in general. It will have the following responsibilities:

- Purchasing and preparation of publication materials.
- Coordinates the internal and external publication of documents and legal materials within the ministry.

- Publishes a weekly update and monthly report about plans and activities of the ministry and its departments.
- Screens and edits publication materials with the aim of promoting a good and successful image of the Church.
- Publishes updates, monthly bulletins, newsletters or any information including but not exclusive of new members joining, changes in leadership, rules and policies relayed to it by the regional or national leadership to inform members or readers.
- May create their own set of staff and may initiate their own fundraising activities to get funding for its activities or to help other departments in the Ministry acquire the budget necessary for their operations.

Providential Projects (Cheon Buk Gung & IPLC)

Special Projects Department may be internally supervised by any representative of the National Council of Leaders. These are just some of its tasks:

- Coordinates with regional leader about the method of campaigns and collections.
- Filipina sisters and Japanese wives may handle this department for specific reasons.
- Plans and initiates information activities with a goal of raising the need for unity and peace through service to accomplish the project.
- Create an effective process of communicating results and related information from our leaders in the Philippines.
- Conducts monthly campaigns and follow-up for people who have made pledges.
- Publishes monthly updates about the status of the projects, the number of donors and other possible information that can help the general membership help the project financially, physically or spiritually.

Thank you.

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