



UNITING REFORMED CHURCH IN SOUTHERN AFRICA
(Formerly Known as Dutch Reformed Church in Africa)
NORTHERN SYNOD – BURGER PRESBYTERY
SEKHUKHUNELAND CONGREGATION

SEKHUKHUNELAND MANAGEMENT STRUCTURES

AS APPROVED BY THE CHURCH COUNCIL ON THE 20 FEBRUARY 2022

A. CONGREGATIONAL EXECUTIVE COMMITTEE (EXCO)	
PRTFOLIO	MEMBER
CHAIRPERSON	REV. MOROASWI
VICE CHAIRPERSON	MR. MACHIKA M.T
GENERAL SECRETARY (CORRESPONDENCE SECRETARY)	MS. MOKWENA M.R
ASSISTANT SECRETARY (MINUTES SECRETARY)	MS. MACHIKA R
TREASURER	MS. MONAMAN J
MINISTRIES CHAIRPERSONS	MR. MATSEPE (CMM) MS. SIHLANGU (CWM) MS. MAILA (CWL) MS. MACHIKA R (CYM)
ADMINISTRATOR	MR. SIHLANGU SS
WARD CHAIRPERSONS	
TAFELKOP	MR. MATSEPE M.J
SEPHAKU	
MOTSEPHIRI	MRS. TEASE M.M
MONSTERLUS	MR. MABUZA
KLIPSPRUIT	MRS. MOKWENA M.R
SEHLAKWANE	MR. MAKUA M.S
SAAIPLAAS	
SPITSKOP	MR. CHEGO M.P
PHOKWANE	MR. THAMAGA L.C
MOHLAREKOMA	MR. MAPHANGA L
GLEN COWIE	MR. MNISI
JANE FURSE	MRS. PHOKWANE G
MARULANENG	MR. MANKGE
SCHOONOORD	MR. NKOSI
GA-MAILA	MR. NKOSI
GA-PHAAHLA	MR. MONAMA T.E



UNITING REFORMED CHURCH IN SOUTHERN AFRICA
(Formerly Known as Dutch Reformed Church in Africa)
NORTHERN SYNOD – BURGER PRESBYTERY
SEKHUKHUNELAND CONGREGATION

SEKHUKHUNELAND MANAGEMENT STRUCTURES

AS APPROVED BY THE CHURCH COUNCIL ON THE 20 FEBRUARY 2022

B. WORKING COMMITTEE	
PRTFOLIO	MEMBER
CHAIRPERSON	REV. MOROASWI
VICE CHAIRPERSON	MR. MACHIKA M.T
GENERAL SECRETARY (CORRESPONDENCE SECRETARY)	MS. MOKWENA MR
ASSISTANT SECRETARY (MINUTES SECRETARY)	MS. MACHIKA R
TREASURER	MS. MONAMA J
ADMINISTRATOR	MR. SIHLANGU SS

C. CONGREGATIONAL SECRETARIAT	
PRTFOLIO	MEMBER
CONGREGATIONAL CORRESPONDENCE SECRETARU	MS. MOKWENA MR
CONGREGATIONAL MINUTE SECRETARY	MS. MACHIKA R
CMM CORRESPONDENCE SECRETARY	MR. PHAHLAMOHLAKA
CMM MINUTE SECRETARY	MR. NKOSI
CWM CORRESPONDENCE SECRETARY	MS. CHOENYANE
CWM MINUTE SECRETARY	MS. MORITI J
CWL CORRESPONDENCE SECRETAYR	MS. MOROTA M
CWL MINUTES SECRETARY	MS. MMOTONG M
CYM CORRESPONDENCE SECRETARY	MS. NKOSI N
CYM MINUTES SECRETARY	MS. MAKEKE T



UNITING REFORMED CHURCH IN SOUTHERN AFRICA
(Formerly Known as Dutch Reformed Church in Africa)
NORTHERN SYNOD – BURGER PRESBYTERY
SEKHUKHUNELAND CONGREGATION

SEKHUKHUNELAND MANAGEMENT STRUCTURES

AS APPROVED BY THE CHURCH COUNCIL ON THE 20 FEBRUARY 2022

D. CONGREGATIONAL PERMANENT COMMISSIONS FOR 2022		
COMMISSION	MEMBERS	PORTFOLIO
PROCLAMATION AND WORSHIP	MS. MATEMANE MR. MTHOMBENI MR. MAGAGA REV. NCHABELENG MT	CONVENER SCRIBE MEMBER EX-OFFICIO MEMBER
SERVICES AND WITNESS	MS. MPHELANE (GELN COWIE) MS. MOHLALA M (TAFELKOP) MS. CHEGO (SPITSKOP) MS. SHABANGU MM (MONSTERLUS) MS. NCHABELENG (MEMBER)	CONVENER SCRIBE MEMBER MEMBER
FINANCE AND ADMINISTRATION	MS. MONAMA J MR. MAPHANGA L MS. SHABANGU T MS. MACHIKA R MS. NKOSI MS. SEGABUTLE B	CONVENER SCRIBE MEMBER MEMBER MEMBER MEMBER
CONGREGATIONAL MINISTRIES	MS. MORAMAGA T (SUNDAY SCHOOL) MS. MAILA L (CWL) MS. MACHIKA R (CYM) MS. SIHLANGU K (CWM) MR. MATSEPE (CMM)	CONVENER SCRIBE MEMBER MEMBER MEMBER
ARCHIVES, PUBLICATIONS AND COMMUNICATIONS	MS. MDLULI MS. MAGATLE M MR. SIHLANGU SS MS. MOKWENA MR MS. MACHIKA R	CONVENER SCRIBE ADMINISTRATOR MEMBER MEMBER



UNITING REFORMED CHURCH IN SOUTHERN AFRICA
(Formerly Known as Dutch Reformed Church in Africa)
NORTHERN SYNOD – BURGER PRESBYTERY
SEKHUKHUNELAND CONGREGATION

SEKHUKHUNELAND MANAGEMENT STRUCTURES

AS APPROVED BY THE CHURCH COUNCIL ON THE 20 FEBRUARY 2022

DUTIES AND RESPONSIBILITIES OF THE CORRESPONDENCE SECRETARY AND THE MINUTE SECRETARY

CORRESPONDENCE SECRETARY	MINUTE SECRETARY
<ol style="list-style-type: none">1. Receives, records and study all correspondence2. Files all incoming correspondence3. Responds to all incoming messages, emails and letters4. Sends messages, emails and letters to members5. Make arrangements for venues and transport6. Act as a liaison Office amongst the stakeholders7. Is the spokesperson of the organisation8. Organizes meeting with the Chairperson9. Acts as the judicial officer of the organisation	<ol style="list-style-type: none">1. Records and read Minutes of all gatherings2. Keeps and updated Minute book3. Records Roll call and file all apologies4. Compiles and present Reports of the organisation5. Keep a resolutions register and ensure that all resolutions taken are implemented by tracking progress6. Keeps a membership register7. Keeps the assert register of the organisation8. Keeps all documents of the organisation