



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

2024 SEKHUKHUNELAND MANAGEMENT STRUCTURES

AS APPROVED BY THE CHURCH COUNCIL ON THE 18 FEBRUARY 2024

A. CONGREGATIONAL EXECUTIVE COMMITTEE (EXCO)	
PRTFOLIO	MEMBER
CHURCH COUNCIL CHAIRPERSON	MR. MACHIKA T.J
VICE CHAIRPERSON	MR. CHEGO M.P
GENERAL SECRETARY (CORRESPONDENCE SECRETARY)	MS. MOKWENA M.R
ASSISTANT SECRETARY (MINUTES SECRETARY)	MS. MACHIKA R
TREASURER	MS. MONAMAN MJ O;
MINISTRIES CHAIRPERSONS	MR. MATSEPE (CMM) MS. SIHLANGU (CWM) MS. MAILA (CWL) MS. MAKEKE T (CYM)
ADMINISTRATOR	MR. SIHLANGU SS
WARD CHAIRPERSONS	
TAFELKOP	MR. MATSEPE M.J
SEPHAKU	MRS. KOMONDE
MOTSEPHIRI	MRS. TEASE M.M
MONSTERLUS	MR. MABUZA
KLIPSPRUIT	MRS. MOKWENA M.R
SEHLAKWANE	MR. MAKUA M.S
SAAIPLAAS	MRS. TAU
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	MRS. NKOSI
GA-PHAAHLA	MR. MONAMA T.E



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B. WORKING COMMITTEE	
PRTFOLIO	MEMBER
CHAIRPERSON	MR. MACHIKA TJ
VICE CHAIRPERSON	MR. CHEGO M.P
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 SECRETARY	MS. MOKWENA MR
CONGREGATIONAL MINUTE SECRETARY	MS. MACHIKA R
CMM CORRESPONDENCE SECRETARY	MR. THAMAGA LC
CMM MINUTE SECRETARY	MR. NKOSI
CWM CORRESPONDENCE SECRETARY	MS. CHOENYANE fg;./pj
CWM MINUTE SECRETARY	MS. MORITI J
CWL CORRESPONDENCE SECRETARY	MS. MOROTA M
CWL MINUTES SECRETARY	MS. MMOTONG M
CYM CORRESPONDENCE SECRETARY	MS. MORAMAGA D.S
CYM MINUTES SECRETARY	MS. MATLALA C



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D. CONGREGATIONAL PERMANENT COMMISSIONS FOR 2024		
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. MORITI J (SUNDAY SCHOOL) MS. MAILA L (CWL) MS. MAKEKE T (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. MAKEKE T	CONVENER SCRIBE ADMINISTRATOR MEMBER MEMBER



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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