

Policy and Procedure Manual

Athena Baptist Church

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INTRODUCTION

What is a Policies and Procedures Manual?

A church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

What is a Policy?

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

What is a Procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

REGULAR MEETINGS FOR SERVICES

Organization	Day	Time
Sunday School	Sunday	9:45 AM
Morning Worship	Sunday	11:00 AM
Evening Worship	Sunday	6:00 PM
Adult Choir	Sunday	5:00 PM
TeamKid	Wednesday	6:00 PM
Youth	Wednesday	6:00 PM
Bible Study/Prayer	Wednesday	6:00 PM
Church Business Meeting	2nd Sunday of each qrt. (Mar, Jun, Sep, Dec)	Follows evening service

Note: Times are subject to change.

FINANCIAL POLICIES AND PROCEDURES

1. All organizations, committees, staff, or individuals shall adhere to these Policies and Procedures.
2. The Finance Committee is responsible to administer the financial program of the church.
3. All budgeted expenditures shall be approved by the Chairman of the Finance Committee; Chairman of the Finance Committee also serves as the acting Treasurer.
4. All budgeted expenditures over \$500.00 must have Finance Committee approval or church approval before expenditures are made. Exceptions to this policy are as follows:
 - Utilities
 - Literature
 - Debt Retirement (if applicable)
 - Cooperative Program / Designated Offerings
 - Breakdown in mechanical equipment
 - Payroll checks
 - Approved construction
5. The Finance Committee will make a decision concerning all non-budgeted expenditures or will make recommendations about these expenditures to the church.
6. The church will have authority concerning non-budget expenditures.
7. The church will be responsible only for authorized expenditures. Authorized expenditures are those approved by the Finance Committee and/or the church.

USE OF CHURCH PROPERTY

The following guidelines will be followed to avoid problems and define responsibilities for use of church facilities.

1. The underlying philosophy for use of the church building is to honor Christ in all that we do.
2. Use of the church building shall be done in conformity with the church policies and procedures.
3. A member of Athena Baptist must make the request, be responsible for, and be present when facilities are in use.
4. The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in order to which it was found. This includes all Sunday School rooms, Fellowship Hall, and Sanctuary.
5. All trash from the function inside and outside the building shall be removed from the church premises.
6. All lights, heating and cooling units must be turned off and doors locked.
7. There will be no alcoholic beverages on the church property at any time. There will be no use of tobacco product on the premises. No dancing is allowed. Only Christian or gospel music shall be played or performed.
8. Regularly scheduled church meetings shall have the first priority at any time. Other church related meetings shall have second priority.
9. The sanctuary may be used for weddings, funerals, workshop or conference training, and special worship events.
10. A request for facilities by a non-church member must be submitted to the church at its regular scheduled business meeting for approval.
11. The Fellowship Hall may be used for wedding receptions, wedding showers, baby showers, anniversaries, receptions, funerals or other functions sponsored by the church or church members.
12. All weddings shall be scheduled on the church calendar with first priority being given to church members.

USE OF CHURCH EQUIPMENT

The following guidelines will be followed to avoid problems and define responsibilities for use of church equipment.

1. The underlying philosophy for use of church equipment is to honor Christ in all that we do.
2. Use of church equipment shall be done in conformity with the church policies and procedures.
3. A member may borrow folding chairs and tables that are not in use in the fellowship hall.
4. The equipment must be returned in the same condition and in time for the next scheduled service.

QUALIFICATIONS FOR LEADERS AND TEACHERS

We understand that leadership requires a higher standard of accountability to assume the responsibilities of the church.

The first of these is that the teacher must be a person of real faith. Many of the unstructured teaching events will be dominated by those who are not working at their own faith. If teachers are to lead others in growth in discipleship, then they must be persons who are seeking to mature in their own expressions of belief.

The qualification is not that all teachers must be fully mature in their faith; it is that they have a measure of maturity and commitment to grow toward more wholeness. The teacher must not, however, teach with the desire to influence everyone to believe exactly how he or she does. Such position is contrary to the teaching of the Scripture (we are each priests unto God) and to the affirmation that the Holy Spirit may work uniquely among different persons. But the teacher must be a person of conviction and willing to express those convictions and make them available to the students.

A second qualification for those who teach in the intentional program of instruction is that they be persons who love and who are willing to develop skills in sharing that love. Much of the educating that is part of faith is helping persons understand how persons should love the Lord with all their minds, hearts, and souls, and to love their neighbors as themselves (Matthew 22:34-40). Those who are afraid of love being overemphasized in the teaching ministry of the church would probably be offended by the ministry of Jesus. When Jesus was asked to reduce the law to its most important dimensions, he affirmed the need to love God and other human beings.

One simply cannot teach the faith of the gospel of Jesus Christ apart from some firsthand experience with loving and caring. Long after students will have forgotten the point of the Sunday school lesson, they will clearly remember the teachers who cared for them, who rejoiced and cried with them, and who encouraged and chided them. As persons are taught by individuals who are on the growing side of faith and love, the gospel becomes, in its own miraculous way, incarnate once again. Only to talk about such things as faith and love is like trying to learn about a symphony by only studying the musical score. One may be able to understand what the music would sound like, but the lesson becomes real when the symphony is heard.

Scripture speaks of those whose gift is teaching. Teaching is a gift, and a gift can be expounded by training and development. Teachers who are willing to use and enhance this gift should be selected.

STANDING COMMITTEE POLICIES AND PROCEDURES

The committees of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church.

TYPES OF COMMITTEES: All committees shall be classified as Standing or Special. A standing committee works throughout the year and has a particular list of duties that require regular performance. A Standing Committee can be added, deleted, or changed through the recommendation to the church by the Church Council and approval by the church in a regular business session.

Special Committees are appointed for a certain task that ends with the completion of that task. See *Special Committee Policies and Procedures* in the Policy and Procedure Manual.

Standing Committees:

- | | |
|-----------------------------------|--------------------------------|
| 1. <u>Associational Executive</u> | 10. <u>House & Grounds</u> |
| 2. <u>Audio / Video</u> | 11. <u>Kitchen</u> |
| 3. <u>Baptism</u> | 12. <u>Lord's Supper</u> |
| 4. <u>Benevolence</u> | 13. <u>Ministry</u> |
| 5. <u>Church Council</u> | 14. <u>Nominating</u> |
| 6. <u>Counting</u> | 15. <u>Nursery</u> |
| 7. <u>Finance / Personnel</u> | 16. <u>Special Occasion</u> |
| 8. <u>Flower</u> | 17. <u>Usher</u> |
| 9. <u>Homecoming/History</u> | 18. <u>Youth</u> |

MEMBERSHIP:

1. Each member of a committee must be a church member in good standing with the church and regular in attendance of church services (at least 6 services per month, unless providentially hindered)
2. Personnel for regular committees are recommended to the church in August of each year by the Nominating Committee.

3. If at all possible, no person shall serve on more than three (3) standing committees during a given year.
4. Limit service to one person per immediate family on all standing committees (except youth committee).
5. Committee members may serve three years and then rotate off.
6. The committee term of office shall be one year (September 1 – August 31).
7. Each committee shall have a chairman and a secretary.

Meetings: All standing committees shall meet at least annually or as needed.

Minutes: Each committee secretary shall record minutes of each meeting and shall submit to the church clerk for safe-keeping.

Reports: All activities of standing committees shall make a report to the Church Council and report to the church at its' business meeting.

Vacancies: The Nominating Committee shall recommend new members to fill vacancies that occur during the year.

Budgeting: All regular committees shall submit requests for budget monies to the Finance committee by first Sunday in November of each year.

Purchases: All committees shall abide by the Policies and Procedures for purchase of supplies, equipment, and other expenditures as adopted by the church.

Staff Advisors:

1. The Pastor shall serve as ex-officio member of each committee.
2. The Pastor will be responsible for assisting committees in fulfilling their responsibilities.

DUTIES OF A COMMITTEE MEMBER

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

DUTIES OF A COMMITTEE CHAIRPERSON

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee.
5. Conduct meetings.
6. Supervise the work of the committee secretary.
7. Assign responsibility to committee members for follow-through actions.
8. Each meeting should:
 - Have a purpose.
 - Have an agenda.
 - Have resources available as needed.
 - Plan for follow-up.
 - Have recorded minutes.
9. Report committee action(s), as appropriate, to the Church Council and the church business meeting.
10. Collaborate, as necessary or desirable, with church staff members, church officers, Church council, Deacons, Departmental leaders, and other committees.

ASSOCIATION EXECUTIVE COMMITTEE

SELECTION: The Association Executive Committee shall consist of one (1) person nominated by the Nominating Committee and approved by the church annually. The Pastor shall be a standing member of this committee.

PURPOSE: To represent the church at all Association Executive Committee meetings.

DUTIES OF THIS COMMITTEE:

1. Be present at all executive meetings of the Taylor Baptist Association.
2. Keep the church abreast of the work of the Association.
3. Promote the benefits of the Association to the church.
4. Schedule all Associational meetings on the Annual Church Calendar.

ASSOCIATIONAL MESSENGERS

SELECTION: The Association Messengers shall consist of five (5) persons nominated by the Nominating Committee and approved by the church annually. The Pastor shall be a standing member of this committee.

PURPOSE: To represent and vote in accordance with the wishes of the church at the Annual and Semi-Annual meetings.

AUDIO / VIDEO COMMITTEE

SELECTION: The Audio/Video Committee is a Special Committee that oversees the audio and video system and related equipment. This committee must work closely with the Worship Leader and Pastor to create a worshipful atmosphere. This committee will be approved by the church annually. The Worship Leader shall be a standing member of this committee.

PURPOSE: To operate and maintain the sound equipment and video projection system during church services as needed.

DUTIES OF THIS COMMITTEE:

1. Coordinate the sound system with the Worship Leader, Singing groups, soloists, etc., and the Pastor during church services.
2. Maintain a supply of blank tapes for recording messages and music during services for the tape ministry.
3. Maintain proper sound levels for the auditorium.
4. Maintain a supply of batteries for hand held mics, lavalier mics, portable mouse, and etc. (AA size, AAA size, 9 volt)
5. Set up microphones and stage monitor for use during services.
6. The video person must have basic computer skills and able to operate the software used during church services. (Song Show Plus and Microsoft Power Point).
7. Maintain the computer system with updates to the software as needed.
8. Maintain license requirements from Christian Copyright License, Inc. for size of audience and use.
9. Prepare the song list as directed by the Worship Leader and or Pastor in Song Show Plus.
10. Turn on/off sound and video equipment properly for each service.
11. Be alert to needs of the Worship Leader, Soloists, Singing groups, or Pastor to make changes as necessary.

BAPTISM COMMITTEE

SELECTION: This Committee is a Special Committee and is not subject to the guidelines of the Standing Committees. This committee shall consist of the deacons and their wives. In the absence of deacons and or their wives, the pastor shall select someone to assist.

PURPOSE: To assist the Pastor in all details of each baptismal service.

DUTIES OF THIS COMMITTEE:

1. Provide assistance to each baptism candidate before, during and after each baptism service.
2. Instruct each candidate as to where to change clothing.
3. Instruct each female candidate the need of modesty in dress for the baptism.

BENEVOLENCE/MINISTRY COMMITTEE

SELECTION: The Benevolence Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To extend compassion to those church members and non-church members that have needs in and around our community.

DUTIES OF THIS COMMITTEE:

1. Update and develop policies for this committee as needed.
2. Respond to all requests for benevolence to members and non-members, and notify the church body for the opportunity to minister.
3. Maintain a food bank with canned goods and non-perishable items.
4. Make phone calls and or send cards to those that need encouragement, i.e. hospitalized, death in family, etc.
5. Prepare an annual budget to recommend to the Finance Committee by the first Sunday of November.

CHURCH COUNCIL

PURPOSE: The church council is organized to provide a forum in which all the principle leadership of the church may gather to pray, plan, discuss, coordinate, and evaluate the ministry programs of the Church. The Pastor will serve as the chairman of the council.

MEMBERSHIP: Membership in the Church council will be the chairman incumbents of the current standing committees, Deacon Chairman, and church departmental leaders as follows:

Clerk	Treasurer
Worship Leader	Youth Minister
Sunday School Director	VBS Director
TeamKid Director	Brotherhood Director
WMU Director	Nursery Coordinator

RESPONSIBILITIES: The Church council will:

1. Annually evaluate the church program ministries and make recommendations and changes as necessary.
2. Annually evaluate the church committees and make recommendations as to changes, additions, or deletions to each committee.
3. Develop the church calendar.
4. Coordinate the various ministry activities of the church to ensure the mission and purpose of the church are being carried out.
5. Coordinate special events and activities to ensure maximum ministry outcome is achieved.
6. Act as an advisor group to the Pastor and all other church leadership in correlating and promoting the total church ministry.

COUNTING COMMITTEE

SELECTION: The Counting Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To count the tithes and offerings that are received by the church, complete a bank deposit slip, and deposit the funds in the bank within two (2) business days.

DUTIES OF THIS COMMITTEE:

1. Count all monies received after each service that an offering is taken.
2. Record each check separately on a deposit slip.
3. Record all cash receipts on the deposit slip.
4. Secure all envelopes and submit to the Assistant Treasurer for proper record keeping of individual contributions.
5. Submit a copy of the deposit slip to the Assistant Treasurer for recording purposes.
6. Take deposit to the bank and make deposit.
7. Give deposit slip to Treasurer for entry into check book and or a financial accounting system.

FINANCE / PERSONNEL COMMITTEE

SELECTION: The Finance / Personnel Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church annually, who shall serve with the Pastor, Treasurer, and Assistant Treasurer.

PURPOSE: To plan and promote stewardship education in all areas of the church life and to lead the church in budget planning, promotion, subscription, and administration. To make recommendations to the church concerning monetary compensation for church staff personnel employed by the church and to make sure that the church is in compliance with the IRS Tax codes concerning non-profit organizations.

DUTIES OF THIS COMMITTEE:

1. The Treasurer serves as ex-officio member of the Church council.
2. Develop and recommend to the Church Council an overall stewardship education/information plan.
3. Review with committee chairpersons periodically the expenditures of committees to ensure correspondence with budget allocations and budget adjustments.
4. Consult and gather information from committee chairpersons and organization directors annually to determine the financial resources needed by each committee for its work during the following year.
5. Insure that accounting records are kept on a computerized system capable of creating reports, budgets, payroll records, etc.
6. Prepare a monthly check register report and make available to the church after reconciliation is completed for the month. A full report for the income and expenses will be given at the business meeting.

7. Insure that all tithes and offerings are recorded (kept in strict confidence) and a detailed yearly report is given to each contributing member on or before the last Sunday of January.
8. Recommend an annual church budget to be presented to the church on Sunday morning, discussed on a Sunday night, and voted on by the membership the following Sunday night.
9. This committee shall use materials prepared by the Florida Baptist Stewardship Department to guide its work and insure that the best financial procedures are in place and in use.
10. Prepare and update as necessary position descriptions for all employed personnel.
11. Develop, update and maintain the *Church Personnel Manual and Job descriptions*, and *Organization Manual* in relation to the church's employed personnel.
12. Recruit, interview and recommend prospective employees to the church. This does not include the position of pastor.
13. Develop and recommend salaries and benefits for employed personnel.
14. Insure that adherence to all IRS Tax Codes are followed for each employee of the church. Use the booklet prepared by the Florida Baptist Stewardship Department to fulfill this responsibility.

FLOWER COMMITTEE

SELECTION: The Flower Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church.

PURPOSE: To provide flowers to enhance the congregational worship services held in the sanctuary.

DUTIES OF THIS COMMITTEE:

1. Obtain, arrange and dispose of flowers for congregational services.
2. Prepare an annual budget and recommend to the Finance Committee on or before the first Sunday in November of each year.
3. Recommend policies changes related to providing flowers for sick and bereaved members.
4. Arrangements shall be simple and in good taste to reflect a worshipful atmosphere.
5. An arrangement for the Lord's Table will be satisfactory for the sanctuary.
6. Christmas decorations and plants shall be displayed during the month of December.
7. Work with the Finance Committee to prepare an annual budget.
8. Secure, place and dispose of flower arrangements.
9. An arrangement may be sent for a bereaved family (immediate family member) not to exceed the current approved budgeted amount, or a memorial gift if requested by the family to a designated recipient (i.e. children's home, hospice, cancer association, etc.) in lieu of flowers.

HOMECOMING/HISTORY COMMITTEE

SELECTION: The Homecoming/History Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To plan and coordinate the events of Homecoming. Provide and maintain historically accurate and comprehensive records of the life and work of the church.

DUTIES OF THIS COMMITTEE:

1. Plan and coordinate activities for Homecoming to be held on the second Sunday in August of each year.
2. Contact a speaker for the event, preferably a former pastor.
3. Contact singing groups if needed.
4. Inform the church in a regular business session of the speaker, singers, date, etc.
5. Make a guest book available for the day of the event for all persons to sign the book.
6. Publicize the event in the local newspaper.
7. Gather and safeguard all historic records of the church.
8. Assist in recording present-day activities.
9. Develop and recommend to the church policies and procedures regarding the preservation of historical materials.

HOUSE AND GROUNDS COMMITTEE

SELECTION: The House and Grounds Committee shall consist of three (3) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To provide maintenance and improvements to all church facilities through volunteer labor and/or by hiring a contractor(s).

DUTIES OF THIS COMMITTEE:

1. Recommend changes in use of facilities to the church.
2. Prepare a long range plan of improvements to the church facilities and make recommendations to the church for approval.
3. Implement all approved changes made by the church in a timely manner.
4. Work with engineering personnel, if necessary, to provide the best possible plans for remodeling or new construction as required by the State of Florida.
5. Provide lawn care through volunteers or contracted services to maintain a well groomed lawn.
6. Coordinate and oversee the cleaning of the church facility by volunteers or an employee of the church and provide a cleaning check list.
7. Make recommendations to the Finance Committee for the annual budget for the maintenance and repairs to the facilities.
8. Maintain Heating/AC equipment through a preventive maintenance program by a certified Heating/AC vendor.

KITCHEN COMMITTEE

SELECTION: The Kitchen Committee shall consist of three (3) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To provide and maintain kitchen supplies, equipment and food staples, etc. to enhance the fellowship occasions of the church.

DUTIES OF THIS COMMITTEE:

1. Authorizes the purchase of equipment, food items, and consumable supplies in support of the food service ministry, and make pick ups of items needed.
2. Consult with organizations, weddings, funerals, receptions, banquets or other special events concerning their responsibilities in the use of the kitchen equipment and supplies.
3. Recommend to the Finance Committee an annual budget for kitchen equipment purchases and supplies.
4. Maintain supplies necessary for the cleaning of the kitchen, rest rooms and church facilities.

LORD'S SUPPER COMMITTEE

SELECTION: This Committee is a Special Committee and is not subject to the guidelines of the Standing Committees. This committee shall consist of the deacons and their wives. In the absence of deacons, the pastor shall select someone to fulfill these duties, utilizing someone who has been ordained as a deacon or minister.

PURPOSE: To provide the elements of the Lord's Supper and prepare the Table for the service.

DUTIES OF THIS COMMITTEE:

1. Prepare the elements and the Lord's Table for the Lord's Supper prior to the service.
2. Provide and maintain clean linens for the Table.
3. The Lord's Supper shall be observed once each quarter or at any time deemed necessary by the Pastor and Deacons.

NOMINATING COMMITTEE

SELECTION: The Nominating Committee shall consist of three (3) persons nominated by the active nominating committee and approved by the church annually who shall serve with the Pastor.

PURPOSE: To lead the church in the staffing of all church-elected leadership positions filled by volunteers; to approve all volunteer workers before they are enlisted to serve in church-elected positions.

RELATIONSHIPS AND RESPONSIBILITIES:

WITH COUNCILS:

Committee chairperson serves as ex-officio member of the Church council, contributing and receiving information related to the work of the Nominating Committee.

WITH COMMITTEES:

1. Study the work responsibilities of all committees to understand the nature and scope of their work.
2. Counsel with the chairperson of each committee to determine present and/or future leadership needs.
3. Contact and enlist all nominees prior to presentation for election.

WITH CHURCH OFFICERS:

1. Study the work responsibilities of all church officers to understand the nature and scope of their work.
2. Contact and enlist all church officer nominees prior to presentation for election.
3. Chairperson of committee gives a copy of any reports made during the church business meeting to the church Clerk for permanent record in the minutes of the church.

WITH CHURCH DEPARTMENTAL DIRECTORS:

1. Study the work responsibilities of all directors to understand the nature and scope of their work.

2. Contact and enlist all director nominees prior to presentation for election.
3. Counsel with each director to determine present and/or future leadership needs.

WITH CHURCH STAFF:

Counsel with staff members to determine present and future leadership needs in the church and in developing plans to satisfy those needs.

WITHIN THE CHURCH BUSINESS MEETING:

1. Make periodic reports on the work of the Nominating Committee.
2. Answer questions about the work of the Nominating Committee.
3. Recommend all members of every standing committee.
4. Recommend all members of every special committee.
5. Designate the chairperson of each standing committee annually. (This should be done when the committee members are presented to the church for election).
6. Designate the chairperson of each special committee when committee is elected. (This should be done when the committee members are presented to the church for election.)
7. Be certain that each chairperson understands that he or she is a member of the Church Council.
8. Recommend all church officers excluding the Deacon body or Deacon Chairman.
9. The Nominating Committee shall meet no later than June to prepare a slate of officers and committee members to be presented at the regular church business meeting prior to the new church year.

NURSERY COMMITTEE

SELECTION: The Nursery Committee shall consist of two (2) persons nominated by the Nominating Committee and approved by the church annually. The Nursery Coordinator shall be a standing member of this committee.

PURPOSE: To coordinate and operate the church nursery. To provide and maintain a safe and caring atmosphere for all infants left in their care.

DUTIES OF THIS COMMITTEE:

1. It shall be the duty of this committee to coordinate all the activities of the nursery work of the church.
2. It shall recommend official nursery policies of the church.
3. The nursery committee shall maintain a scheduled list of nursery volunteers to staff the nursery during regular worship services (Sunday morning and Sunday evening).
4. The nursery committee shall staff the nursery during special events, i.e. revivals, homecoming, etc., with volunteers or with paid workers outside the church.
5. The nursery committee shall submit a yearly budget request for the work of their committee to the finance committee no later than the first Sunday in November of each year.
6. For safety concerns, a minimum of two workers must serve at a time.
7. The Nursery Coordinator shall prepare a Nursery Schedule for the church year and distribute it to each nursery worker prior to the first Sunday in September.
8. If a scheduled volunteer of the nursery cannot serve for their designated time, the volunteer may switch with another volunteer and notify the Nursery Coordinator of the switch.

SPECIAL OCCASIONS COMMITTEE

SELECTION: The Special Occasions Committee shall consist of three (3) persons nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To promote special occasions for the church membership to participate in.

DUTIES OF THIS COMMITTEE:

1. Prepare an annual budget and recommend to the Finance Committee on or before the first Sunday in November of each year.
2. Set up and provide decorations in the fellowship hall for the following special occasions if planned by the church:
 - Easter Sunday
 - Homecoming Sunday
 - Thanksgiving
 - Christmas
3. Promote and provide gifts for the following occasions:
 - Graduates
 - Mother's Day
 - Father's Day
 - Pastor Appreciation Day

USHER COMMITTEE

SELECTION: The Usher Committee shall consist of four (4) men nominated by the Nominating Committee and approved by the church annually.

PURPOSE: To extend the ministry of hospitality in welcoming and assisting all persons, also, to care for proper ventilation and or heating as required in the main auditorium. To assist in keeping the worship services orderly.

DUTIES OF THIS COMMITTEE:

1. Elect a chairman to serve for the church year.
2. Prepare a schedule for two men to serve during each service.
3. Greet people before and after worship services.
4. Assist seating people that have special needs before and during the service.
5. Give out the church bulletin or other materials to the worshipper before he or she is seated.
6. Provide information to guests concerning church services, programs, and facilities.
7. Two ushers must be prepared to receive offerings during the services.
8. Be alert to needs of persons during the service.
9. Recommend to the Finance Committee any budget needs for the yearly budget.

YOUTH MINISTRY COMMITTEE

SELECTION: The Youth Committee shall consist of two (2) adults and two (2) youth nominated by the Nominating Committee and approved by the church annually. The Youth Minister shall be a standing member and chairperson of this committee.

PURPOSE: To provide an organizational plan for key adults working with youth in the youth program areas as well as representative youth and parents to meet together to plan evaluate ministry goals and projects.

DUTIES OF THIS COMMITTEE:

(to be developed by the youth committee)

AD HOC COMMITTEE

SELECTION: The Ad Hoc Committees are appointed to plan, coordinate, implement, and evaluate the work assigned to them by the church.

PURPOSE: This committee is appointed for a certain task that ends with the completion of that task. An ad hoc committee will be nominated by the pastor and approved by the church at a regular scheduled business meeting as needed.

Ad Hoc Committees:

1. Pastor Search
2. Long Range Planning
3. Building Committee
4. Other Special Purpose

Membership:

1. Personnel for Ad Hoc committees are recommended to the church by the Pastor or the Nominating Committee and must be approved by the church in a regular business session.
2. Limit service to one person per family on all Ad Hoc committees. All committee members shall be church members in good standing with a history of church attendance of at least 6 services per month.
3. Each committee shall have a chairman, vice-chairman, and secretary.
4. All Ad Hoc committees shall meet as deemed necessary by the task assigned.
5. Each committee shall maintain permanent minutes of all meetings.
6. The committee secretary shall keep a copy of the minutes and one copy shall be submitted to the church clerk for safe-keeping.
7. Except for the Pastor Search Committee, the current pastor shall serve as ex-officio member of each Ad Hoc committee.
8. The pastor will be responsible for assisting Ad Hoc committees in fulfilling their responsibilities.

PASTOR SEARCH COMMITTEE

SELECTION: The Pastor Search Committee shall consist of five (5) persons nominated by the Nominating Committee and approved by the church when the office of Pastor becomes vacant or knowledge of his desire to resign or at the churches request.

PURPOSE: To find and recommend to the church a qualified candidate to fill the office of pastor.

DUTIES OF THIS COMMITTEE:

1. Seek God's leadership through the Holy Spirit to direct them in this responsibility.
2. For detailed information about the pastor search process, see *Pastor Search Committee Handbook* by Bob Sheffield. ISBN #0633028916.
3. Establish guidelines for the work of the committee before it begins looking for a pastor.
4. The Pastor/Church Staff Relations Department of the Florida Baptist Convention may also be used as a resource in this process. They can be contacted at 800-226-8584, ext. 3072. This department also provides training to this committee and the church.
5. Gather the candidates' profiles and resumes.
6. Determine God's leadership in focusing in on one candidate.
7. If the committee unanimously agrees on this candidate, then recommend him to the church.
8. Plan welcoming activities and an installation service for the pastor and his family.

LONG RANGE PLANNING COMMITTEE

SELECTION: The Long-Range Planning Committee shall consist of the current Church Council.

PURPOSE: To develop the church's priorities for several years. This period of time can be for one year, two years, three years or five years.

DUTIES OF THIS COMMITTEE:

1. Discover the planning needs.
2. Lead in setting church goals.
3. Plan strategies for reaching the goals.
4. Complete the long-range plans.
5. Use booklets provided by the Florida Baptist Convention for Long-Range Planning.

BUILDING COMMITTEE

SELECTION: The Building Committee shall consist of three (3) persons nominated by the Nominating Committee and approved by the church.

PURPOSE: To oversee new construction or remodeling of the church facility.

DUTIES OF THIS COMMITTEE:

1. To develop a plan to improve and accommodate the physical needs of the church.
2. Contact and secure bids from contractors as needed and present to the church for approval.
3. Secure all permitting as needed.
4. Maintain and keep all prints for construction.
5. Set a reasonable time schedule for beginning and completion of the project(s).
6. Work with and assist as needed volunteers/contractors to complete the project.

Church Officers

All who serve as officers of the church shall be members in good standing with the church, shall be in agreement with the adopted *Church Constitution and Bylaws*, and also be in agreement with adopted *Church Policies and Procedures*. The officers of this church shall include, but not limited to:

1. Pastor
2. Deacons
3. Clerk
4. Treasurer
5. Trustees / Corporate Officers
6. Church Staff

PASTOR

PURPOSE: To lead the church in spiritual growth by giving personal direction to its total ministry, working through all duly constituted officers and committees in promotion of the church program.

DUTIES AND RESPONSIBILITIES:

1. The Pastor shall be a spiritual leader of high Christian character and a duly ordained Baptist minister in full fellowship with the SBC. (see the current adopted *Baptist Faith and Message*)
2. The Pastor shall be of sound doctrine and meet the Scriptural qualifications set forth in 1 Timothy 3:1-7.

This is a true saying, If a man desire the office of a bishop, he desireth a good work. ²A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach; ³Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; ⁴One that ruleth well his own house, having his children in subjection with all gravity; ⁵(For if a man know not how to rule his own house, how shall he take care of the church of God?) ⁶Not a novice, lest being lifted up with pride he fall into the condemnation of the devil. ⁷Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.

3. The Pastor shall be called for an indefinite period by two-thirds ($\frac{2}{3}$) majority vote of the active members present in a duly authorized business meeting. The prospective pastor must be the unanimous recommendation of a Pastor Search Committee duly elected by the church.
4. The Pastor shall be the recognized leader of the church, giving personal direction to its total ministry, working through all duly constituted officers and committees in promotion of the church program. He shall moderate all business meetings when

- possible, shall conduct the church ordinances, shall be ex-officio member of all committees and functions of the church, shall preside at all general meetings, shall have control of the pulpit, and shall be expected as much as possible to minister to the total spiritual needs of all members collectively and individually.
5. The Pastor shall be allowed two (2) weeks vacation with pay each year, at his regular salary basis for the first two (2) years of service; starting the third year, he will be allowed three (3) weeks vacation.
 6. The Pastor shall be allowed to conduct two (2) revivals each year and shall be expected to take responsibility of an adequate pulpit supply during his absence. In the event the Pastor should feel led for a third or fourth revival in the same year he must seek permission of the church.
 7. Upon resignation the Pastor shall inform the church, thirty (30) days before termination of his services; and the church, in the event of dismissal, shall give the Pastor a thirty (30) day salary dismissal, and declare the pulpit vacant. When the pulpit becomes vacant, the active church nominating committee shall select a Pastor Search Committee of five (5) persons. It shall be the duty of the Pastor Search Committee to seek a pastor in accord with the wishes and needs of the church. The committee shall present recommendations for only one (1) prospective pastor at a time. The Pastor Search Committee is to have all expenses paid for by the church.

DEACONS

PURPOSE: To support the total church program and to assist the Pastor in his spiritual ministry to the congregation and in all matters of concern to the total life of the church.

SELECTION, DUTIES AND RESPONSIBILITIES:

1. New deacons shall be selected for ordination or recognized officially by the church in a business meeting upon joint recommendation of the Pastor and the church body.
2. The number of deacons shall be decided by the church. Deacons shall serve upon ordination, or by election by the church in the event of previous ordination by another church.
3. No deacon shall serve automatically by virtue of previous ordination by another church.
4. It shall be the duty of the deacons to support the total church program and to assist the Pastor in his spiritual ministry to the congregation and in all matters of concern to the total life of the church.
5. All prospective deacons are to be set aside for a period of thirty (30) days prior to ordination.
6. The church shall remove any deacon that it feels no longer meets the above qualifications and the scriptural qualifications as defined in 1 Timothy 3:8-13:

Likewise must the deacons be grave, not doubletongued, not given to much wine, not greedy of filthy lucre; ⁹Holding the mystery of the faith in a pure conscience. ¹⁰And let these also first be proved; then let them use the office of a deacon, being found blameless. ¹¹Even so must their wives be grave, not slanderers, sober, faithful in all things. ¹²Let the deacons be the husbands of one wife, ruling their children and their own houses well.¹³For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.

CLERK AND ASSISTANT CLERK

SELECTION: The Clerk and Assistant Clerk shall be nominated by the Nominating Committee and approved by the church annually.

PURPOSE: The Clerk records and maintains thorough and complete records of the church business carried on during regular monthly business meetings and special called business meetings. The Assistant Clerk shall assist the clerk and shall serve in the absence of the Clerk.

DUTIES AND RESPONSIBILITIES:

1. It shall be the duty of the clerk to receive information on all new members.
2. To keep an accurate up-to-date account of the church roll.
3. To receive all requests for letters and present the requests to the church for appropriate action.
4. To send all letter transfers according to the action of the church.
5. To record and keep adequate minutes of all regular and special business meetings.
6. All minutes and records of the church should be kept on the church computer system in Microsoft Word format under Documents filed by year.

TREASURER AND ASSISTANT TREASURER

SELECTION: The Treasurer and Assistant Treasurer shall be nominated by the Nominating Committee and approved by the church annually.

PURPOSE: The Treasurer records and maintains thorough and complete financial transactions of the church.

DUTIES AND RESPONSIBILITIES FOR THE TREASURER:

1. It shall be the duty of the Treasurer to record all general funds received and deposited by the Counting Committee.
2. To make all disbursements by check to vendors, personnel, and reimbursements authorized by the church budget or by specific approval during a regular or special business session.
3. To provide the church at all regular business meetings a report of all receipts and disbursements showing the balance of cash on hand and other assets of the last month, the report shall also include all outstanding obligations, if any.

DUTIES AND RESPONSIBILITIES FOR THE ASSISTANT TREASURER:

1. It shall be the duty of the Assistant Treasurer to assist the Treasurer and serve in the absence of the treasurer.
2. Receive and record all individual tithes and offerings received by the church on a weekly basis.
3. Prepare an itemized and dated family or individual yearly tithing and offering report of all contributions made during the calendar year. This report shall be given to each contributor no later than the last Sunday of January for the following year.
4. Tithe and offering envelopes shall be kept for record keeping purposes.

TRUSTEES (CORPORATE OFFICERS)

SELECTION: The Trustees shall consist of five (5) persons nominated by the Nominating Committee and approved by the church. This board shall consist of a President, Vice President, Treasurer, and two

PURPOSE: The Trustees serve as the legal representatives in all transactions related to the church. They hold title to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session. Trustees should act only on the authority of church approval.

DUTIES OF THIS COMMITTEE:

1. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.
3. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property and equipment.
4. Inspect all church properties annually and submit a report to the church in a regular business session.
5. Maintain a list of holders of church keys and use.
6. Keep the church abreast of latest insurance and legal changes that may affect the church.
7. Maintain all church legal documents in conjunction with the Church Clerk in a safe deposit box.
8. Make recommendations to the Finance Committee regarding annual insurance premiums for the facilities and the church van.

CHURCH STAFF

PURPOSE: To support the total church program and to assist the Pastor in his spiritual ministry to the congregation and in all matters of concern to the total life of the church.

SELECTION, DUTIES AND RESPONSIBILITIES:

1. All full time or part time paid members shall be employed and dismissed by the church in a business meeting upon the joint recommendation of the Pastor, Deacons, and Finance / Personnel Committee.
2. They shall minister in co-operation with the Pastor and according to the wishes of the church.
3. Paid staff personnel shall be given two (2) weeks vacation with pay, at their regular salary basis.
4. Church staff employed by the church shall be spiritual leaders of high Christian character.
5. Church Staff will be employed as the needs of the church dictate by approval of the church.

WORSHIP LEADER

PURPOSE: The Worship Leader shall be responsible for planning, conducting, and evaluating a comprehensive music ministry for the church.

DUTIES AND RESPONSIBILITIES:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church Music Ministry with the calendar and emphasis of the church.
3. Work with the Music Committee in determining music ministry goals, organization, leadership, facilities, finances and administrative processes.
4. Assist the Pastor in planning congregational services of the church, be responsible for the selection of music and drama programs.
5. Be available for counsel and arrange and provide music for special events, ministries, and other church related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing.
7. Facilitate the work of all music leaders in the music ministry.
8. Coordinate the performance schedules of music groups and individuals in the functions of the church.
9. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
10. Prepare an annual budget to be recommended to the Finance Committee that will include, but not limited to:
 - Sheet music; Song Books
 - Special presentations for Christmas and Easter
 - Maintenance of sound and video equipment
 - Upgrade software needs of Video system
 - License and copyright fees
 - Musicians for revival meetings
11. Maintain license requirements from Christian Copyright License, Inc. (CCLI) for size of audience and use.

YOUTH MINISTER

PURPOSE: The Youth Minister shall be responsible for planning, conducting, and evaluating a comprehensive youth ministry for the church.

DUTIES AND RESPONSIBILITIES:

1. The Youth Ministry shall be in agreement with the church mission statement.
2. Seek God's leadership to involve and lead youth to develop spiritually.
3. Build relationships with youth and their parents by being available for counseling and listening to their needs. Encourage youth to love and obey their parents.
4. Create a family-friendly youth ministry environment.
5. Develop leaders within the youth group and adults to complement the youth ministry.
6. Evaluate your current programs and activities with the youth to be as effective as possible.
7. Create and develop programs that will reach the youth in the community.
8. Prepare and submit to the Finance Committee a yearly budget.

DEPARTMENTS AND DIRECTORS

All who serve as department directors of the church shall be members in good standing with the church, and of high Christian character. They shall be in agreement with the adopted *Church Constitution and Bylaws*, and also be in agreement with adopted *Church Policies and Procedures*. The departments and departmental directors of this church shall include, but not limited to:

1. Sunday School – Director and Assistant
2. TeamKid – Director
3. Vacation Bible School – Director
4. Brotherhood – Director
5. WMU – Director
6. Nursery – Director

SUNDAY SCHOOL

PURPOSE: Sunday School is the foundational strategy in our church for leading people to faith in the Lord Jesus Christ and for building on-mission Christians through open Bible Study Groups that engage people in evangelism, discipleship, fellowship, ministry, and worship. We will apply the principles of Sunday School through *Ten best Practices: To make your Sunday school work* by Ken Hemphill. An overview of these principles are included at the end of the Sunday School section.

STRUCTURE: The Sunday School shall use a graded system to accommodate all members of the church and non-members. The following is a list of the graded classes to be offered:

- Nursery
- 3-5 Years Old
- K-2 Grades
- 3-5 Grades
- Youth I (6th – 9th Grade)
- Youth II (10TH – 12TH Grade)
- College and Career (18 – 23)
- Young Adult (24-34)
- Adults (35-54)
- Sr. adults (55-up)

The Sunday School structure shall consist of a:

- Director
- Assistant Director
- Secretary
- Teachers

SELECTION, DUTIES AND RESPONSIBILITIES

DIRECTOR:

1. The Director shall be nominated by the Nominating Committee and approved by the church annually.
2. Lead in determining the Sunday School organization needed to reach and teach effectively.
3. Give direction to the enlisting of workers for the Sunday School.
4. Assist all workers see the importance of involving people in effective Bible Study.
5. Develop and support the outreach program of the Sunday School.
6. Determine financial and physical resources needed for the Sunday School and recommend these needs to the church.
7. Report periodically to the church on the progress of the Sunday School.
8. Lead in evaluating the work of the Sunday School.

ASSISTANT DIRECTOR:

1. The Assistant Director shall be nominated by the Nominating Committee and approved by the church annually. The Assistant
2. Director shall assist the Director in leading and planning for the Sunday School.
3. The Assistant Director shall serve in the absence of the Director.

SECRETARY:

1. The Secretary shall be nominated by the Nominating Committee and approved by the church annually.
2. The secretary shall record and maintain complete records of the Sunday School each Sunday, which includes, but not limited to:
 - Attendance in each class
 - Current membership
 - Visitors present
 - Tithe envelopes

TEACHERS

Teachers shall be nominated by the Nominating Committee with recommendations from the Sunday School Director and Pastor and approved by the church annually.

1. Teachers must be a person of real faith in Jesus Christ.
2. It is not necessary that all teachers must be fully mature in their faith; it is that they have a measure of maturity and commitment to grow toward more wholeness.
3. The teacher must not, however, teach with the desire to influence everyone to believe exactly how he or she does. Such position is contrary to the teaching of the Scripture (we are each priests unto God) and to the affirmation that the Holy Spirit may work uniquely among different persons. But the teacher must be a person of conviction and willing to express those convictions and make them available to the students.
4. The teacher must have a deep compassion for people. Those who are afraid of love being overemphasized in the teaching ministry of the church would probably be offended by the ministry of Jesus. When Jesus was asked to reduce the law to its most important dimensions, he affirmed the need to love God and other human beings.
5. Teaching is a gift, and a gift can be expounded by training and development. Teachers who are willing to use and enhance this gift should be selected.
6. The Teacher shall maintain good records of all members and prospects of their class. The records should contain the following for members and as much information as possible for prospects:
 - Name
 - Address
 - Phone Numbers
 - Date of birth
 - Date of anniversary (if applicable)

AN OVERVIEW OF TEN BEST PRACTICES

The best practices of Sunday School as strategy are presented here as ten brief, concrete, imperative statements. The bulleted statements under each best practice enlarge the meaning of the practice. Generally, the best practices are listed in the sequence in which they would be implemented, but the sequence should not be overemphasized.

The best practices are not offered as a mechanical formula for success. The sequence, however, does identify and describe the process of designing and implementing an effective Sunday School strategy. So, in that sense the sequence has high value.

These best practices are based on observing churches that have effectively used Sunday School in a strategic way. Their effectiveness is realized in the commitment of the people to the mission of Christ, the willingness of people to work, and of course, the quickening power of the Holy Spirit. Apart from the Spirit, no lasting kingdom work takes place.

1. Commit to the Strategy

We will commit to Sunday School as the foundational strategy in a local church for doing the work of the Great Commission by —

- developing an annual plan that supports the church's thrust to lead people to faith in the Lord Jesus Christ and build on-mission Christians.
- including as key elements of the plan ongoing and short-term open Bible study groups and additional Bible study events, such as Vacation Bible School, that focus on foundational evangelism and foundational discipleship.
- providing the best-possible financial support to implement the strategic plans.
- implementing the plan through specific monthly and weekly actions.

2. Organize with Purpose

We will organize our Sunday School ministry to accomplish the

objectives of leading people to faith in the Lord Jesus Christ and building on-mission Christians by —

- using the concept of age-graded, open Bible study groups as the primary organizing principle for Bible study groups.
- providing groups for all ages and generations, including preschool, children, youth, young adults, and adults.
- relying on sound learner:leader ratios proven to be effective for each age group in developing the age-group organizational structures.

3. Build Kingdom Leaders

We will build kingdom leaders who are committed to Sunday School strategy as an expression of faithfulness to Christ, His church, and the mission mandate He has given by —

- praying for God to call out leaders for kingdom service through Sunday School ministry.
- implementing a leader-enlistment approach that focuses on helping people respond to their personal call from God rather than an approach that is primarily concerned with filling church or organizational positions.
- enlisting leaders who themselves are committed to cultivating and multiplying new leaders.
- devoting major attention to leadership meetings that focus on the mission, on relationships, and on Bible study.
- providing training that equips leaders for their work and enhances the quality of their leadership.
- calling out people who will give their lives to evangelizing the lost and who are willing to participate in ongoing evangelism training and multiplication of evangelism leaders.

4. Develop Soul Winners

We will lead leaders and members to become soul-winners and witnesses for Christ in all life settings, including the home, by —

- teaching members to view being a practicing soul-winner as the role of every believer.
- challenging members continually to be aware of the spiritually lost people they encounter daily.

- focusing attention on the responsibility of Sunday School leaders and members to lead people to faith in the Lord Jesus Christ.
- training leaders and members how to share the gospel through an intentional, ongoing strategy.
- providing regular opportunities for leaders and members to share the gospel as part of personal home visits.

5. Win the Lost

We will engage in evangelistic actions that result in winning the lost to Christ, as well as in other actions that target the unchurched and reclaim the spiritually indifferent, by —

- involving members in discovering individual and family prospects.
- maintaining up-to-date master and working prospect files and implementing an ongoing approach for making evangelistic prospect visitation assignments to members.
- providing regular, specific times for evangelistic, outreach, and ministry visitation.
- committing ourselves to witness for Christ in all life settings, including the home.
- teaching evangelistically, including foundational teaching, especially with preschoolers and children, that becomes the basis for a later conversion as the Holy Spirit brings conviction of sin.
- challenging unchurched or spiritually indifferent individuals and families to commit to living as followers of Jesus Christ.

6. Assimilate People

We will assimilate individuals and families into the life of the church and facilitate their growth as disciples of Christ by —

- encouraging new believers to identify with Christ and His church through baptism and church membership.
- emphasizing regular participation in systematic Bible study as the foundational step of discipleship.
- enrolling people anytime, anywhere in ongoing Bible study and other short-term Bible study groups.
- providing an atmosphere for building relationships with one another in an environment of grace, acceptance, support, and encouragement.

- encouraging all believers to strengthen their walk with Christ by participating in other discipleship opportunities.
- developing a system for tracking individual and family participation in ongoing Bible study and in discipleship groups.
- developing a system for tracking actions that serve as indicators of spiritual growth and personal spiritual vitality.
- providing opportunities for new Christians and church members, and their families, to discover how they fit into the life and ministry of the church.
- planning opportunities for individuals and families to pray together and to work together toward fulfilling the Great Commission.
- promoting systematic, biblical giving and the stewardship of life as the norm for believers.

7. Partner with Families

We will partner with parents and families to build the home as the center of biblical guidance by —

- providing an appropriate open Bible study group for every member of the family, including family members with special needs.
- providing training and resources to help parents fulfill their responsibility as the primary Bible teachers and disciplers of their children.
- developing family-oriented evangelistic and ministry strategies that help families to reach other families for Christ and the church and minister to their needs.
- building a leadership team that believes in and models the essential partnership of home and church in Bible teaching.
- providing Bible study and devotional materials that encourage and support family worship and Bible study in the home.
- exploring the possibilities for intergenerational ministries that enable the different generations to interact with each other rather than being isolated from one another.

8. Teach to Transform

We will engage individuals and families in the biblical model of instruction that leads to spiritual transformation by —

- preparing faithfully for the open-group Bible teaching session,

including personal spiritual preparation and participation in leadership meetings.

- encountering God's Word in a Bible study group guiding learners toward spiritual transformation.
- continuing to guide learners toward spiritual transformation in daily living and family relationships.
- centering the transformational teaching-learning process around these Bible teaching elements: acknowledge authority, search the truth, discover the truth, personalize the truth, struggle with the truth, believe the truth, and obey the truth.
- preparing open-group lesson plans to teach in a variety of ways, including relational, musical, logical, physical, reflective, visual, and verbal approaches.
- looking for opportunities in other settings to both teach and model the message of the Bible.
- equipping parents to be the primary Bible teachers in their homes.
- choosing open-group Bible study curriculum materials that lead learners to explore the entire counsel of God during their life stages.
- providing the best-possible teaching resources that enable teachers to teach for spiritual transformation.
- providing the best-possible space and equipment as appropriate for age-group teaching and learning.

9. Mobilize for Ministry

We will take deliberate actions to mobilize people to meet with compassion the needs of individuals and families by —

- remembering that the greatest need is to be in right relationship with the Lord.
- helping identify ministry needs and informing leaders and members about ministry opportunities.
- equipping individuals and families to minister to others in need in all settings.
- leading members and their families to be involved in ministry and mission projects as a continuation of Sunday School Bible study.
- involving the church family in supporting missionaries and mission work through prayer and giving.

10. Multiply Leaders and Units

We will develop and implement an intentional process for continually multiplying leaders and units by —

- communicating the key relationship that multiplication of leaders and units has to the overall mission of Sunday School as strategy.
- teaching every believer to be in service and on mission and to multiply themselves.
- developing a potential leader-training ministry that helps members explore their leadership potential and possibilities.
- making leader enlistment and multiplication of units an ongoing process rather than annual actions.
- encouraging and supporting the initiative of existing Bible study groups to reproduce themselves through new open Bible study groups that increase the opportunity to evangelize and disciple more people.
- encouraging and supporting the efforts of leaders to identify prospective leaders and guide them toward service for Christ and His church.
- engaging the church to start a new Vacation Bible School, start a new Sunday School, or help to plant a new church mission.

SUNDAY SCHOOL LITERATURE ORDER

1. The Sunday School Director is responsible for determining how much literature to order.
2. The Sunday School Secretary will compile all requests.
3. Order materials online following the procedure below.
4. The secretary will inventory the literature, checking it against the order as soon as it is received.
5. The Secretary and the Sunday School Director will sort the literature and deliver all Sunday School literature to Sunday School classrooms according to each organization's or department's order.
6. Quarterly literature will be distributed two weeks prior to the new quarter. Monthly literature will be distributed on the last Sunday of the month.

PROCEDURE

Ordering:

1. Gather and compile all requests for Sunday School literature from teachers, department leaders, pastor, etc
2. From the LifeWay Christian Resources website:
<http://www.lifeway.com/lwc/>
3. Click on "Dated Order Form"
4. This order form is used by churches to submit orders for dated resources used in their ministries. These orders are usually ordered on a quarterly basis and require an account number and PIN to process.
5. Complete the online order form and submit.



Distribution:

Policy and Procedure Manual

1. Open each package of literature, count and verify against the enclosed packing list. If the count is correct, put a check mark in the upper right corner of the packing list.
2. Sort the literature by title.
3. Verify the count of each title against the number ordered in the literature form.

Using organization and department worksheets, the secretary will then sort literature by department and class. Deliver all Sunday School literature to Sunday School classrooms according to each organization's or department's order.

TEAMKID

PURPOSE: TeamKID is a fun, high-energy ministry that encourages kids to know Jesus Christ and grow in a relationship with Him. Every part of TeamKID—Bible stories, Scripture memory, life application and recreation—all connect to teach life lessons to kids.

- TeamKID is designed for children to do more than memorize Scripture. It helps children understand what the verses they memorize mean because all parts of the TeamKID meeting focus on one Bible message. The noncompetitive games, Bible story, memory verse, refreshments, and conclusion all contribute to help children understand and apply God's Word to their lives.
- TeamKID recognizes each child for attending the meetings, completing Bible-related work, and bringing friends with them. Because children earn stickers they can redeem for items in a TeamKID Store, accomplishments between children are not compared to one another as it would be if children earned patches or some other kind of visible reward.
- TeamKID is designed for easy preparation that requires very little time. Each part of the lesson is fully developed with quality Bible study in a variety of methods and strong biblical content. Recreation suggestions are included that require a minimum amount of space and equipment.

What is a TeamKID Meeting?

A TeamKID meeting has five parts with each one flowing into the next to keep the pace moving with non-stop energy:

- **Warm-up** is the opening activity that begins as soon as the first child arrives at TeamKID.
- **Workout** is 30 minutes of energized, interactive Bible study as children hear or experience a Bible story, learn a Bible verse, and pray.

- **Stretching** is when three-year-olds through kindergarten or children in grades 1-6 apply what they have learned in Workout with fun activities from the Activity Books.
- **Tournament** is a time to run, play, and laugh with 20 minutes of fun games and activities that reinforce the Bible study.
- **Cool Down** is the final 10 minutes of the meeting and includes refreshments and review of what they have learned.

COACHES

HEAD COACH:

The Head Coach shall be nominated by the Nominating Committee and approved by the church annually.

1. Organize the entire TeamKID program.
2. Prepare a yearly budget for the TeamKID program that includes resources, supplies, refreshments, etc. and present to the Finance Committee for approval.
3. Enlisting other coaches, assistant coaches, recreation captain, and refreshment captain.
4. Leading a planning Huddle with coaches.
5. Make copies of activity page answers for coaches.
6. Gathering supplies and resources as needed.
7. Conduct WORKOUT for each meeting.
8. Conduct WARM-UP, COOL DOWN.
9. Pray for each coach and TeamKID member.

COACHES: (ONE PER 7 OR 8 CHILDREN)

1. Participating in a Planning Huddle led by the Head Coach.
2. Completing assignments given by the Head Coach.
3. Leading the children to complete the front of a worksheet during the session, following the guidelines on the sheet, and encouraging the children to take the sheets home so they can complete the back of the sheet during the week.
4. Listening to the children recite the memory verses.
5. Maintaining a record of each child's accomplishments as listed in "Scoreboard."

6. Assisting the Head Coach, Recreation Captain, and refreshment captain with WARM-UP, WORKOUT, THE TOURNAMENT, and COOL DOWN as requested.
7. Praying for each TeamKID member and coach by name and praying for the TeamKID meetings.

ASSISTANT COACHES:

1. Participating in a Planning Huddle led by the Head Coach.
2. Completing assignments as requested by the Head Coach.
3. Assisting Coaches, recreation captain, or refreshment captain as needed.
4. Praying for the TeamKID members, the coaches and captains.

RECREATION CAPTAIN:

1. Participating in a Planning Huddle led by the Head Coach.
2. Completing assignments as requested by the Head Coach.
3. Planning WARM-UP and THE TOURNAMENT following the guidelines given in each meeting.
4. Gather needed resources and supplies for WARM-UP and THE TOURNAMENT.
5. Praying for the TeamKID members, the coaches and captains.

REFRESHMENT CAPTAIN:

1. Participating in a Planning Huddle led by the Head Coach.
2. Completing assignments as requested by the Head Coach.
3. Planning refreshments / meal for TeamKID and coaches.
4. Assist the Head Coach in preparing the refreshment budget for the year.
5. Gather needed resources and supplies and refreshments.
6. Praying for the TeamKID members, the coaches and captains.

Vacation Bible School

PURPOSE:

1. Vacation Bible School is one of the most strategic outreach tools for the church and includes age-appropriate evangelism emphasis.
2. Vacation Bible School is a flagship church event, uniquely inviting and exciting for everyone involved. The event belongs to the local church and must be flexible enough to be made into what each individual church needs.
3. Vacation Bible School is centered around a theme that permeates content, methodology, and the learning environment, creating an experience totally distinctive from Sunday School. The theme must be appealing to children. A sub-theme may be used to explain content or the meaning of the theme.
4. Vacation Bible School provides sound, relevant Bible study that enables people to experience and respond to the gospel message in ways that are appropriate for them. Everything that happens during a day of Vacation Bible School grows out of the biblical content and emphasis of that day. Vacation Bible School leads preschoolers, children, youth, and adults to study the same biblical content, when appropriate.
5. Vacation Bible School includes schedules that help older preschoolers and children rotate through varied learning experiences with a variety of Christian leaders. Suggestions for a self-contained classroom option are also offered.
6. Vacation Bible School teachers of preschoolers and children are enlisted to lead certain functions based upon their abilities, interests, and spiritual gifts. Worker preparation is simplified for many teachers who repeat their teaching assignments with different groups of children.

7. Vacation Bible School requires user-friendly, easy-to-prepare, and easy-to-use materials that help teachers lead effective, meaningful learning experiences and establish meaningful relationships with learners.
8. The primary elements of Vacation Bible School include Bible study, worship, crafts, music, missions, and recreation and snacks. Each age group may adapt the kinds of elements emphasized.
9. Vacation Bible School is an entry point to church and Christianity for many unchurched people, so it must be comfortable, enjoyable, and appealing to this target audience. Vacation Bible School gives the church the opportunity to establish long-term relationships with these people.
10. Vacation Bible School must provide challenging experiences that continue to stimulate spiritual growth for church people.

STRUCTURE: The Vacation Bible School shall use a graded system. The following is a list of the graded classes to be offered:

- Nursery (For workers only)
- 3-5 Years Old
- K-2 Grades
- 3-5 Grades
- Youth I (6th – 9th Grade)
- Youth II (10th – 12th Grade)

SELECTION, DUTIES AND RESPONSIBILITIES:

DIRECTOR

1. The VBS Director shall be nominated by the Nominating Committee and approved by the church annually.
2. Plan and coordinate the classes needed.

3. Request the Early Bird VBS kit in January of each year.
4. Prepare class schedules, snack times (or dinner if included), recreation, and craft times.
5. Enlist workers, teachers, a secretary, etc. by April of each year.
6. Attend the Associational VBS clinic.
7. Prepare and present to the Finance Committee a budget for the VBS.

SECRETARY

1. The secretary shall record and maintain complete records of the Vacation Bible School during each day of the VBS.
2. Record VBS offerings received for each day.
3. Fill out reports for the Taylor Association, Florida Baptist Convention, and the Southern Baptist Convention.

BROTHERHOOD / MEN'S MINISTRY

PURPOSE: The Brotherhood or Men's Ministry is an organization in the church that teaches men the responsibility of mission work and effectively reaches men for Christ.

STRUCTURE: The Director is to lead in providing organization, leadership, and resources to carry out Men's Ministry work.

DUTIES:

1. Leads total Men's Ministry planning, coordination, and evaluation.
2. The Director shall be nominated by the Nominating Committee and approved by the church annually.
3. Leads in establishing age-division units.
4. Works with church leadership in discovering mission needs.
5. Leads men and boys to participate in mission learning experiences and mission activities in age-division units and church wide activities.
6. Recommends budget, policies and procedures.
7. Leads in coordinating the selection of mission areas to be taught and the ordering of Brotherhood curriculum materials and supplies.
8. Reports the progress of Men's work to the church regularly.
9. Leads in implementing special projects of the church as assigned and in helping members to understand the work of the church and denomination.
10. Works with WMU director in planning and conducting church wide projects such as graded series mission studies, weeks of prayer, mission offerings, mission action.
11. Leads the church to participate in Associational mission conferences as they are planned.

A church of any size and location can be effective reaching men for Christ, provided they follow several basic biblical principles. Effective men's ministries are ...

1. ...God-centered rather than program-centered. The greatest need in men's ministry is to teach men to hear and obey God. When I was playing little league baseball, I remember my coach telling me to keep my eye on the ball. This is a requirement for being a good hitter. Spiritually speaking, it is easy to take one's eyes off of the ball by relying on a program rather than a Person, Jesus Christ.

Effective men's ministries develop men who are radically in love with Jesus Christ and committed to knowing and doing the will of God. The heavenly Father will reveal Himself to those who love Him, seek Him and wait on Him (John 5:17-20). In the '90s, the Lord has used "[Experiencing God](#)" by Henry Blackaby and Claude King to help men know how to develop a love relationship with Him and how to join Him in His activity.

2. ...founded and fueled by prayer. Jesus modeled a prayer life for His followers. He must have felt like He was making some headway with His disciples when He heard them say, "Lord, teach us to pray (Luke 11:1)." So, from the beginning, there must be a group of men gathering together for prayer on a weekly basis to pray for the needs of their church and especially the needs of their men's ministry.

Jesus taught "that at all times," His disciples "out to pray and not to lose heart (Luke 18:1)." Men will grow weary without the supernatural power of the Spirit of God, who grants wisdom, encouragement and power for ministry to those who call upon Him. The need for a men's prayer team remains constant even though other aspects of a men's ministry will be constantly changing.

3. ...led by men who model what they want to see multiplied. As the leaders go, so goes the ministry. John 1:14 says, "And the Word became flesh, and dwelt among us, and we saw His glory, glory as of the only begotten from the Father, full of grace and truth." Jesus modeled what He wanted to see multiplied. Each men's group needs leaders who are determined to do the same.

Healthy men's groups establish a leadership training process and do not initiate new ministries until they have men prepared to lead them. Through the leadership training process, men are equipped for service (Ephesians 4:11-12) so that the ministry is carried out by the men themselves. "[The Man God Uses](#)" by Henry and Tom Blackaby is a seven-week study designed to help men identify and develop godly character.

4. ...balanced. A written purpose statement for men's ministry should be constructed to reflect a balance between helping men come to God, grow in Christ, serve through the church and go to the world. Thriving men's ministries "lead men to discover how they are uniquely called and shaped by God to live the Great Commandment (Mark 12:30-31) and fulfill the Great Commission (Matthew 28:19-20) in every aspect of their lives."

Effective men's ministries keep the various aspects of their ministry interdependent and mutually supportive, providing a variety of entry points that make it easy for men to get involved.

5. ...culturally relevant. Paul declared, "I have become all things to all men, so that I may by all means save some (I Corinthians 9:22)." While his presentation of the gospel never changed, Paul's methods for delivering the message were constantly changing. In Iconium, he entered the synagogue to share the gospel (Acts 14:1). In Philippi, he went down by the riverside to fish for souls (Acts 16:13). In Athens, he strolled down Main Street and struck up a conversation about religion with the men gathered on the town square (Acts 17:16-34). Effective men's ministries find ways to connect with men "on their turf."

The men of each church and community have different interests, pressures, schedules and incomes. Affinity groups (fishing/hunting clubs, single-parent father support groups, etc.) are effective tools for reaching the lost and for helping men connect with other men whom they perceive as similar.

6. ...sustained by relationships. Believers are not "lone rangers." The many "one another" passages in the Bible tell us that men need each other for encouragement, accountability and spiritual growth (Proverbs 27:17, I Thessalonians 5:11, Romans 15:14 and Hebrews 10:24). A Christian man needs to surround himself with some trusted friends who will be honest, transparent and confidential as weaknesses and burdens are shared. Relationships are crucial to building and maintaining an effective men's ministry, as men are far more interested in relationships than programs. And don't forget it!

Article from Lifeway web page:

http://www.lifeway.com/lwc/article_main_page/0%2C1703%2CA%253D150485%2526M%253D50070%2C00.html

WMU – WOMEN’S MISSIONARY UNION

PURPOSE: The WMU exists to challenge Christian believers to understand and be radically involved in the mission of God. WMU provides learning resources, hands-on experiences, and leadership training to help women grow spiritually into a lifestyle that includes using their knowledge and gifts to reach non-Christians both locally and globally. Through involvement in a Women on Mission group in a local church, the use of *Missions Mosaic* magazine and participation in the financial and prayer support of missionaries, Christian women today can reach beyond themselves to a global vision.

STRUCTURE: The Director is to lead in providing organization, leadership, and resources to carry out the work of WMU.

DUTIES:

1. The Director shall be nominated by the Nominating Committee and approved by the church annually.
2. Keep the mission work of the denomination in the forefront of the church membership.
3. Plan and promote all special missionary offerings approved by the church.
4. Work with the Brotherhood director in planning and conducting joint work of the two organizations, including church wide mission projects.
5. Recommends budget, policies, and procedures.
6. Reports the progress of the WMU to the church regularly.

WOMEN'S MINISTRY

PURPOSE: To encourage, nurture and disciple women in the following four areas.

- LOOKING UP – growing in their relationship with God through worship, Bible study and prayer.
- LOOKING IN – developing women as emotionally healthy, productive and fulfilled individuals, and growing them in their sense of identity and self worth through practical teaching and accountability.
- LOOKING AROUND – growing relationships with other Christians through fellowship activities.
- LOOKING OUT – growing their witness and ministry effectiveness through service opportunities.

STRUCTURE: The Director is to lead in providing organization, leadership, and resources to carry out the purpose of the Women's Ministry.

DUTIES:

1. The Director shall be nominated by the Nominating Committee and approved by the church annually.
2. Provide women specific Bible studies on a monthly basis or as necessary.
3. Keep the mission work of the denomination in the forefront of the church membership.
4. Recommends budget needs for the year annually.

NURSERY DIRECTOR

PURPOSE: The nursery is to provide a loving safe, and stimulating environment for any child between birth-3 years of age, so that the parent(s) may relax and enjoy the worship, fellowship, and learning opportunities Athena Baptist has to offer.

STRUCTURE:

The nursery shall have a director that is nominated by the Nominating committee and approved by the church annually. The Director shall lead in providing organization, leadership, and resources to carry out the work and ministry of the nursery.

DUTIES

1. The Director shall work with the Nursery Committee as outlined in this Policy and Procedure Manual.
2. The Director shall prepare a Nursery Schedule for the year and distribute it to each nursery worker.
3. The Director shall prepare a yearly budget and present it to the Finance committee each year.

POLICIES OF THE CHILD CARE PROGRAM

1. The church nursery is for children from birth until age three.
2. Nursery hours:

Sunday Mornings	15 Minutes prior to scheduled services – through 15 minutes after the close of scheduled services
Sunday Evenings	5:45 PM – 7:15 PM

(Children should be picked up from the nursery immediately after each service.)
3. Nursery personnel cannot administer any medication to a child.
4. Regarding food and drinks:

INFANTS – If your child is taking a bottle, please furnish the bottles with water, milk, juice, formula, etc., and mark each item with your child's name on it.

- TODDLERS – Do not send any type of food or drink with your child. Upon permission, juice and cookies will be provided at a designated time set by the nursery personnel.
5. Please advise the nursery personnel of any type of allergies your child may have.
 6. Your child must be brought to the nursery by an adult, preferably the parent, and must be picked up by an adult.
 7. Only adults, nursery children, and nursery personnel may enter the nursery.
 8. Parents should provide disposable diapers and wipes and should mark the diaper bag with the child's name.

CONFIDENTIAL APPLICATION FORM

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children and youth.

Personal

Last Name _____ First Name _____ Middle Initial _____

Present Address _____ Social Security # _____

City _____ State _____ Zip _____

Email _____ Marital Status _____

Home Phone _____ Work _____ Cell _____

Occupation _____

Driver License number _____ State _____

Have you ever been charged with, indicted for, or plead guilty to an offense involving a minor? No Yes

If yes, please describe: _____

Church

When did you make your profession of faith in Christ? _____

Member of what church: _____ Baptism date: _____

List any gifts, callings, training, education, or other factors that have prepared

you for teaching. _____
