

That Tidewater and the World May Know Jesus

Church Ministry Guidelines

Bethel Baptist Church of Chesapeake

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Purpose of this Manual

This Manual has been prepared to inform you of the Standing Operating Procedures used by Bethel Baptist Church. Although other documents are needed it is our desire to incorporate as many policies, procedures and guidelines as possible into this Manual.

No manual can answer every question or address every situation. It is our desire though to provide a single source to address the everyday operation of this church. If you find policies or procedures missing from this Manual that would be beneficiary, please inform the Administrator as soon as possible. All documents that require approval of the Pastors/Directors or of the church must be presented for acceptance prior to their inclusion in the manual. Therefore, all documents contained within this Manual carry the full authority of the church

Office Procedures

Canceling Services

The Senior Pastor will make the final decision to cancel a service. Once the decision has been made, the following steps will be taken to notify the maximum number of people:

1. The Administrator will be responsible to change the announcement on the voice mail and ensure that a mass email is sent, provided email can be used.
2. The Senior Pastor will contact the Deacon Chairman, who will then initiate a phone chain.
3. In the event that Radio and Television announcements are appropriate, the Administrator will contact the local stations to have our church added to the list of closed churches.

Emergency Procedures

Electricity Outage:

- Alarms will come on – determine if fire related.
- If fire – see section on fire
- If not fire, then:
 - Call the alarm company (MABC: 757-552-0855) to let them know of the power outage and to cancel the fire trucks. (Alarm code is ONEGOD)
 - Silence the Alarms from the main panel box and then from the individual alarm panels in office, preschool and sanctuary lobby.
 - Make notification in all occupied buildings so they do not have to evacuate.
 - If it is an extended outage, contact Dominion Virginia Power at 888-667-3000 to report.

Fire:

- Alarms will come on.
- Verify there is a fire and evacuate all occupied buildings.
- Our alarm company will send fire trucks and will call to verify the emergency.
- Someone needs to meet the fire trucks at the church. (on call list in order is: Administrator, James Sawyer, Building and Grounds Chairman, Sr. Associate Pastor – the alarm company will call the church first and then will contact the on call list)
- If fire damage, secure the building and Administrator will call the insurance company. (Savage & McPherson 757-547-7131)

Medical:

- Call 911
- Contact on campus medical personnel using Medic Qualified list for immediate aid.

Child Missing:

- Lockdown Preschool building, Children’s building or both and take roll.
- Notify Child Directors, Worship Ministries, and Administrator to proceed with search procedures.
- If it is known that child has been removed by unauthorized person, call 911 and contact the onsite custodial parent.

Threats:

- Bomb, Chemical or Shooting: Verify source if possible,
- Call 911
- Evacuate the premises. If services are scheduled but not yet started, follow procedures for canceling services.

Telephone Procedures

Office Hours:

- Answer within two rings with “Bethel Baptist Church, (your name), how may I help you?”

Church Ministries Guidelines V1.4
Office Procedures

- If the request is for Benevolence, get the person's name, phone number and nature of need. Let them know you will give the information to the Benevolence Chairman who will contact them directly if able to fulfill the request.
- If the call is for any of the Pastoral Staff, transfer the call to their administrative assistant.

Non Office Hours:

- While the phone is on "Night Service", the caller will go directly to the phone message which will give Emergency contact number first, followed by directions, service times and directory.
- If the caller presses the Emergency number, the on call pastor will be contacted. To retrieve the message:
 - Call the church number: 479-0219
 - When you hear the greeting begin, press * 7
 - Enter 48 followed by #
 - Enter password 1234 followed by #
- When the offices are closed for emergencies or non-scheduled closings, the message will be edited for that purpose.

Safeguarding of Sensitive Information

It is the responsibility of each person to maintain the confidentiality of the members of Bethel Baptist Church. Those who come for counseling must be confident that their personal lives are not the topic of discussion. Staff and Laypersons alike must exercise extreme caution when discussing what goes on within the church.

1. No unlisted numbers will be given out, without the permission of the person.
2. No one will discuss why someone has an appointment with a Pastor.
3. Membership rosters will not be made available to businesses for the purpose of soliciting members, regardless if the business owner is a member or former member.

Notification of Death, Hospitalization or Serious Illness

One of the most important aspects of ministry is to those who are sick, hospitalized or to the family of those who have lost a loved one. This information must be disseminated as quickly and accurately as possible. Upon receiving notification of a death, hospitalization or serious illness the following steps will be taken:

1. During Office hours:
 - a. The Administrative Assistant responsible for maintaining the Hospital Board will contact the Sr. Pastor, Chairman of Deacons and Sunday School Teacher, if appropriate.
 - b. Prior to any Emails or Prayer chains being started, the information will be verified through the next of kin or appropriate family member. If complete details cannot be obtained, then only a generic announcement will be made.
 - c. The Pastor and Deacon Chairman will determine the appropriate course of action as far as visitation is concerned.
 - d. If appropriate, the other Ministerial Staff will be informed immediately.
 - e. The information will be posted on the Hospital Board.
 - f. Notification will be placed in the next email update unless specific instructions not to post have been given.
2. During Non Office Hours:
 - a. If notification comes through the emergency number the Pastor on call will begin the notification process and follow the above procedures. If the situation warrants, he will contact the Senior Pastor.
 - b. If notification comes from any other source, the Pastor on call will be notified. In the event they cannot be reached immediately (voicemail does not constitute immediately) the Chairman of Deacons will be contacted. In the event neither can be reached, Ministerial staff will be called until someone can be spoken to.

Ministry Team Charters and Procedures

Appointment to Ad-hoc teams

Ad-hoc teams will be appointed by the Leadership Team. Team sizes will be dictated by the task they need to accomplish if not already outlined in a charter. It will be the responsibility of the Leadership Team to determine how they receive names of qualified members to serve on these teams. In the case of a Sr. Pastor search team, the Sr. Associate Pastor will fulfill the role of the Sr. Pastor in beginning the process to appoint the Pastor Search Team.

Audio / Visual Team (Worship Ministries)

Purpose

The Audio / Visual team will operate and ensure proper maintenance of audio, video and lighting equipment of the church

Duties of the Team

- 1) Enlist, train, and schedule operators for church events requiring sound, video or lighting operators.
- 2) Inventory and safeguard equipment after use.
- 3) Review system operations and make recommendations for improvement.
- 4) Request and administer budget expenses.
- 5) Maintain all audio, video, and lighting equipment.
- 6) Recommend equipment for new purchase or replacement.
- 7) Ensure video equipment is available as requested for special events
- 8) Record all worship services and special meetings as requested
- 9) Provide copies of services for those requesting them.

Manpower & Requirements

- A. Co-Chairman Audio, Video, Lighting & Projection
 - 1) Responsible for scheduling operators
 - 2) Enlisting team members
 - 3) Training team
 - 4) Ensuring team duties are accomplished
- B. Audio Engineer (s)
- C. Video Engineer (s)
- D. Lighting Engineer (s)
- E. Spotlight Operator (s)
- F. PowerPoint Operator (s)
- G. Duplication Specialist (s)

Requirements:

Membership Req.	: Chairman – Yes, All others - No
Minimum Maturity Req.	: Growing
Spiritual Gifts	: Service, Administration
Talents / Abilities	: Operate appropriate equipment
Passions	: music, video, lighting

Measurements of Effectiveness

- A. No feedback from equipment
- B. Microphones turned on at proper times
- C. Equipment operating at proper sound / light level
- D. No adverse comments from congregation
- E. Services recorded at professional quality level
- F. Services duplicated and distributed in a timely fashion.

Baptism Team (Deacon Ministries)

Purpose

To ensure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism, to assist the candidates in preparing for their baptism, and assist the pastor in administering the ordinance.

Duties of the Team

- 1) Work with the Sr. Pastor and Worship Pastor in determining the date for baptism and notifying the candidate(s) well in advance.
- 2) Inform the Worship Pastor of Baptismal service dates and times and number of candidates.
- 3) See that necessary baptismal equipment and facilities are available and in order prior to each baptismal service. This step includes being sure the baptismal pool is properly filled and the temperature is at the desired level.
- 4) Give instructions to the Lighting team concern appropriate lighting levels during baptism.
- 5) Arrange with the pastor and candidate(s) for a time of instructions and prayer before the baptismal event.
- 6) Meet the person(s) to be baptized at the appointed time and show them their dressing rooms. Answer any questions that may arise, and see that each candidate has a robe and towel.
- 7) Prepare name cards or other means of identification for each person being baptized. Assist the pastor in any other way he may request.
- 8) Assist each person into and out of the pool and to his dressing room. Each person should be given as much privacy as possible. Members of the committee should remain in the area until all of those who have been baptized are dressed and ready to leave.
- 9) Appoint one member of the team to assist the pastor before and after the baptismal service to assure a minimum of time is needed for dressing.
- 10) Arrange for baptismal garments, towels, and other supplies to be prepared for the next service.
- 11) Cooperate with the pastor in evaluating the baptismal service and suggest ways the service could be improved.
- 12) Shut off the heater and pump after the service and drain the baptistery if necessary.

Manpower & Requirements

- A. Chairman
 - 1) Enlist and train assistants
 - 2) Ensure Baptistery is ready for the service
- B. Team Members (at least 2, one male and one female)

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	: Growing
Spiritual Gifts	: Helps, service
Talents / Abilities	:
Passions	: Desire to serve and see new Christians follow the Lord's commands

Measurements of Effectiveness

New Christians and those requiring baptism to be baptized within thirty days of membership.
Baptistery being filled on time and at the proper temperature
Staff being properly informed of baptismal services

Benevolence Team (Deacon Ministries)

Purpose

To study the benevolence needs of church families and community members, to design a plan for meeting the needs, and to administer the plan.

Duties of the Team

- 1) Receive requests for benevolence needs
- 2) Research through various community agencies for patterns of assistance
- 3) Interview candidate to assess need.
- 4) Bring recommendation to the team for action
- 5) Ensure funds are distributed in accordance with established guidelines

Manpower and Requirements

Chairman, Vice chairman, Secretary,

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	: Stable & Mature
Spiritual Gifts	: Discernment, Mercy, Helps
Talents / Abilities	:
Passions	: Helping hurting people

Measurements of Effectiveness

People requesting assistance who meet the present requirements receiving their need.

Building Steering Team (Ad-Hoc)

Purpose

To study, evaluate, and determine property and program space needs and recommend to the church actions to implement successful bids.

Duties of the Team

- 1) Interview and select Architects and Contractors
- 2) Organize subcommittees and work groups; train and lead them to carry out their assignments.
- 3) Approve preliminary design for presentation to the church.
- 4) Communicate with the contractor throughout the building process.

Manpower and Requirements

B. Chairman

- 1) Organize the committee and assign subcommittees
- 2) Responsible for coordination with Stewardship team
- 3) Spokesperson to the church

C. Team members (to be determined)

Requirements:

Membership Req.	: Yes, should be a member at least one year
Minimum Maturity Req.	: Growing
Spiritual Gifts	: Administration, Service, Discernment
Talents / Abilities	: Previous experience, expertise in a specific area
Passions	:

Measurements of Effectiveness

Completed building within budget

Church History Team (Administrator)

Purpose

To inform the congregation of the local church and denominational history. To collect comprehensive records that document the life and history of the church. To ensure the preservation of the church's historical records and materials.

Duties of the Team

- 1) Preserve the materials and records that document the history of the congregation.
- 2) Inform the members about the heritage of the church and help develop an understanding of Baptist history.
- 3) Collect materials that document the life, history, and ministry of the church
- 4) Lead in the celebration of the church's annual anniversary celebration.

Manpower and Requirements

A. Chairman

- 1)

B.

Requirements:

Membership Req. : Yes
Minimum Maturity Req. :
Spiritual Gifts :
Talents / Abilities :
Passions :

Measurements of Effectiveness

Counting Team (Administrator)

Purpose

To ensure offerings collected are properly counted, recorded and deposited.

Duties of the Team

- 1) Count all monies received by the church.
- 2) Separate loose monies from envelope gifts.
- 3) Prepare an envelope for checks received not in an envelope.

Manpower and Requirements

A. Chairman

- 1) Divide Team into counting teams.
- 2) Assign teams to a rotating schedule.
- 3) Ensure deposit bags and keys are returned and ready for the next offering.
- 4) Ensure money is safeguarded until transport to bank.
- 5) Ensure no money is left in the safe overnight.

B. Team Members (at least ten)

- 1) Count monies
- 2) Fill out Cash Reconciliation Sheet
- 3) Fill out Deposit ticket
- 4) Deposit money immediately after the service
- 5) DO NOT keep any money on your person, in your car or home any longer than it takes to go straight to the bank.

Requirements:

Membership Req. : Yes, at least six months
Minimum Maturity Req. : Stable, tither
Spiritual Gifts : Administration, service
Talents / Abilities : Good basic math skills, operate adding machine
Passions :

Measurements of Effectiveness

All monies accounted for with 100% accuracy and deposited immediately after counting.

Deacon Team (Pastoral)

Purpose

To be an extension of the Pastor in ministering to and serving the needs of the congregation.

Positive Biblical Qualifications of a Deacon (Acts 6:3-8 and I Timothy 3:8-13)

- 1) Must have a good reputation
- 2) Must be full of the Holy Spirit
- 3) Full of wisdom
- 4) Must be reverent
- 5) Must be temperate
- 6) Must be faithful in all things
- 7) Husband of one wife
- 8) Must be tested and found blameless
- 9) Must rule his children and home well
- 10) Must be holding to the mystery of the faith with a pure conscience

Negative Biblical Qualifications Which a Deacon Must Not Possess (I Timothy 3:8-9)

- 1) Not double tongued
- 2) Not given to much wine **
- 3) Not greedy for money (i.e. gambling/lottery)

Biblical Qualifications of a Deacon's Wife (I Timothy 3:11)

- 1) Must be faithful in all things
- 2) Must be temperate
- 3) Must be sober minded
- 4) Not slanderous

**We require deacons to take a total abstinence position on alcohol and tobacco products based on the "meat sacrificed to idols" principle found in I Corinthians 8. According to this passage, the "meat sacrificed to idols" principle is that no Christian shall exercise their freedom in Christ in a way that would cause a brother to stumble (v.9). To do so is sin against Christ (v.12). Based on this principle Bethel Baptist Church believes in total abstinence, which represents godly wisdom, as related in Acts 6.

Duties and Expectations of the Team

- 1) Participate in the Deacon Team Ministry Plan which includes: Visitor Follow-up Ministry, Welcome Wagon Ministry, Shut-in and Nursing Home Ministry, Hospital Visitation Ministry, Benevolence Ministry, Conflict Resolution Ministry, Back Door Ministry, Crisis Ministry, and other ministries as the need arises.
- 2) Be active in Worship Services and support the Church financially with tithes and offerings.
- 3) Be active in the FAITH Training and Visitation programs as a witness and to set an example to other church members.
- 4) Be a Godly example in private and public life.
- 5) Assist the Senior Pastor in administering the Church ordinances (Lord's Supper).
- 6) Attend monthly Deacon Meetings
- 7) Participate in training as it relates to the duties of a Deacon.

Election:

- 1) The qualifications, duties and expectations will be made available to the membership no later than the beginning of June. After prayer and review of the Deacon criteria, each Member may nominate one man for each vacancy to be filled. (Example: If there are three positions to be filled, each Member will be allowed to make up to three nominations.)

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Ministry Team Charters

- 2) Prior to nomination, the Member must confirm their nominee would be willing to serve as a Deacon if elected.
- 3) The last three Sundays in June will be set aside for collecting the nominees' names. Nominations will be collected in a sealed box to be opened by two Deacons and one member of the Ministerial Staff.
- 4) At least two men from the group of Deacons, Senior Pastor and or Ministerial Staff Pastors will examine each nominee to ensure he fulfills the Biblical qualifications and Church expectations by:
 - a. Providing the Duties and Expectations along with a list of sample questions for the interview to the nominee to be returned, signed, within fourteen (14) days.
 - b. Interviewing the nominee and his wife, concerning their beliefs, commitment, and duties.
 - c. After prayerful consideration by the Deacons, Senior Pastor and the Ministerial Staff Pastors, the Deacons will present a list of all qualified nominees to the Church two weeks before the election.
 - d. Members may voice concerns about any nominee to the Chairman or Vice Chairman of Deacons up to forty-eight (48) hours before the election.
- 5) The Deacon election will be by secret ballot.
- 6) The ballots will be counted by two Deacons designated by the Chairman of Deacons and observed by the Clerk.
- 7) If a vacancy occurs during the year, the Deacons will present a list of qualified nominees from the previous election. In the event no qualified nominees remain from the previous election, the Deacons will present to the Church a list of qualified, ordained nominees including Deacons whose terms have just expired. These electees would serve until the next scheduled election. In the event there are no qualified nominees, steps "1" through "6" will be repeated. Election will be in a Regular or Called Business Meeting.

Manpower and Requirements

- A. Chairman
 - 1) Organize the Team for service.
 - 2) Head Deacon prayer chain.
 - 3) Serve as the Deacon to the staff and other deacons.
- B. Team Members (as many as are necessary)

Requirements:

See Bylaws for a complete description

Measurements of Effectiveness

Needs of members being met. Pastors being freed up for other ministry.

Evangelism Team (Missions)

Purpose

To lead the church in the fulfillment of the Great Commission as stated in Matthew 28:18-20.

Duties of the Team

- 1) Develop a plan to reach the Tidewater for Christ
- 2) Recruit, enlist and train team members for evangelism

Manpower and Requirements

- A. Chairman
Develop long and short-term goals for the Evangelism ministry
- A. Team Members
 - 1) Evangelism team Leaders
 - 2) Secretary

Requirements:

- Membership Req. : Yes
- Minimum Maturity Req. : Mature and Growing
- Spiritual Gifts : Evangelism, Administration
- Talents / Abilities : Organization, motivating people
- Passions : Desire to see the lost come to Christ

Measurements of Effectiveness

Increased number of people participating in outreach on a consistent basis.

Fellowship Team (Administrator)

Purpose

To promote fellowship throughout the body by organizing events to promote fellowship.

Duties of the Team

- 1) Coordinate and carry out the annual Homecoming Celebration
- 2) Coordinate and carry out fifth Sunday fellowships
- 3) Coordinate and carry out special events (Deacon ordination reception, staff recognitions, etc)

Manpower and Requirements

A. Chairman

- 1)

B. Team Members

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	:
Spiritual Gifts	:
Talents / Abilities	:
Passions	:

Measurements of Effectiveness

First Impressions Team (Sanctuary Ministries)

Purpose

To provide the best first impression we can make on first time guests to our church that would make them want to stay.

Duties of the Team

- 1) Welcome visitors
- 2) Greet People
- 3) Direct people safely to available parking places

Manpower and Requirements

A. Chairman

- 1) Organize teams
- 2) Ensure all equipment, (radios, cones, etc.) are available
- 3) Ensure teams are briefed on upcoming events so they can pass the information along

B. Three teams of four members

Requirements:

- | | |
|-----------------------|--|
| Membership Req. | : Yes |
| Minimum Maturity Req. | : age 17 and above |
| Spiritual Gifts | : |
| Talents / Abilities | : Maintain composure, not easily frustrated |
| Passions | : To see people receive a proper welcome and to share Christ with them |

Measurements of Effectiveness

- Open lanes for emergency access
- Spaces farthest from the building filled first
- Smooth traffic flow
- Comments from attenders that greeters were friendly and informative

Global Missions Team (Missions)

Purpose

To assist members of Bethel Baptist church in their efforts to reach “Tidewater and the World for Jesus”

Duties of the Team

- 1) Develop a comprehensive program of missions education
- 2) Work with the staff to determine areas for missions involvement
- 3) Promote Lottie Moon, Annie Armstrong, State missions and other appropriate missions offerings
- 4) Assist Team Leaders in preparing for mission trips
- 5) Plan a Missions Fair as directed

Manpower and Requirements

- A. Chairman
 1. Organize the team
 2. Direct liaison to Ministerial staff
- B. Team Members
 1. Jerusalem – Tidewater area
 2. Judea – Virginia
 3. Samaria – North America
 4. Uttermost – Remainder of the world

Requirements:

Membership Req. : Yes
Minimum Maturity Req. : Growing
Spiritual Gifts :
Talents / Abilities : Vision, organization
Passions : to see the world come to Christ

Measurements of Effectiveness

Missions events scheduled in advance
Promotion of events with ample lead time
Increased numbers of people participating in Mission trips
Unreached People Groups being adopted

Levite Ministry Team (Administrator)

Purpose

To ensure the facilities and grounds (temple) are maintained to the highest standards.

Duties of the Team

- 1) Perform periodic inspections of all facilities, noting deficiencies
- 2) Schedule workdays to accomplish repairs and maintenance
- 3) Work with the Administrator to schedule outside contractors for repairs

Manpower and Requirements

A. Chairman

- 1) Organize the team
- 2) Schedule the workdays
- 3) Ensure supplies are available

B. Team Members

- 1)

Requirements:

Membership Req.	: Chairman - Yes
Minimum Maturity Req.	:
Spiritual Gifts	: Service, helps
Talents / Abilities	: Carpentry, Mechanical, Electrical, HVAC, Lawn
Passions	: attention to detail, quality workmanship

Measurements of Effectiveness

Amounts set aside for outside contracts reduced
Facilities inspected on a regular basis
Items repaired in a timely manner

Membership Team (Administrator)

Purpose

To ensure the database accurately reflects the membership status of all members active and inactive

Duties of the Team

- 1) Conduct an annual review of all members
- 2) Determine which members need to be moved to inactive status
- 3) Notify members of their change in status

Manpower and Requirements

A. Chairman

B. Team Members

C.

Requirements:

Membership Req.	:	Yes
Minimum Maturity Req.	:	
Spiritual Gifts	:	
Talents / Abilities	:	
Passions	:	

Measurements of Effectiveness

Ministries Leadership Team (Pastoral)

Purpose

Plan, coordinate and evaluate the total church program

Duties of the Team

- 1) Have as regular members the Pastoral Staff, clerk, treasurer, chairman of deacons, Sunday School director, discipleship director, chairperson of each church standing team.
- 2) Add other members as the need arises
- 3) Recommend to the church objectives and goals.
- 4) Review the coordinated program plans recommended by the pastor, church officers, organizations, and committees.
- 5) Recommend to the church the use of leadership, calendar time, and other resources according to program priorities
- 6) Evaluate program achievements in terms of church goals and objectives.
- 7) All matters agreed on by the Ministries Leadership Team calling for action not already provided for shall be referred to the church to be voted upon.

Manpower and Requirements

- A. Chairman – Sr. Pastor
 - 1) Lead the meetings
 - 2) Set the vision for the church
- B. Team Members
 - 1) All Ministerial Staff
 - 2) Administrator
 - 3) Evangelism Director
 - 4) Global Missions Director
 - 5) Chairman of Deacons
 - 6) Discipleship Director
 - 7) Sunday School Director
 - 8) Men’s Ministry Director
 - 9) Women’s Ministry Director
 - 10) Staff Relations Team Chairman
 - 11) Fellowship Team Chairman
 - 12) Nominating Team chairman
 - 13) Stewardship Team Chairman
 - 14) Sanctuary Ministries Team Chairman
 - 15) Church Clerk

Requirements:

Membership Req. : Yes
Minimum Maturity Req. : Growing
Spiritual Gifts :
Talents / Abilities :
Passions :

Measurements of Effectiveness

Church that is informed and doing the work of the ministry.

Nominating Team (Pastoral)

Purpose

Select qualified members to serve in various ministries based on their gifts and talents and passions

Duties of the Team

- 1) Recruit laypeople to serve in various ministries based on their talents, passions and spiritual gifts
- 2) Recruit laypeople to serve in vacancies on a short-term basis
- 3) Work with Ministry leaders to ensure their teams are filled
- 4) Present list of ministry workers to the church for approval

Manpower and Requirements

Chairman and four members

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	: Growing, tithing
Spiritual Gifts	: Discernment, Helps, Administration
Talents / Abilities	: Relate well with people, motivator
Passions	: To see ministries function at their greatest potential

Measurements of Effectiveness

1. Ministry Teams filled as requested
2. People serving in their areas of giftedness

Pastor Search Team (Ad-hoc)

Purpose

To select the candidate for Senior Pastor to be presented to the church

Duties of the Team

- 1) Solicit resumes
- 2) Review Resumes
- 3) Bring a candidate before the church

Manpower and Requirements

- A. Chairman
 - 1) Organize and lead team
 - 2) Primary point of contact to receive resumes
- B. Team Members (6)

Requirements:

Membership Req. : Yes
Minimum Maturity Req. : Mature
Spiritual Gifts :
Talents / Abilities :
Passions :

Measurements of Effectiveness

Public Relations Team (Administrator)

Purpose

To prepare and promote Bethel Baptist Church before the community and the world

Duties of the Team

1)

Manpower and Requirements

A. Chairman

1)

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	:
Spiritual Gifts	:
Talents / Abilities	:
Passions	:

Measurements of Effectiveness

Sanctuary Beautification Team (Sanctuary Ministries)

Purpose

To ensure the sanctuary is properly decorated for weekly services, seasonal events and special events.

Duties of the Team

- 1) Ensure flower arrangements are prepared and present for each service
- 2) Maintain a supply of artificial arrangements to be utilized for special occasions
- 3) Decorate for special services and seasons

Manpower and Requirements

Team Leader and at least two team members

Requirements:

Membership Req.	: Yes (Chairman)
Minimum Maturity Req.	: Age 20
Spiritual Gifts	: Service, Helps
Talents / Abilities	: Flower arranging, decorating
Passions	: to see the church look the best it can

Measurements of Effectiveness

Appropriate flowers in place for each service

Worship center decorated for appropriate holidays

Senior Pastor Search Team (Pastoral Ministries)

Purpose

To establish the search team to select a candidate as the next Senior Pastor of Bethel Baptist Church.

Duties of the Team

- 1) Solicit resumes of qualified candidates
- 2) Query the congregation for input
- 3) Interview candidates
- 4) Present candidate to church
- 5) Work with Stewardship Team to review salary and benefits.

Manpower and Requirements

Seven members

Requirements:

Membership Req.	: Yes - At least one year
Minimum Maturity Req.	: Christian at least 3 years
Spiritual Gifts	: Discernment
Other Requirements	: Attends a majority of the Sunday and Wednesday services/ministries on a regular schedule, Tithes their income

Selection Procedures

- A. That the Pastor Search Committee consists of seven members. If membership of the committee drops below five members the chairman must bring membership back up to at least five. Those names will be selected in order from the list voted on by the congregation in section C.
- B. Those feeling called by the Lord to be part of this committee must submit their names on the approved form. Names will be verified by the Administrator and Admin. Assistants for Membership Status, Length of Salvation, Attendance, Participation and Giving. Names will be forwarded to the Nominating Team for review.
- C. The Nominating Team will review the names and make the final determination as to qualifications. They will present the final list of names to the church for vote. The seven with the most votes will constitute the committee. The remainder of the names will be provided to the committee in vote order. In the event of a tie for the seventh position there will be a show of hands vote as the tiebreaker.

Measurements of Effectiveness

Presents a qualified candidate to the church for vote.

Shut-in Visitation Team (Sr. Adults)

Purpose

To ensure that shut-ins receive regular visitation from Bethel Baptist Church

Duties of the Team

- 1) Ensure shut-ins are visited
- 2) Arrange for the Lord's Supper to be served as appropriate

Manpower and Requirements

Team Leader and at least three team members

Requirements:

Membership Req.	: Yes (Team Leader)
Minimum Maturity Req.	: None
Spiritual Gifts	: Mercy, Helps
Talents / Abilities	: Singing, reading
Passions	: Compassion for the elderly

Measurements of Effectiveness

Each shut-in visited on a regular basis

Staff Development Team (Pastoral)

Purpose:

The Staff Development Team exists to ensure that: the staff members of Bethel Baptist Church receive the support they deserve and to represent the staff and church in matters related to personnel.

Duties of the Team

1. Receive and act on recommendations from the Staff concerning New Positions
2. Receive and act on recommendations from the Staff concerning filling vacancies
3. Perform a review of Salaries and Benefits no less than Tri-Annually
4. Perform annual C.O.L.A., Performance and Longevity reviews when requested by the Senior Pastor
5. Work with the Church Administrator to conduct an annual Benefits review
6. Review and make recommendations concerning the Personnel Manual
7. Review current job descriptions to ensure they reflect the current scope of work

Manpower:

Team Leader and six other members

Requirements:

- | | |
|-----------------------|---|
| Membership Req. | : Yes |
| Minimum Maturity Req. | : 2 years as a Christian, prefer 4 or more years |
| Spiritual Gifts | : Administration, Discernment, Mercy |
| Talents / Abilities | : Research skills, organization |
| Passions | : To see staff members taken care of in a way that honors the Word of God |

Measurements of Effectiveness:

Reviews and Recommendations completed and submitted to staff in a timely manner

Meet deadlines to Stewardship Team

Staff Development Team Procedures

Determining New Positions

Under normal circumstances the Pastors/Directors will bring a recommendation to the Staff Development Team to create a new position along with a basic job description and a recommended salary & benefits package in accordance with the Personnel manual and current economic conditions. The finalized job description and Salary recommendation shall then be sent back to the staff for review. After any changes it will be forwarded to the Stewardship committee for their recommendation and approval.

Once approval has been given by the staff and stewardship team, the recommendation will be published and announced to the church. If a Business Meeting will be held within a reasonable time, the request will be part of that meeting. If too much time will lapse a special business meeting will be called. The Bylaws give more detail to new positions.

Filling Vacant Positions

In the event a position is vacated, it will be the responsibility of the appropriate Pastor/Director to seek out a replacement. See the Bylaws for further details.

Salary Adjustments

It will be the responsibility of the Staff Development Team to remain abreast of current trends in salaries and changes in the local economy. Every three (3) years the Staff Development team will do an in-depth review of all salaries and benefits to ensure that we are being as generous to our staff as possible, without being unreasonable. In the event the majority of salaries are not inline, the focus will be on bringing those furthest out of line up to a level with their peers over Performance Pay for other staff.

Cost of Living (COLA)

Unless the church is unable to pay its obligations, the Staff Development Team will recommend at a minimum a COLA adjustment for each employee.

Performance Pay (Raises)

Performance pay will be budgeted for each year. The Stewardship Team in conjunction with the Senior Pastor and Staff Development Team will determine the amount of money to be set aside. Performance pay will only be awarded in conjunction with a Performance Review. Not every person may be entitled to or receive Performance Pay.

Longevity Gifts

It is our desire to have and keep the best qualified staff and employees we can have. Due to the unique structure of a church, promotions and therefore associated raises are not available. With that in mind, staff and employees will be recognized with a monetary gift on their 1st, 5th, and each five-year anniversary thereafter. It will again be the responsibility of the Senior Pastor in conjunction with the Staff Development Team and the Stewardship team to determine how much money is available and to plan in advance for these recognitions. Ideas may be, one week pay per year served, up to a set maximum; an all expense paid trip; or lump sum gift.

Review of Benefits

It is the desire of Bethel Baptist Church to provide adequate, competitive benefits to all staff and employees who qualify. The Staff Development team will research and review the benefits provided through the Annuity Board of the Southern Baptist Convention. If it is determined that a better healthcare provider can be obtained, at a better cost, the Staff Development Team will recommend to the senior Pastor that a new provider be secured. The following benefits will be provided for all staff and full-time employees:

Church Ministries Guidelines
Ministry Team Charters

1. Medical Care: Ministerial Staff - 100% for staff member and family Employees - 100% for employee, family members at the employee's expense
2. Dental Care: A group style plan where the church will pay the premium only in the same manner as Medical care
3. Annuity: All staff and employees are eligible to participate in the SBC Annuity program. See the Personnel Manual for staff participation levels.

Stewardship Team (Administrator)

Purpose: The Stewardship Team exists to be the liaison between the church body and staff. Their major roles include Stewardship Education, Budget, Accounting and Mission Support.

Duties of the Team:

- 1) Stewardship Education
 - a) Develop an annual plan of stewardship activities to include on the church calendar.
 - b) Involve members through the use of stewardship testimonies, devotionals, dramas, and other activities.
 - c) Use resources such as seminars, personal devotions, tracts, visual aids, and printed materials.
 - d) Provide stewardship education opportunities to new members.
 - e) Conduct a personal financial management emphasis for adults and youth.
 - f) Include youth and children in stewardship education activities.
 - g) Recommend Bible Studies on stewardship.
 - h) Emphasize Christian will-making.
- 2) Budget
 - a) Receive and review budget input from staff and ministry leaders.
 - b) Distribute proposed budget to church members.
 - c) Present a unified budget for church approval.
 - d) Use budget promotion program to educate and challenge members to support church ministries through tithes and offerings.
 - e) Ask for individual members to make giving commitments.
 - f) Assist the Administrator in the implementation of the budget.
- 3) Accounting
 - a) Ensure members are provided with offering envelopes.
 - b) Provide financial reports to the church as required.
 - c) Establish and follow procedures for receiving, counting, depositing and disbursing church income.
 - d) Maintain appropriate records of all receipts and financial transactions.
 - e) Record and distribute to individuals their contribution records.
 - f) Conduct an annual audit of financial records.
 - g) Secure bonding for persons handling church funds.
- 4) Mission Support
 - a) Emphasize and educate the church on the cooperative program (CP).
 - b) Ensure budget giving to the CP.
 - c) Help promote special missions offerings.

Manpower and Requirements

Seven (7) members. The Administrator will be an ad-hoc member of this team.

Requirements:

Membership Req.	: Yes
Minimum Maturity Req.	: Mature, must give at least the tithe and support other giving programs.
Spiritual Gifts	: Faith, Leadership, Discernment, Service, Giving
Talents / Abilities	: Knowledge and understanding of financial records and budgeting.
Passions	: Spending money God's way, to see souls saved

Church Ministries Guidelines
Ministry Team Charters

Measurements of Effectiveness: The effectiveness of this team can be measured by evaluating how well the items listed under duties have been carried out.

Strategic Planning Team (Pastoral)

Purpose

To assist the Senior Pastor in presenting his vision for future facilities for Bethel Baptist Church

Duties of the Team

5)

Manpower and Requirements

A. Chairman

8.

B.

Requirements:

Membership Req. : Yes

Minimum Maturity Req. :

Spiritual Gifts :

Talents / Abilities :

Passions :

Measurements of Effectiveness

Ushers Team (Sanctuary Ministries)

Purpose

To ensure that all persons entering the doors of Bethel Baptist Church are received in a warm and friendly manner.

Duties of the Team

- 1) Great people as they enter the building and the worship center
- 2) Provide bulletins and other information as needed
- 3) Be familiar with the facilities to be able to give accurate directions
- 4) Be prepared to handle any disturbance that would occur during a service
- 5) Take up the offerings as scheduled and deliver to the Counting Team

Manpower and Requirements

- A. Head Usher (one each service)
 1. Schedule men to serve on a regular basis
 2. Ensure they are dressed appropriately
 3. Train team members
 - 4.
- B. Team Members
 1. Be warm and courteous
 2. Hand out materials as needed
 3. Receive the offering

Requirements:

Membership Req. : Yes
Minimum Maturity Req. :
Spiritual Gifts :
Talents / Abilities :
Passions :

Measurements of Effectiveness

See Ushers Manual