

Church Administrative Guide & Policy Manual



Lillington First Missionary Baptist Church

Pastor S.L. Raines

Developed by Pastor Raines, 2020

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Adopted 2020

Church Mission Statement

“Helping people find God, grow their faith, discover their purpose and serve faithfully!”

Church Vision Statement

“A Christ-Centered, Bible-Based & Ministry-Focused Church that is intentional about Worship, Service & Spiritual Growth!”

LILLINGTON FIRST MISSIONARY BAPTIST ARTICLES OF INCORPORATION

Adopted 12-9-09

Amended 12-30-18

Preamble

For the preservation and security of the Doctrinal Statement and church Covenant, and to the end that this assembly of baptized believers may be governed in an orderly manner consistent with the New Testament Order; we therefore band ourselves together as a body of baptized believers in Jesus Christ and adopt for our government, plan of worship, and service the following Constitution and prescribed Bylaws.

Article 1 – Name

This local church shall be called Lillington First Missionary Baptist Church, Lillington, North Carolina, as duly chartered and incorporated by the laws of the State of North Carolina.

Article 2 – Articles of Faith

Lillington First Missionary Baptist Church believes that the bible is the inspired Word of God; it is the basis of our doctrine and practice. This Church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Baptist Convention. We believe and adhere to a Church Covenant which states:

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We endeavor, therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also endeavor to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our Savior.

We further endeavor to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover endeavor that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

Article 3 – Purpose

The purpose of this local church is to promote Christian education, evangelism and missions that lead to the salvation of lost souls, the edification of Christians through the teaching and demonstration of God's Word, the spiritual encouragement and physical development of the community, the worldwide spread of the gospel, the promotion of godly worship and the defense of the faith delivered to the saints.

This church is also organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986 (hereinafter the "Code") pursuant to the provisions of Chapter 317A of the State Statutes Annotated, known as the State Nonprofit Corporation Act, and laws amendatory thereto, as enacted or hereinafter amended, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. There shall be no capital stock issued, and this corporation is not organized for profit, nor shall any person or member derive any benefit whatsoever, nor shall any pecuniary profit or benefit inure to the members of this corporation, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes.

Upon the dissolution of the Corporation, its property shall be applied and distributed as follows: (1) all liabilities and obligations of the Corporation shall be paid and discharged or adequate provision shall be made therefore; (2) pursuant to a plan adopted by the Church Board, assets shall be transferred or conveyed to one or more domestic or foreign corporation, society, or organization that qualify as exempt organizations under section 501(c)(3) of the Code and are engaged in activities substantially similar to those of the corporation.

Article 4 – Polity

Section 1: Government

The government of this church, under the Head of Christ and the leadership of the Holy Spirit, is vested in the qualified voting members of the church.

By action of the church in electing its officers, the immediate direction of spiritual and temporal affairs of the church shall be committed to a Leadership Team consisting of—deacons, trustees, auxiliary/minister chairpersons and the Pastor during the term of office as further provided elsewhere in this Constitution.

LFMBC acknowledges the Lord Jesus Christ as it's only Head, and receives the Holy Bible as the only infallible guide in matters of faith, church order and discipline.

Section 2: Relationships

LFMBC will cooperate with and support the New Hope Association, General Baptist State Convention and National Baptist Convention.

Article 5 – Amendment

This Constitution may be amended in any regular or called business meeting of the church by a two-thirds majority of the votes cast, provided a quorum is present and provided it does not infringe upon the doctrinal principles; the covenant; the Constitution; and provided notice of such amendment, stating the proposed change, shall have been given from the pulpit on two successive Sundays.

LILLINGTON FIRST MISSIONARY BAPTIST CHURCH BYLAWS

Article 1 – Membership

Section 1: General

LFMBC is not as interested in having members as it is in having disciples. We are a Missionary Baptist Church in which all members are missionaries and are encouraged to promote in the salvation, education and spiritual growth of others.

Section 2: Candidacy

In order to qualify for membership at LFMBC, a person must:

1. Have placed faith in Jesus Christ as Savior, followed by baptism by immersion, and
2. Subscribe to the church's Doctrinal Statement, Covenant, and Constitution and Bylaws.

Having met these qualifications and upon recommendation from the Pastor or Deacons, a person may be presented to the congregation for church membership. A person must receive a majority vote from eligible voters present and voting in order to be received as a member.

This church will also accept members of “Watch Care” or Associate Membership. An associate membership roll shall be maintained by this church for those who desire the fellowship of this church but yet desire to maintain active membership in a like body of believers outside this city.

Section 3: Duties and Rights of Members

Tithes and offerings shall be recognized as our plan of finance. All members shall be encouraged to give at least a tenth of their income to the church. We believe this is taught in the Word of God. Members are also desired to participate in giving regular offerings to the church in addition to the tithe.

Members are expected to serve faithfully to any office, committee or ministry that they may obligate themselves to.

Members have a right to voice their concerns and also to offer their suggestions for the benefit of the church and its ministries during the church conference. Members in good standing have voting rights when those rights are necessary for the proper government of the church.

All members 18 years of age and older and having been active in the fellowship with the members of LFMBC for the past 90 days before election time may vote. No one will be allowed to vote by proxy.

Section 4: Active and Inactive Roll

The Pastor and Deacons may place on the inactive membership list any member who absents himself from the services of this church for an entire quarter (three consecutive months).

Section 5: Termination of Membership

A member's name may be dropped from the roll of the church for the following reasons:

- (a) Transfer of membership to another church of like faith and practice.
- (b) Death of a member.
- (c) As a result of becoming inactive as described within these bylaws.
- (d) As a result of church discipline as described within these bylaws.
- (e) At the individual's request for personal reasons.

Section 6: Discipline and Restoration

Should it become necessary to exclude a member from the membership of the church, the procedure as given in Matt. 18:15-17 will be carried out by the Pastor and Deacons, and the actual exclusion will be a matter of church business at a special meeting called for that purpose.

The attitude of the church toward any person excluded from its membership shall be one of love and prayerful compassion (II Thes. 3:15). Forgiveness and restoration shall be speedily granted to a disciplined member who shows true repentance and evidence of a godly life (II Cor. 2:7).

Article 2 – Pastoral Staff

Section 1: Election

The election of a pastor will rest upon committees formed by the Church Board. Those committees include but are not limited to a Pastoral Search Committee. These committees will include representation from Church officers and also lay members—Deacon Representative, Trustee representative, Mother Representative, a senior member (45 and up) and a young adult member (20-44). A moderator can be selected to lead the group but shall not have voting rights. They must be able to remain objective. A secretary for the committee should be selected from one of the chosen representatives.

A Pastoral Search Committee shall work to secure candidates and to ensure that ministers are presented to the congregation until they are ready to elect a pastor. An outline for the process and all protocols should be established and presented to the members **before** the process begins. No candidate shall be presented to the congregation without at least a two-thirds vote from the Committee. The committee must give notice for two consecutive Sundays before a congregational vote may be taken. The vote must be two-thirds majority of votes cast by those who are qualified to vote under the provisions of the Constitution, and provided there be present a quorum. The Pastor shall be called to an unlimited tenure to be terminated only by his/her resignation, death, moral or doctrinal departure from the Word of God and this Constitution and Bylaws, or his/her inability or

unwillingness to fulfill responsibilities as leader of this flock, at which time the church acts according to above order. (The Pastor ship of Lillington First Baptist Church is a calling, not just an election of another officer to fill an office.)

Section 2: Responsibility

The responsibilities of the Pastor will include but are not limited to the spiritual edification of the church through spiritual preaching and teaching on Sunday mornings and on special services and also the teaching or delegation of bible study. Other responsibilities are as described in Article 4 Section 1. (See other handout)

Section 3: Compensation

The Pastor will receive a salary as outlined within the church budget and a schedule to be proposed in the same manner. The congregation will be responsible for making decisions on all increases, other subsidies or gifts to given to the Pastor for services rendered or other special events.

Section 4: Termination

A pastor can be relieved of his or her duties for the consistent failure to provide or complete his or her duties to the church or to its members, for the misappropriation of misinterpretation of the Word of God or for other reasons as may be classified by the Church Leadership Team who must then bring the issues before the Church body who will make the final decision by the vote of the majority.

Section 5: Non-pastoral Staff (Associate Ministers)

Guest ministers will receive a stipend as prescribed in the budget for speaking on special services.

Associate ministers who are members of the church shall receive a stipend as prescribed within the church budget for that year for preaching during Sunday morning services in lieu of the pastor.

Article 3 – Deacons & Mothers

Section 1: Work of Deacons

Deacons will be assigned a group of individuals or families within the church that they are to be responsible for keeping in contact with and encouraging in spiritual service. The deacons will be responsible for alerting the church when one of the members of their group is sick or in need of church assistance, the deacon will be the first point of contact for those individuals and will serve as mentors and spiritual leaders for them. The Deacons shall constitute the Pastor's advisory council and, under his/her leadership, have the general oversight of the affairs of the church. With the Pastor they shall seek the highest spiritual good of the church. They shall assist in the observance of the Lord's Supper, and in other duties as apply to the New Testament office (Acts 6:1-7, and 1Timothy 3:8-13 especially).

The Deacons shall visit the members, care for the sick, widows, needy and distressed members of the church, and shall be actively involved in the church's soul winning visitation program.

Section 2: Deacon Selection

Deacons shall be elected and ordained upon the basis of qualifications as set forth in the New Testament. The number of Deacons to be elected shall be determined by the need as determined by the Pastor and Deacons upon growth of the church. Their term of service shall be until death, resignation or dismissal.

Qualified voting members of the church may submit recommendations for Deacons. From these recommendations the Pastor and Leadership Team will determine the final slate of Deacon Candidates.

A Deacon Ministry Chair shall be elected by the deacons bi-annually at the Annual Planning Session & Conference.

Section 3: Work of Mothers

The individuals who serve as Mothers of the Church hold a special and honorary position. They must be mature Christians, have high moral character, demonstrating various fruits of the Spirit and be women of prayer that are also apt to teach and provide counsel to other Christians. Mothers of the Church shall assist in the nurturing of members, especially young teens and youth, engage in special ministry projects of a missionary nature, visit the sick, and assist with other spiritual matters as may be assigned by the Pastor. Mothers shall also prepare Communion and assist with the preparation of candidates for baptism.

Section 4: Mothers Selection

They are selected to serve by a recommendation from the Pastor, Deacons or other Mothers. The final decision is made by the church by a majority vote. Their term of service shall be until death, resignation or dismissal.

Qualified voting members of the church may submit recommendations for Mothers. From these recommendations the Pastor and Leadership Team will determine the final slate of candidates for Church Mothers.

A Mother's Ministry Chair shall be elected by the mothers bi-annually at the Annual Planning Session & Conference.

Article 4 - The Officers

Section 1: Pastor

The Pastor shall be chief executive officer in the church, moderator of all church meetings, ex-officio head of all departments of church work and all activities. He/She shall serve on a permanent basis. The Pastor shall be the only leader of the flock (under shepherd). There can never be two leaders. It shall be the duty of the Pastor to preach the Word and administer ordinances, to take and have charge of all services, and to watch over the spiritual interests of the church. The Pastor is to protect the "flock" from "wolves" that would slip in "sheep's" clothing to devour the "flock."

Upon the death, resignation, or dismissal of the Pastor, the church shall seek a candidate who wholeheartedly subscribes to the Constitution and Bylaws of this church. The Pastor shall be responsible under the leadership of the Lord for inviting all guest speakers that shall "fill" the pulpit (evangelists, missionaries, Bible teachers) in order to maintain a well-rounded spiritual program for the whole church.

Section 2 - Deacons

As described previously in Article 3.

Section 3 - Trustees

The Trustees shall be empowered to execute deeds, deed of trust, mortgages, liens, promissory notes of other pecuniary obligations, and to transfer, assign, and convey all church property of any part thereof upon officially recorded instructions of the church in conference.

The Trustees shall have charge of the temporalities of the church, and make funds available for repair, upkeep, maintenance and conservation of the church property within the limits of church income and budget.

All powers and duties of the trustees shall be compatible with the laws of the State of North Carolina under whose laws the church is duly incorporated.

A Trustee Ministry chairperson shall be elected bi-annually at the Annual Planning Session & Conference.

Section 4 - Church Secretary

It shall be his or her duty to keep a correct record of all proceedings of regular and special business meetings of the church, in a book provided for that purpose. He or she shall sign letters of dismissal of members, and keep a correct roll of membership; also cooperate in keeping records and papers belonging to the church safe in the church's bank. The responsible party shall help manage the church calendar, publicity, announcements and notices. He or she shall also delegate responsibilities to an Assistant Secretary should one be elected.

Section 5 - Treasurer

The church treasurer shall keep the fiscal and financial records of the church. He or she shall be responsible for working with the church budget committee to construct a church budget and ensure adherence to that budget.

He or she will be responsible for delegating to the church Financial Secretary, if one is selected, to the writing and executing of checks or monies payable.

The Treasurer shall keep a permanent record of all gifts and tithes for all that use the envelope system that desire a record for income tax purposes. All contribution records shall be confidential.

The Treasurer shall keep an accurate record of receipts and disbursements and report the financial statement to the church quarterly and annually or as deemed wise by the Board. The Treasurer's books must be available for audit or inspection at any time the Board may deem necessary.

There shall be only one treasury in the church. All monies received and disbursed in the name of LFMBC will go through the church treasury.

No member is to make purchases in the name of the church except upon proper authorization, within the limits of the church budget, by the Pastor & church leadership or as it may be further decided upon by the church.

Article 5 – Committees, Ministries and Task Forces

The church shall create permanent (standing) committees and temporary (ad hoc) committees, ministry teams and task forces as needed to facilitate its work. The purpose, duties, membership, term and organization of each group shall be spelled out in a separate administrative manual or as prescribed within the church conference.

Article 6 – Church Program Organizations

The church will periodically create programs or ministries both within and outside of its Missionary department to assist in carrying out its purposes in relation to members and community. The program leadership shall be elected, appointed or approved as described within the church conference or within a separate administrative manual.

Article 7 – Ordinances

We believe, according to Scripture, that Jesus Christ commanded the observance of two ordinances before He ascended unto His Father in Heaven; namely Baptism (Matt. 28:19) and the Lord's Supper (I Cor. 11:23-30).

Section 1 - Baptism

We believe that all truly born-again believers are to follow the Bible example of the baptism of Jesus (Matt. 3:13-17). As we believe that He was immersed, so we conclude that we are to be immersed after this example. Although salvation is not contingent upon baptism (Eph. 2:8-9), we believe that every born-again believer will gladly follow the Lord in Scriptural baptism as soon after conversion as possible as a public confession of the salvation experience: a complete break with all known sin and the world, and a sincere intent to reckon oneself dead unto sin and alive unto God (Rom. 6:3-5). This ordinance openly signifies that the believer is truly

crucified with Christ and buried with Him, being dead to sin and resurrected with Him by the power of God to newness of life through Him (Acts 2:38-41).

Section 2 - Lord's Supper

The Lord's Supper is a commemorative ordinance to be observed by the church in memory of the Savior (I Cor. 11:24). "This do in remembrance of me" (Lk. 22:19).

Only baptized believers have a right to partake of the Supper (Acts 2:41-42).

The fellowship of this table will be observed quarterly or at other times as deemed wise by the Pastor and Deacons.

A careful examination of the heart should have been made by each believer, for the unworthy partaking of the Lord's Supper brings damnation (judgment) upon himself (I Cor. 11:28-30).

Article 8 – Church Meetings

Section 1 - Business Meetings and Elections

Special business meetings may be called at any time by the Pastor or Board; no meetings are to be called without the knowledge of the Pastor.

The purpose of business meetings shall be announced at least two weeks in advance of the meeting. Unannounced meetings may be called provided an effort is made to notify the voting membership of such a meeting. If such an emergency meeting should be called, a quorum of the qualified voting membership must be present in order to conduct business. All regular, quarterly meetings will be published on the church bulletin for the entire month preceding the meeting.

The annual election of officers shall be during the annual business meeting, no later than the first Sunday in December or as deemed appropriate by the church.

At the annual business meeting, the Pastor and Board shall present for approval of the congregation a budget for the next financial year.

The Pastor and Board shall serve as a nominating committee for all general elections.

All matters pertaining to the purchase, sale, or mortgaging of property shall be voted on by the congregation.

Section 2 – Worship Services

LFMBC will host its regular worship service on the first, second, third and fourth Sunday beginning at 11:00a.m. This worship schedule can be amended to meet the needs of the congregation and at any time that the service time should change the members must be made aware two weeks before the alteration. Included in

the regular worship program is the institution of the Church Sunday School which will be held the same Sundays beginning at 9:45a.m.

Section 3 – Special Services

Special services may be held as outlined on the Church calendar which is presented during the annual conference of the church or as deemed appropriate by the Pastor. Special services include but are not limited to observances, anniversaries and other necessary programs.

Article 9 – Church Government

Section 1 – Government

This church shall operate as an autonomous body which is governed by basic Baptist Polity. The Pastor and Church Board has the right to lead in spiritual and temporal matters but the final decisions in the spiritual, fiscal and physical leadership of the church rests upon the vote of the majority of the members.

Section 2 - Rules of Order

1. The Pastor, or in his/her absence, the chairman of the Deacons, shall act as moderator of all business meetings of the church, or he shall appoint another member of the Deacons to act as moderator.
2. It shall be the duty of the moderator to keep order.
3. The meeting shall be opened and closed with prayer.
4. The order of the business shall be:
 - (1) Reading of the minutes of previous meeting if called for by the moderator.
 - (2) Reports of committees.
 - (3) Unfinished business.
 - (4) New business.
5. A motion before the church must be disposed of before another motion can be entertained, unless the motion is to amend, postpone, adjourn, or call for the previous motion.
6. Every member who speaks shall rise and first address the moderator.
7. The church in conference shall entertain no proposition for discussion which has not been presented for the consideration of the Church Board.

8. On any point of order a member may appeal from the moderator to the church, whose decision shall be final.

9. All motions shall be carried by the vote of the majority of voting members present, unless stated otherwise in the by-laws.

Section 3 - Quorum

A quorum is necessary only:

- 1) To call a Pastor. For this purpose a quorum is two-thirds of the qualified voters of the church membership.
- 2) For an unannounced business meeting. For this purpose a quorum is a majority of the qualified voters of the church membership.
- 3) For amendments to this Constitution. For this purpose a quorum is two-thirds of the qualified voters of the church membership.

Article 10 - Amendments

These Bylaws may be amended in any regular or called business meeting of the church by a two-thirds majority of the votes cast, provided a quorum is present and provided it does not infringe upon the doctrinal principles; the covenant; the Constitution; and provided notice of such amendment, stating the proposed change, shall have been given from the pulpit on two successive Sundays.

Article 11 – Dissolution

In the event that this corporation ceases to function or is dissolved for any reason, its assets shall be distributed to another religious corporation or organization, provided it qualifies at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or a successor statute.

CHURCH BUSINESS MEETINGS

Church Business Meeting Protocols

1. The church shall meet quarterly for business meetings and to address the concerns of members. These concerns should have first been presented to the pastor.
2. The meeting schedule shall be as follows:
 - a. January—Annual Meeting & 1st quarterly session
 - i. The Church Calendar should be presented
 - ii. Ministry appointments should be announced
 - iii. The objectives for the year should be outlined
 - iv. Assessments should be paid
 - v. Contracts should have been reviewed and reported upon
 - b. April—2nd quarterly session
 - i. Summer delegates should be identified
 - ii. Ministry Reports
 - c. July—3rd quarterly session
 - i. Mid-year financial review
 - ii. Ministry Reports
 - iii. Include October plans (Church Anniversary) since the final meeting is 1 month into the quarter
 - d. November—Annual Retreat & 4th quarterly session
 - i. Bi-annual election of officers
 - ii. Leadership Development
 - iii. Budget Proposal for the next year
 1. Budget considerations should be submitted to the Finance Committee by the 1st Sunday in October
 - iv. Calendar Considerations

CHURCH OFFICERS & THEIR DUTIES

THE DUTIES OF DEACONS

Deacons Are to Be Capable of Serving the Lord in Spiritual Ways

The original seven deacons were people who were able to serve the Lord in ways which were more spiritual in nature than merely delivering food. Stephen was a man of spiritual power: "And Stephen, full of faith and power, did great wonders and signs among the people" (Acts 6:8 NKJV). Philip was not only a deacon, but also was gifted in evangelism (Acts 8:5-7).

The Office of Deacon Requires a Firm Grasp of Sound Doctrine

A church is content oriented. It is a doctrinally driven community, built upon truth. Every member should have this approach in this fellowship; leaders such as deacons, not less but, more so. "They must possess the mystic secret of the faith [Christian truth as hidden from ungodly men] with a clear conscience" Acts 6:9 (Amplified)

The Presence of Deacons Should Advance the Unity of a Church

When the Apostles laid out the plan for the creation of this office, "The saying pleased the whole multitude" (Acts 6:5 NKJV). The complaints about the benevolence ministry stopped. And the complaints were by the Greek speaking Jews, the Hebrew speaking Jews obviously bent over backwards to preserve the church's unity, for all the men selected had Greek names. It is still true today: Any time a church has deacons who are properly doing their jobs, the church is more likely to be at unity.

The Presence of Deacons Should Advance the Cause of Evangelism

The immediate impact of the creation of the office of deacon was to eliminate the controversy in the church and to get the church back on course in fulfilling its mission. The Bible says that, "Then the word of God spread, and the number of the disciples multiplied greatly in Jerusalem, and a great many of the priests were obedient to the faith" (Acts 6:8 NKJV). Again, it is still true. When a church has deacons who are in God's will, the cause of world evangelization will be aided.

Practical Duties:

1. Loyal support of the Pastor.
2. Faithful attendance at church services.
3. Consistent tithing and stewardship.
4. The encouragement of members in their participation in Sunday School, Bible Study, Worship service, Church trainings, outreach, quarterly and special business meetings and anywhere they should be duly represented.
5. Personal evangelism among the lost and visitation with the sick, shut-in and elderly.
6. Presence at all business meetings.
7. Assistance with new member orientation and baptism.
8. Active participation in worship services, revivals and visitations at other churches and to serve alongside the pastor in the ministry to others.

THE DUTIES OF TRUSTEES

By becoming a Trustee of the Lillington First Baptist Church, you agree to serve in ministry and mission. The mission of the Trustee Ministry is to care for property and equipment to make ministry possible. The church is a living organism. As such, Trustees are to be responsive to the changing needs of the ministerial staff, church officers, other ministries and committees. Trustees minister both to church congregants and community by providing adequate space to meet their spiritual and physical needs. In short, the Trustee Ministry’s care and maintenance of the facilities of the church communicate to others who God is and how we as people of God honor Him.

Trustee as Manager

1. Attention to finances
2. Development of an equitable and balanced budget
3. Coordinating budget needs with other ministries and committees
4. Planning for use of property, including space allocation
5. Long-range planning for property expansion or alteration
6. Negotiating and signing of documents pertaining to the ownership, transfer of ownership, use, and care of all tangible properties of the church

Trustee as Maintenance Supervisor

1. Care and maintenance of all church property
2. Oversight of use of rooms of each building in cooperation with other ministries and committees
3. Use of building by outside groups
4. Repairs and replacement of equipment
5. Supervision of custodian
6. Schedule for routine upkeep: painting, etc.

Maintenance Checklist for Church Buildings and Grounds

Who does the checking?	Best time For checking	Things to be Checked out
	Every Month	Church Sanctuary – Are pews clean? Have floors been cleaned? Is the lighting in the sanctuary and pulpit effective? Are windows tight and clean? Check ceilings and walls for needed repairs or painting. Is the cooling and heating of the sanctuary adequate? Tune the piano at least once a year or as needed by weather.
	Every Month	Church Kitchen and Fellowship Hall – Is it being cleaned regularly? Are faucets tight? Check the sinks and drains; are they clean and draining properly? Do the

		refrigerator and stove need cleaning? Is there an inventory of all silverware and dishes?
	Spring and Fall	Furnace, Air Conditioning Unit and Gas Packs – Has the furnace, air conditioning units and gas packs had annual cleaning and adjusted properly? Are fire regulations been observed? Have all heat exhaust units and mechanisms been checked?
	Every Month	Bathrooms in Sanctuary- Are they clean? Are they properly supplied with towels and tissues? Are toilet bowls clean? Is there a need for painting or improving? Does all plumbing function properly? Are bathrooms free of personal items? Sound and Copier Room – Is sound room free of clutter and trash? Is the sound equipment and copier functioning properly? Is there an adequate supply of copy paper, toner, etc?
Who does the checking?	Best time For checking	Things to be Checked out
	Every Month	Church Office and Pastor’s Study – Are they cleaned regularly? Is there a need for painting? Are office supplies sufficient and properly stored?
	Spring and Fall	Church Buildings – Exterior – Is there a need for painting the wood or pressure washing the brick or blocks? Check roof – downspouts and gutters. Do they need to be replaced or redirected? Remove leaves from gutters. Check whether, wind, rain, snow or ice damaged any of the buildings.
	Every Month	Christian Education Buildings – Exterior and Interior – Make certain there is weekly dusting and cleaning. Pressure wash exteriors annually, if necessary. Check

		furniture for needed repairs or painting. Check with Church School Superintendent regarding needs for supplies such as paper, chalk boards, crayons and pencils. Check ceilings and walls for needed repairs or painting. Check lighting to be sure it is adequate and cheerful.
	Spring and Fall	Church Grounds – Check sidewalk, ramps and steps. Is there a need for repairs? Care for lawn – fertilize and seed when necessary. Check church signage for painting and repairs. Trim shrubs and trees. Make certain parking lot is clear and properly marked. Check outside lighting.

THE DUTIES OF CHURCH MOTHERS

The major responsibility of the Church Mother is to help build the women's ministry of the church through the prayer, Christian education, nurturing and evangelism. The Church Mother should be a Titus 2 woman, who teaches women how to take care of their homes and how to love their husbands and their children. The Church Mother should have good organizational skills, using those skills to develop a strong, spirit-filled, progressive women's department and help build the ministry of the local church. The Church Mothers can only operate effectively with the authority given by the pastor. The Church Mothers should be women who are spirit-filled, sound minded, full of wisdom, respected and appreciated in their homes, churches, and communities; one who the pastor can trust to give guidance to women.

Practical Duties:

1. Pray for the salvation of mankind, leading the unsaved to Our Lord and Savior, Jesus Christ, and being examples for other women to follow.
2. Pray for our Pastor, leaders, members, and for the church.
3. Teach the younger women the ways of the Lord, and be a good example to others. (Titus 2:3 – 8)
4. Assist with the preparation of Communion & Baptism.
5. Loyal support of the Pastor.
6. Faithful attendance at church services.
7. Consistent tithing and stewardship.
8. The encouragement of members in their participation in Sunday School, Bible Study, Worship service, Church trainings, outreach, quarterly and special business meetings and anywhere they should be duly represented.
9. Personal evangelism among the lost and visitation with the sick, shut-in and elderly.
10. Presence at all business meetings.

MINISTERS CODE OF ETHICS

As a minister of the Gospel and servant leader of the church I understand that it is my responsibility to “make every effort to confirm my calling and election.” It is equally important for me to practice disciplines that will keep me from grave error, or worse, falling away. I also understand that Apostle's like Paul, as prisoners of the Lord—fully dedicated people, unwaveringly committed to the call of God and work of Christ, have too urged ministers to walk in a manner worthy of their callings. 2 Timothy gives heed to the pursuit of learning through the Apostle's instruction to “study to show ourselves approved.” This admonition when translated correctly encourages us to do our best to present ourselves to God as sold-out people who have been battle tested and remain unashamed to skillfully teach the truth. The Word of God coupled with our experiences therefore enable us to dissuade others from pursuing vain and unprofitable things in this life (distractions) and to stick to the straight path that the Lord Jesus has laid. James gives more than a “warm warning” about accountability for those who take up this challenge. He elicits that those who take up this ministry of teaching will be “judged with greater strictness.” As a leader, you've been entrusted with God's work and most importantly with His

people. There are penalties for disobedience as well as for leading His sheep astray. For this cause, we are yoked to continued development—administratively and in spiritual formation and to accountability practices that seek to guide our actions as God’s Word governs our hearts.

Personal Conduct: *It is my reasonable service to*

- Witness to the ministry of Jesus Christ
- Dedicate time, strength, vitality and energy to effective ministry
- Grow in faith, knowledge, and the practice of ministry through the spiritual disciplines, study, continuing education and service
- Live a life that honors my commitments to my family, including the need for privacy and time together
- Take time for physical and spiritual renewal, recreation and vacation
- Be a faithful steward of God’s gifts to me by managing time, talents and financial resources responsibly and generously
- Remain spiritually and emotionally fit, and refraining from substance abuse and other abusive behaviors
- Use my position, power and authority in non-exploitive ways
- Maintain high moral standards in my sexual behavior
- Regard all persons with equal respect and concern and minister without partiality

Our “Responsibilities” should be viewed as a part of our Relationship with the Church:

- Seek nurture for and freely offer my gifts of ministry to the church
- Be a good steward; give my tithe and offering, time and talent and share in the testimony of the church
- Encourage and nurture the gifts of others in the church and join their gifts with mine for the sake of the mission of Jesus Christ and the health of the church
- Preach and teach the gospel without fear or favor and speaking the truth in love
- Administer the sacraments, ordinances and services of the church with integrity
- Work cooperatively and collegially with those whom I serve in the church and the particular ministry to which I have been called
- Refrain from accepting any gift or commitment which would compromise the church’s ministry
- Protect confidences; covenanting to only tell those who need to know, what they need to know, when they need to know it
- Act to prevent and to report known or suspected cases of physical or sexual abuse or neglect
- Encourage and participate in the regular evaluation of my ministry and cooperating with the Pastor in an annual review of my ministerial standing
- Avoid any divisive tensions, at all costs, that may threaten my relationship with those I serve
- Support all other colleagues in the ministry
- Perform pastoral services within the church at the request of the Pastor
- Only perform pastoral or preaching services at other churches with the consent of the Pastor; ordained clergy should make known their service to other congregations as a courtesy to the Pastor who continues to be their covering
- Never take part in any negative conversation or malicious slander against the church or another minister
- Follow any other administrative policies or directives

Relationship to the Community:

- Participate responsibly in the life and work of the community, bearing prophetic witness to the Gospel of Jesus Christ, and working toward a just and morally responsible society
- Seek to know, understand and respect the diversity of opinions within the community and especially with other churches in our community
- Be a responsible representative of THE CHURCH—the Lord’s Church—one faith, one baptism and one Lord of all
- Seek to provide ministry to the community through missions, evangelism, prayer and true to form community outreach; most of all, be an active part of it
- Never ascend to a pulpit, position or place of honor in a church without first being invited by the Pastor, regardless of who invited you to come; appointments or service within another church is ONLY acceptable when physically or verbally extended/blessed by the Pastor of the church

Core Values

- ❖ *Integrity—in character, personal care and ministry*
- ❖ *Trustworthiness—in leadership, with information and with resources*
- ❖ *Purity—in your body, with theology and spiritual formation and with your practice*
- ❖ *Accountability—in finances, in responsibilities and with church leadership*
- ❖ *Fairness—with each other, with the congregation and with the community*

MINISTRY PREPARATION QUESTIONS

Ministerial Roles & Vision

Personal

- A. How do you know that you’ve been called and what were you called to do?
- B. Describe the specific function or purpose that you hope to achieve?
- C. What gifts do you have or have been praying for that can further benefit the church?
- D. How have you grown or prepared for this ministry opportunity?
- E. What areas do you feel you need greater emphasis or support in?

Pastoral

- A. What is the pastor’s vision for the church?
- B. Where do you currently see/find yourself fitting into this vision?
- C. How will your ministry enhance this vision?

Continued Practice & Application

- A. What church duties do you presently fulfill?

- B. Do you feel that you work/serve to the best of your capacity?
- C. Do you feel that there are any limitations to your service, ability or gifting? Explain.

MINISTER'S CLASS

Pastor Raines, Instructor

Scriptural Foundations: Review and develop some understanding of the following Scriptures:

Isaiah 55:7 (KJV)

Hebrews 13:17 (KJV)

Matthew 3:13-17 (KJV)

Titus 3:3-7 (KJV)

Matthew 12:31-32 (KJV)

2 Peter 1:20-21 (KJV)

Matthew 18:15-17 (KJV)

Matthew 26:28 (KJV)

John 3:5-7 (KJV)

John 4:24 (KJV)

John 17:17-19 (KJV)

Acts 17:18 (KJV)

Acts 26:20 (KJV)

Romans 12:2 (KJV)

Romans 8:9 (KJV)

1 Corinthians 5:1-5 (KJV)

1 Corinthians 11:26 (KJV)

1 Corinthians 14:32-33 (KJV)

Ephesians 1:13 (KJV)

Ephesians 4:12 (KJV)

Philippians 3:20-21 (KJV)

1 Timothy 3:1-13 (KJV)

2 Timothy 3:16-17 (KJV)

Hebrews 8:6-13 (KJV)

Hebrews 9:15 (KJV)

Hebrews 11:1 (KJV)

Ministers as Servants: The Towel Ministry

Matthew 20:25-28; Philippians 2:1-8

- Ephesians teaches us about the diversities of gifts that God gives to men for the edification of the church so it is not uncommon or should go without saying that the church is also supposed to exhibit various kinds of ministries.
- There are some people that are afraid to venture into the territory of talk about “ministries” because for some it seems so complex or it makes church seem like something else to them. There are people whose perception of church in its simplest form revolves around 3 practical things: singing, praying & preaching...this is the whole character and nature of what they understand about worship.
- Ministry extends our worship beyond “pretty praises” and “practiced piety” and it becomes remarked by blood, sweat and tears. True ministry = hard work!
- When you start to talk about “ministries” it suggests that there is more to our Christian experience than what we do in a church service. We’ve become accustomed to those good “Sunday Morning Ministries” that require our service perhaps once or twice a week but don’t you start begging for any more of my time or attention.
- We’ve grown accustomed to ushering, part-time choir membership, helping count money and reading announcements...it doesn’t faze us to hear someone read some reflections, Scriptures or lead us in a responsive reading...we’ve grown accustomed to it. Another word for accustomed is **comfortable**.
- Do these things continue to challenge us and help us move to the next level? It’s not that the cant but we must remember to engage in them with fervor!
- We start thinking...how many other ministries can there be...what more could you want?
- We start to view ministries as small little groups of busy bodies and nobody ever seems to think that one ministry is doing any more than another.
- Whether we bring into question the number of ministries that any church should have or the effectiveness of those ministries or not, there are 3 things that are certain:
 - o God has given gifts to men, both individually and collectively.
 - o These gifts and talents ARE equipment for those individuals to do ministry individually.
 - o The church has a collective responsibility to unify its efforts to reach the masses.

- The selected text recorded in Matthew’s gospel gives an account of two brothers, James and John, the sons of Zebedee. They came with their mother who politely asked Jesus if her sons could sit in places of honor in His kingdom.
- These 3 assuredly had different views of ministry than Jesus did.
- Whenever you’re doing a good work and the results are good, be not deceived, it becomes easy to stick your chest out and start to glory in the work being done.
- This does not suggest that one shouldn’t be happy about seeing progress and people being blessed but it is a careful caution against pride!
- If we are not careful we will find ourselves seeking more opportunities for advancement and elevation more than we seek to serve God and the people of this present age!
- This kind of pride and over the top ambition will turn people who were once true worshippers of God into worshippers of themselves and those who used to just be glad to be called a Christian or child of God into ravenous title seekers.
- Jesus had a remedy—he reminded them of the suffering, suffering has a way of dealing with our sinful pride!
- What do you want to be great at? The desire for greatness in itself isn’t sinful; it’s the motive behind the desire that begs the question.
- The desire to be a great servant doesn’t mean that you have to have a great name; it simply means that you want to give of your best to the Master.
- Jesus implied to them that best way to serve greatly in any ministry capacity was to start on the towel ministry!
- Towel ministry = humble service...in this day when a traveler or guest came to your home you offered them a service of comfort by kneeling and wiping their sandals/feet with a sprinkle of water and a towel.
- Bowing down to God will also cause you to subject yourself to humble servitude.
- Our text in Philippians goes on to further describe the heart, attitude and level of service to this special ministry of helps:
 - o Be like-minded and lowly-minded.
 - o Have and exemplify brotherly love.
 - o If you expect God to be compassionate to you, be compassionate to others.
 - o Cast down your spirit of pride.
 - o Be critical of your OWN defects and make favorable allowances for others.
 - o Being a “busy-body” here refers to being in somebody else’s business and affairs, we are called to be kindly affectionate to one another.
 - o Follow the example set by Jesus!
- We don’t need any title bearers, we need some towel bearers!
- Every ministry must begin this way because this is the cultivation of every gift!
- Submit to God and Surrender to Him—seek to serve, to work, to witness!
- Somebody needs you and you need somebody, get out your towel!

What is expected and required here: The Basics!

1. Church Attendance (you need to be in place)
 - a. Sunday School
 - b. Bible Study
 - c. Ministry Engagements
 - i. If you only show up when it's your turn to preach it won't be hard for people to suppose that you only root for your own show! If you can't be present with them, they won't show up for you!
2. Stewardship
 - a. Time—give it, don't always expect compensation!
 - b. Talents—share them; do whatever work your hands find to do!
 - c. Tithes—pay them; we must be faithful in every area! This is not inclusive of your free-will offering or pledges.
3. Pulpit Etiquette
 - a. Attire—if it could be a distraction in any way, cover it! I am not offended by pants, make it classy! Sleeves, sweaters or shawls are always in order. Skirts should always be to or below the knee; crossed legs and lap handkerchiefs or lap covers should supplement the absence of a long skirt. Robes, collars/tabs are to be worn for ceremonial occasions and are acceptable while preaching, full suits are to be worn while preaching and not robed.
 - b. Participation—Ministers should sit in the pulpit with the Pastor and be prepared to assist in all points of the service. Each minister should always present themselves in the Pastor's Office before each worship service. Exuberant participation is expected. Preaching assignments are given at the Pastor's discretion and the Pastor is the only minister who is compensated for preaching. Other ministers will receive gifts at the discretion of the Pastor and Church.
4. Overall Protocols
 - a. Absences—these should always be reported to the pastor as a courtesy.
 - b. Sunday Morning Routine—you always meet in the pastor's office first and be ready to do whatever you may be asked.
 - c. Altar Calls—you need to always be ready to serve! Pray for yourself before you attempt to pray for others and anoint with oil upon request or at the Pastor's direction. You are the ministry team!

What to Know about Orders of Service & Worship

1. Calls to Worship—are just that! How do you call the people into worship and to bring their focus in from whichever place it may be?
 - a. The Scriptures—Psalm 3:8; Psalm 5:7-8; Psalm 9:1-2; Psalm 66:1-4; Psalm 95:6; Psalm 100
 - b. Exaltation—a state of extreme happiness or to promote someone in rank, power or character.
 - c. Exultation—feelings of triumphant elation or jubilation.
 - i. The purpose is to set the tone for the worship service. It is ALWAYS God-centered.
2. Invocations—the action of invoking someone or something for assistance.
 - a. This is God’s service and we are His people. We cannot bless them but He can. He is needed to guide, direct and lead them through us. He is made welcome into the service and His Spirit to abound.
 - b. This is different from other prayers and should be limited to its purpose. They typically occur at the beginning of any service.
3. The rest of the service will reflect the type of service it is. Morning Worship services may include Responsive Readings, Altar Prayers, Ordinances and most every service will involve preaching. Each of these acts will be handled differently.
 - a. The purpose of the presiding minister is to prepare the people for each of these special acts. Announcements etc are not acts of worship and don’t require any special recognition. The Worship Leader has but one job...that is to lead people into WORSHIP at the appropriate times.
4. Preaching—anytime you go to preach it is customary to honor God and the people you are ministering to. (This includes host pastors and/or other leaders)
 - a. Only do what you were asked to do! If you are to preach, preach...this does NOT include making appeals for salvation or opening the doors of the church.
 - b. Don’t get lost in other things...if you desire to sing, make this known to the worship leader and/or pastor first.
5. Altar Calls—when asked or if it is customary in your church, remember some specifics:
 - a. Calvary covers it all
 - b. Make connections to your sermon where possible but take it Jesus regardless
 - c. If necessary...have you some “go-to” Scriptures that you can lean on
6. Benedictions—the utterance or bestowing of a blessing at the conclusion of a service. These don’t have to sound like biblical verses but there are scriptural examples.
 - a. Scriptural—Romans 8:38-39; Romans 15:5-6; Romans 15:13; 1 Corinthians 15:58; 2 Corinthians 13:14; Ephesians 3:20-21; 1 Thessalonians 5:23-24

Notes:

Sermon Outlining and Preparation

1. Read the text aloud and from various translations. A parallel bible may be a good tool.
 - a. I love Biblegateway.com and I also have Logos Bible Software
2. Question everything you can think of within the text. This is what you research.
3. Think about the text from various perspectives: Jesus' perspective, the people of that day's perspective and our perspective today.
 - a. If you are not aware of Greek or Hebrew culture. Do some preliminary study, many bibles will describe the context in which the book was written at the beginning of the chapter and if you don't have one of those...get one!
4. Start developing an outline of the passage:
 - a. Look at it verse by verse and establish connections.
 - b. Think about if any thought or principle in any verse connects to another verse that you know or need to know...again...you have to do some digging if you want to preach an effective sermon. This gets easier as you go along!
5. Find, capture or create some analogies or illustrations.
 - a. How can this meaning of this text be compared to something that people can relate to?? An object, situation or real life example.
6. Write out your manuscript or at least create bullet points that you want to make sure that you cover in your message—this is suggested even if you don't "preach from the paper."

Types of Sermons

- A. Expository—describes the meaning of a text and is concerned in making sure that people understand what the Bible meant by that particular passage.
- B. Topical—conveys a specific topic and may pull in various Scriptural references.
- C. Textual—typically takes a verse by verse approach to preaching the text.
- D. Series—messages are broken down into a variety of sermons based on a specific theme. These work best if you're preaching consecutively.
- E. Narrative—these focus a specific bible story that you want to share as a means of conveying a point.

Styles

- Classic 3 point sermon: You establish a topic or text and break down the meaning over 3 clearly illustrated or emphasized points.
- Theme—Illustration—Application: Describe your theme or topic, give a simple illustration and then teach the people how it applies directly to their lives.

“The Perfect Combination!”

Now for this very reason also, applying all diligence, in your faith supply **moral excellence**, and in *your* moral excellence, **knowledge**, ⁶ and in *your* knowledge, **self-control**, and in *your* self-control, **perseverance**, and in *your* perseverance, **godliness**, ⁷ and in *your* godliness, **brotherly kindness**, and in *your* brotherly kindness, **love**. ⁸ For if these *qualities* are yours and are increasing, they render you neither useless nor unfruitful in the true knowledge of our Lord Jesus Christ.

Illustration:

Jan wants to make her mother’s famous 10 layer chocolate cake. (Special recipe)
She often practiced but never quite got it right, just wished she had took the time to learn it from her mother before she passed.
-eggs, all purpose flour, sugar, baking soda, oil, eggs, extract
-she thought she remembered the frosting ingredients to a “T”
-she later discovered that it was the buttermilk, she always left out the buttermilk

James wanted to be a beast on the grill like his father was. He remembered his dad always prided himself on his culinary creations!

-he tried for years and years to perfect that special Barbecue sauce but he couldn’t quite figure it out
-his father was never one for much measuring, he said that a cook always knew what proportions to use because it just felt right

Both Jan & James discovered that constitution is very important, a single missing ingredient can change the flavor of an entire dish!

Power Points:

- Not only can “missing ingredients” change the flavor of something but so can the wrong proportions of the right ingredients!
- The foundation of every Christian is faith.
- Faith alone does not build Christian character.
- There are (7) elements or ingredients that Peter suggests...

Power Points:

- Moral excellence = virtue, those characteristics that make you admirable
- Knowledge = isn’t just based on facts & information but also your willingness to even learn
- Self-control = and just because you learn it doesn’t mean that you’ll do it; your ability to regulate your emotions & behavior

Power Points:

- Perseverance = tenacity & determination
- Godliness = isn’t just a God-likeness but your devotion
- Brotherly Kindness = friendship
- Love = listen, overlook, value, encourage

Conclusion: We are called to both an individual and collective Christianity. When Christians create communities of faith to educate, empower & allow for corporate worship they must consider these same individual elements collectively. What kind of Church could we be with the right proportions of each of these ingredients...it might make for something that others actually want to eat!

Blank Sample

What is the main sermon text: _____

Are there other texts that discuss the same topic/event/issue? _____

Perspective is a BIG deal! What perspectives does this text take? Who is talking? What is to be understood? Who is the audience of the text?

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Who is the audience that you are preaching to? What do you really want them to understand/know?

What ways can you convey this to them? What are stories, analogies or personal experiences that you can use? Is there a powerful illustration that would help you make this point?

Conclude with Christ. How does this appeal to the cross or does it?

Oral Ministry Examination Questions:

1. What is your conversion experience?
2. Please describe your call to ministry. How do you know for sure that you've been called?
3. What do you understand preaching to be?
4. What are your doctrinal views of the Bible as God's revelation?
5. Who wrote the Bible?
6. How many books are in the bible?
7. What are the 5 books of the Law?

8. What are the 12 books of History?

9. What are the 5 books of poetry?

10. Who are the 4 Major Prophets?

11. Who are the 12 Minor Prophets?

12. What is the Gospel?

13. What are the 4 gospel books?

14. What is the church?

15. Give an interpretation of the Trinity.

16. When does a person receive the Holy Spirit?

17. What does it mean to blaspheme against the Holy Spirit?

18. Give an interpretation of the definition of God.

Please give an interpretation of the following terms:

Conversion

Faith

Repentance

Regeneration

Sanctification

Written Examination Questions:

Church Administration

1. What are the requirements for church membership?
2. What form of church government does the Baptist Church have and why?
3. Why is a Baptist Church called an autonomous body?
4. What do you understand to be the role of the pastor as the shepherd of the flock?

Church Policy

1. What are the three ways into the fellowship of a Baptist church and the three ways out?
2. How many ordinances are there in a Baptist church and what are they?
3. What is the meaning of the Lord's Supper or Holy Communion?
4. What mode of baptism is used in the Baptist church and why according to the scriptures?
5. Name the two scriptural officers in the Baptist church and what are their qualifications?
6. Why does a church have trustees and what are their duties?
7. Under what circumstances is an associate allowed to open the doors of the church?
8. If you are the guest preacher at a church and asked to participate in the service by the pastor (i.e., read the scripture, pray, preach, sing, etc.) when you stand up, what should you do?
9. What are public and private offenses?
10. What are the steps in dealing with public and private offenses?

THE DUTIES OF THE SECRETARY/ADMINISTRATIVE ASSISTANT

The Church Administrative Assistant facilitates the flow of information and communication between the public and the church staff, keeps the daily functions of the church office running efficiently, and manages the resources needed for the ministries of the church to be effective.

Proficiencies Needed:

• Microsoft Office (expected proficiency in MS Word, Excel, Publisher, and PowerPoint) • Ability to learn Church Management Software • Google Calendar and Docs • Ability to use and navigate online resources • Working knowledge of social media • Appropriate proficiency in writing and editing skills • Working knowledge of office technology

Duties:

1. Handle benevolence requests and maintain records
2. Maintain office supplies
3. Facilitate maintenance of office equipment
4. Communicate on the pastor's behalf, as needed, with officers, ministries and the public.
5. Monitor the Church Calendar to ensure that the pastor is kept abreast of events and review with him any necessary preparations or needs to correspond with other ministries
6. Prepare Certificates for Baptisms and Ordinations—as needed
7. Maintain Visitor's Packets
8. Be proactive to help ministry and committee leaders promote, implement, and communicate
9. Schedule and maintain use of facilities and other requests
10. Other duties as assigned by the Pastor

THE DUTIES OF THE TREASURER

As described by the bylaws, the Treasurer is the principal officer of the church and can delegate duties to a Financial Secretary, as approved by the Church. In our church, we have both a Treasurer and Financial Secretary. Our Treasurer's role is utilized as an auditor and to ensure the accuracy of deposits and adherence to the accepted annual Church budget.

Practical Duties:

1. Audits the financial secretary's records for monthly income and expenses against the bank statements, deposit slip etc.
2. Makes monthly and annual financial reports to the church regarding the budget expenditures and receipts.
3. Needs to be knowledgeable about collecting, counting and recording procedures.
4. Can make recommendations through the Finance Committee and Trustees concerning the investment of funds.
5. Keeps church staff and appropriate committees informed of any trends or changes in fiscal matters.
6. Serves as an ex-officio member of the Finance Committee.

THE DUTIES OF THE FINANCIAL SECRETARY

1. To work according to the guidelines and policies and procedures proposed by the Congregation and Church Bylaws.
2. To receive funds from whatever source, providing permanent receipt in a numeric receipt pad, record them, and report them to the Church Treasurer, the church and its leadership (Finance Committee) as provided in the church policies.
3. To collect offerings received during worship services at the conclusion of the program/event, making certain that more than one person is involved in collecting and counting the money.
4. To ensure money is deposited in a bank as soon as possible after it is received. All deposits should be made within 48 HOURS of receipt.
5. To establish a procedure to collect and record money received through methods other than regular offering, including money received through the mail.
6. To produce individual charitable-gift receipts summaries of all donations received during a calendar year and mail within the first two weeks of January each year.
7. To be accountable to the congregation through its designated committees/teams, elected officers and paid staff leadership.
8. To disburse all money contributed to the local church budget, keeping accurate records of how money is spent within the approved church budget.

Church Custodian Job Description

The Custodian is responsible for maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.

The Custodian is ultimately responsible to the Pastor but is also managed by the Trustees of the Church.

The Custodian should:

- Be dependable, responsible, and self-motivated
- Maintain regular, timely attendance during stated or negotiated hours
- Possess excellent communication skills and be a strong team player

Duties include:

- Restrooms: towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. Deodorant cakes will be kept in all urinals, and plumbing fixtures checked for proper operation. All restrooms are to be checked weekly and be maintained or repaired as required. All automatic air fresheners should be checked.
- Vestibule: should be vacuumed weekly, trash emptied and automatic air fresheners should be checked.
- Sanctuary: should be vacuumed bi-weekly or more frequently if needed, pews should be vacuumed as needed, window sills should be wiped and dusted as needed, the pulpit and choir stand should be vacuumed as needed, trash cans emptied and pulpit furniture dusted as needed.
- Fellowship Hall: empty any trash remaining in the large cans, report any irregularities. The Culinary Ministry and/or other ministries that use the facilities are responsible for cleaning up the kitchen and dining area(s).
- Annex: clean the restrooms and spot check classrooms—report any maintenance or irregularities, empty any trash. Sunday School teachers and/or other users should clean each room after use.
- Maintain the storage closet and report the availability of supplies in a timely fashion so that items can be procured.
- Offices: clean the church administrative offices upon request.
- Outside facilities: sweep off porches and ramps and keep entrances free of any debris, webs etc.

This position is considered a part-time position and will be compensated according to the Church Budget. Compensation can be negotiated annually.

Printed Name

Pastor

Signature & Date

Church Secretary

Cell Phone Number

Social Security Number (used only for tax purposes)

Worship Leader Job Description

The Worship Leader is a part of the Pastoral Leadership Team. He or she is responsible to setting the tone for worship services by keeping the people in tune with the heart of God through praise, worship and the effective use of lyric and the Word of God. He or she is also responsible for helping to usher in the Spirit of God and to help people connect with the manifested presence of God.

The Worship Leader is supervised by the Pastor.

The Worship Leader:

- Displays passion for worship and the music ministry
- Should be gifted in exhortation
- Should be well versed in various liturgical styles
- Should be able to communicate and present worship in a manner that speaks to people of varying ages
- Integrates the Scriptures into praise and worship

The Worship Leader is directly responsible for:

- Coordinating, planning and directing all praise and worship
- Building and rehearsing with the Praise Team and choir(s)
- Promoting and fostering intergenerational worship and spiritual formation
- Praying with worship teams and choirs before services
- Collaborating with the pastor to coordinate music for all services at the church and abroad
- Collaborating with the musicians to ensure that the music is well planned

The Worship Leader will receive compensation as outlined in the Church Budget. This can be negotiated annually.

Printed Name

Signature & Date

Cell Phone Number

Social Security Number (used only for tax purposes)

Pastor

Church Secretary

Church Lawn Care

Lillington First Missionary Baptist Church has three different parcels of property: the main campus (.765 acres), the field and cemetery (8 acres) behind the main campus and a cemetery located 151 Bailey Way Road. Each of these parcels will have specified times for maintenance, mowing and upkeep. Any person offering a bid and/or accepting a contract is agreeing to the standards written, discussed and otherwise expected by the Church. The contractor is responsible for providing his/her own equipment and supplies, his/her own FICA and all other taxes and the following "Hold Harmless Agreement"

This is a hold harmless agreement between _____ and Lillington First Missionary Baptist Church. Any equipment or supplies used are for his/her use and to be provided by him/her. He/she releases/waives Lillington First Missionary Baptist Church of any claims or liability to him/her, including any of his/her agents or employees, for any loss, injury or damage to them, their equipment or their personal possessions in the use of their equipment. The signed party is also fully aware of the risks associated with the use of the said items, and uses such items voluntarily out of his/her free will. He/she assumes full responsibility for any loss, damage, or injury sustained from use of the said items. This release agreement shall bind all my family members and legal heirs. _____ Initials

1. Grass at the main campus is to be mowed at the request of the Pastor or the Trustee Chairperson, any other person authorizing services will be responsible for payment.
 - a. All debris should be removed from the yard.
 - b. The cut grass should be blown from porches, sidewalks and ramps.
 - c. The parking lot(s) should be blown off as needed.
 - d. Special care should be taken around HVAC units and to ensure that drainage areas remain clear.
2. The main campus field and all cemeteries should be mowed using equipment that can sufficiently handle the terrain.
 - a. Care should be taken around the fence, gravel road and around individual graves.

Printed Name

Signature & Date

Cell Phone Number

Social Security Number (used only for tax purposes)

Pastor

Church Secretary

Lillington First Missionary Baptist Church

1146 Hwy 210 South
Lillington NC, 27546
P.O. Box 2515

Musicians (Pianist & Percussionist):

The musician is a part of the Pastor’s Leadership Team and he or she is directly supervised by the pastor. The musician is responsible for coordinating with any choir or worship leaders to plan and execute song selections and rehearsals. He or she will be provided access to the church.

The musicians should provide appropriate music for worship services, church revivals, and fellowship services with other churches. Worship services should include a variety of musical styles (hymns, spirituals, contemporary music) that aligns with the Gospel of Jesus Christ.

Musicians should be in sync with the pastor and/or pulpit during services. All music should be edifying and directed towards worship, not entertainment.

A. Salaries

- a. The musicians will be paid an amount according to the Church Budget which can be negotiated annually.
- b. Disbursements will occur bi-monthly on the 2nd and 4th Sundays.

B. Additional Terms

- a. Communication is essential. Please be open and honest with the pastor at all times.
- b. If any party should decide that services are no longer needed, it shall be done in writing and before 30 days of the termination of services.
- c. Any changes to this contract shall be noted, signed, dated and attached.

Printed Name

Pastor

Signature & Date

Church Secretary

Cell Phone Number

Social Security Number (used only for tax purposes)

WHAT TO DO WHEN SOMEONE JOINS OR LEAVES THE CHURCH

When Someone Joins the Church

1. When the doors of the church have been opened and someone comes to the altar the ministers and deacons need to immediately ascertain their cause coming:
 - a. For salvation
 - b. To join the church
 - i. In order to become a member of the church one must profess or have already professed faith in Christ and be saved
 - c. The next question is just as crucial; it must be determined if the person is in need of baptism
2. The minister and/or deacon will make the pastor aware of why the person has come.
 - a. If the person is in need of salvation, the minister and/or deacons can lead that person to the Lord right where they stand
 - b. If the person needs to be baptized, the pastor is made aware
3. The pastor will make an announcement to the congregation and assign the person to a Deacon list and a Mother as an additional mentor
4. The candidate will receive instruction in our New Members and Discipleship classes. The baptism will be scheduled at the appropriate time
 - a. The spiritual gifts assessment should be administered
 - b. They should also fill out the New Members Profile
5. Baptized members will be offered the right hand of fellowship during the next Communion service

When Someone Leaves the Church

1. A session should be scheduled with the Pastor, if possible
 - a. A deacon or mother can be present upon request
 - b. It will be the goal of the church to see what ministry can be provided to the member
2. A letter of transfer is sent to the receiving church, letters are not given to individuals
3. A person just wishing to be released from the ministry of LFMBC can do so, it is hopeful that a notice will be given
4. A minister that detaches from the church must immediately return the ministers license to the church
5. A person leaving as a result of discipline will be treated with compassion and care and the guidelines prescribed in the bylaws will be followed

NEW MEMBERS & DISCIPLESHIP CLASS MATERIAL

- ❖ Our purpose is rooted in preaching, teaching and reaching. We achieve this through Christian education, evangelism and missions that lead to the salvation of lost souls, the edification of Christians through the teaching and demonstration of God's Word, the spiritual encouragement and physical development of the community, the worldwide spread of the gospel, the promotion of godly worship and the defense of the faith delivered to the saints.
- ❖ The "what" has been spelled out! The "why" is easy—at the command of Christ (Great Commission, Acts 1:8 Commission). The "when" is NOW! The "where" is here, there and everywhere! The "who" is baptized, bible believing Christians! The "how" has been alluded to also but also takes on a few different roles.
- ❖ We have ALL been called to the general work. (The Wedding Banquet Parable—Matthew 22:1-14) **What does it mean for many to be called but only few be chosen?**
- ❖ Becoming a Christian is one thing. Cultivating and maintaining a life in Christ is another. It includes remaining faithful and obedient to the Lord—his Word, understand the Work and being a lifelong Witness (example) of Christ in word & deed →ACTION!
- ❖ The gift of the Holy Spirit, like any other gift, has to be stirred. (2 Timothy 1:1-7)
- ❖ It is he, the Holy Spirit, which makes Christ real and personal to us. It is also the catalyst and "fertilizer" that enables us to bear fruit. These fruit are the Christian virtues that are taught in Galatians 5:16-25. The flesh bears its own fruit and these led to corruption.
- ❖ Purity is important to God. Impurity crowds out everything that would otherwise be good and beautiful in our lives. It is only through clean hearts, minds and conscience that we can ever live justly and have "clean actions." (Philippians 4:8; Matthew 5:8)
- ❖ The love of God is pure. Ours is tainted. John 13:34 still calls us to love. It is the foundation of forgiveness. We cannot be the beneficiaries of God's forgiveness unless we too forgive and we can never forgive if we don't first learn how to love.
- ❖ The work of the Holy Spirit is empowered through the Word of God.
- ❖ -2 Timothy 3:16; John 20:31; Romans 15:4; Psalm 119:11; 1 Peter 2:2
- ❖ Christians are called to please God with their lives. You cannot please God without knowing his Word. The purpose of the Word is instruct us and to bring us into the knowledge that Jesus is God, he became the Messiah and that through him we are entitled to live an abundant life in his name that springs up into eternal life with God, the Father. The Word also gives us hope. As we grow as Christians, it is the Word that keeps us from sinning.
- ❖ Christians have to have a prayer life. There are many different types of prayers and many reasons for which we pray but every prayer ought to include thanksgiving. (1 Thessalonians 5:17-18)
- ❖ As we learn what prayer is and how to pray, we start to focus those prayers on the Lord's will. This again requires us to continue growing in Christ but also in the Word, which is

where his will is revealed. We must never forget (Romans 1:17, 1 Corinthians 13:9-10, Ephesians 3:20).

- ❖ We have a duty to actually, physically attend church! We have subscribed to a covenant. (Front of the Hymnal) (Hebrews 10:19-25—This is how we persevere in the faith!
- ❖ We also have a duty to be good stewards. People sometimes argue against Deuteronomy 14:22 and Malachi 3:10 because it is in the “Old Covenant.” Jesus refers to the tenth in Matthew 23:23, his denunciation of the empty sacrifice of the Pharisees was not a condemnation of tithing. It is about the spirit in which we do anything that we are called of God to do that Jesus is emphasizing.
- ❖ As faithful church members we also dedicate ourselves to the practice of (2) ordinances—baptism and the Lord’s Supper.
- ❖ Know what you believe! There are 18 articles in the back of the hymnal: the Scriptures, the True God, the fall of man, the way of salvation, justification, the freeness of salvation, regeneration, repentance and faith, grace, sanctification, the perseverance of the saints, the law and the gospel, a gospel church, baptism and the Lord’s Supper, Christian Sabbath, civil government, the righteous and the wicked & the world to come.
- ❖ This is what we call doctrine. Doctrine is *a belief or set of beliefs held and taught by a church*. The above articles reference biblical doctrine. Other parts of doctrine are established through meetings/conventions, special sessions or by denominational leaders.

The Missionary Baptist Church does not have denominational leaders that serve in a hierarchical sense. A key Missionary Baptist principle is “the autonomy of the local church.” This means that the local church is empowered to make its own independent decisions about faith and practice, including the call, licensing, ordaining and selection of ministers. The Association serves as just that. It is a group of *associated—a group of people organized for a joint purpose*—body of churches, typically in the same region, that come together for fellowship, missionary service and Christian education. We are a part of the New Hope Missionary Baptist Association. It consists of 42 member churches located across 4 districts. It has six auxiliaries that carry out its work and they are the Woman’s Auxiliary (Missions), Laymen’s League (Service & Leadership), Congress of Christian Education (Training), Convention Choir (Music), Ushers Union and the New Hope Union (Fellowship). Associations are a part of larger bodies called Conventions. Ours is affiliated with two state conventions—The General Baptist State Convention of NC and the Woman’s Baptist Home & Foreign Missionary Convention of NC. The GBSC provides leadership and training for the leaders of church Associations and for the clergy. It also has auxiliaries—Congress of Christian Education, Laymen & Ushers. The Woman’s Convention serves as an auxiliary “to” not “of” GBSC. This means that they were not birthed out of GBSC like the others but they have chosen to cooperate in conjunction with it since its early leadership belonged to GBSC churches. The Woman’s Convention & GBSC work to support (6) objectives: State Missions, Foreign Missions

(Lott Carey Foreign Missions Convention), JJ Johnson Baptist Assembly (Youth Bible Camp), Central Children's Home, Shaw University and the Shaw Divinity School. All of the funds sent to these organizations are channeled to those objectives. There are more than 1662 Missionary Baptist churches across NC that are affiliated with GBSC. These statistics come from the affiliated Associations. Our state convention also affiliates with a National Convention—National Baptist Convention, USA Inc. The overall purposes for these organizations are to galvanize Baptist work, not necessarily to provide a foundation for doctrine. Doctrinal issues are discussed at times and decisions are made by these bodies about what they choose to recognize or denounce in their meetings but the overall decision about faith and practice rests with the local congregation.

- ❖ So with the real discussions about faith, practice and servant-hood resting on the local church, it then becomes paramount for the local church to teach these elements to its members.
- ❖ This pastoral administration reflects a dedication of discipleship ministry. A *disciple* is a person who *accepts* and *assists* with spreading doctrine. Our emphasis is on biblical doctrine. Discipleship ministry is an emphasis on teaching biblical precepts through the empowerment of modeling and guiding. We are disciples who understand that we have a duty to continue to be “discipled” as we also engage in “discipling” others. Like a word similar in appearance, this requires a certain level of discipline!
- ❖ People can be made better disciples through the Word, prayer, fasting, the teaching of sound doctrine and worship. Discipleship is different from evangelism. Evangelism is an initial service. It simply seeks to spread the message in the hopes that people will receive it and be saved & subsequently baptized, though baptism is not a requirement for salvation. Discipleship requires an actual relationship! After people have accepted Christ they need to continue to be nurtured in the faith and in that relationship with him. They are brought into an understanding of Christian faith and practice and as a result begin to bear fruit—these fruit are Christian virtues like those recorded in Galatians 5:22.
- ❖ We also grow and bear fruit as we serve. Service is a demonstration of faith and is what denotes making our “calling and election sure.” (2 Peter 1:4-10)
- ❖ 1 Corinthians 12 teaches about spiritual gifts. This is the manner in which we serve. “We serve God by serving others.” According to Jesus, service is the way to be great! The manifestation of the Spirit is given for the common good. It doesn't revolve around personal benefit. For this reason we believe that every member must minister and it becomes our duty to ensure that everyone sees those ministries as important and mattering to the overall growth and continuity of the church. A believer's spiritual gift is another sign of God's care and concern for the church. God not only provides spiritual gifts to individuals but he also blesses churches with people who have specific spiritual gifts. Every new member like you is another blessing of ministry in this ministry.

- ❖ It is the Spirit that must ultimately initiate a person's involvement in the ministry of the church, not other people. People, whom I will refer to here on out as the community of faith, should affirm these gifts but they are not the ones who initiate the ministry. God calls! God qualifies! God equips! We receive. In this wise, people should not wait to be asked to serve in the church in a specific way. A person who is aware of their spiritual gifts should ask of the pastor for opportunities to serve in those capacities. A person unaware of their spiritual gifts should ask of the pastor to help them identify what they are; this is secondary to prayer, fasting and studying the Word for oneself and is specifically targeted at new converts (babes in Christ).
- ❖ The Apostle Paul calls the church the "body of Christ." This body consists of many members. All of these members/parts must work together. This clarifies that there is no ability to serve where there is not love. We must not only love the Lord, we must also love each other or otherwise there will be no mutual edification. Nobody should be concerned about how many members come to the church and sit, our need is to see people come and serve. Their service is a sign of their empowerment. We are distributed gifts at the pleasure of God and not to the extent of our worth or what we deserve. You were worthy enough for Christ to die for so you are worthy enough to serve him! The level of giftedness has nothing to do with a person's longevity in the faith nor is it an indication of how long they'll last. A person who just flat out refuses to serve refuses the purpose that God has intended for them.
- ❖ ALL spiritual gifts are to be valued and not just the ones in which you are familiar or that you fully understand. Charles Swartz regards a spiritual gift as *"a special ability that God gives, according to his grace, to each member of the body of Christ to be used for the development of the kingdom."* Every Christian doesn't possess every spiritual gift but every Christian possesses a, or some, spiritual gift(s). Again, this is your commanded contribution to the body. Your spiritual gift is a: special ability, gift of God, an act of grace, common to all believers and supplied for the benefit of the entire church.
- ❖ Spiritual gifts are not to be confused with natural talents. Both believers and unbelievers possess talents and they too are given by God but there are no spiritual implications. **Spiritual gifts are exclusive to the body of Christ.** There is a fine line here and it's called the Kingdom! God doesn't glory in our flesh! (Romans 8:9) "Power and blessing are missing where there is only talent without a gift" (*Dynamics of Spiritual Gifts, William McRae*). There are four evidences that the church has both identified and embraced their spiritual gifts: worship, Bible study, prayer and expectation.
- ❖ There are 9 ways that the Spirit is manifested. (see 1 Cor. 12) These include: wisdom, knowledge, faith, healing, miraculous power, prophecy, discernment, tongues and interpretation. Paul also refers to a few other manifestations to include apostles, teachers, helps and administration. Apostle here seems to be more of a function than a position. The function here is the ability of a leader to be gifted in gathering groups of people and getting them to move on one accord to accomplish common goals. This gift has been

described as a special type of power, influence or charisma. This has given way to the position of the Apostle that many denominations have accepted apart from those who walked with Jesus and the Apostle Paul.

- ❖ In essence, we must trust God to lead us in our service, to guide us in our beliefs and to transform us as our minds are renewed. We must be committed to being sacrificial, there is no other way. Jesus Christ sacrificed for our sake and we have accepted the call to suffer for his but also to sacrifice for the sake of the growth and development of other believers—this is what makes us Kingdom! There is no advancement without sacrifice but it requires us to give up parts of ourselves for another benefit. In this case we are giving up ourselves, our time and even our resources for the benefit of others. This was not only how the early church began but its how it grew—disciple making disciples!

CHURCH MINISTRIES

Missionary Ministry: given the task of performing outreach and leading our efforts to win souls for Christ as we serve our fellow man. It is responsible for training Seniors (41 & up), Young Adults (21-40), Youth (12-18) and Children (birth-11) in how to holistically serve others and be witnesses for Christ. This ministry is coordinated by a President, Vice President & Secretary.

- Annual Missionary Celebration, Annual Mission Blitz, & Community Senior Appreciation Day

Sunday School & Christian Education: is given the task of providing and reinforcing the foundational principles of the faith. Special incentives are provided to youth at various times to continue to encourage their faith and participation. Special emphasis is given to equipping and training people in the Word of God and in discipleship and spiritual gifts. This ministry is coordinated by a Superintendent and Secretary, the Pastor or designated minister will act in the absence of the Superintendent.

- Annual Sunday School Fellowship, Children & Youth Worship, VBS

Pastoral Care Ministry: to be ready to minister to the physical and spiritual needs of the pastor and the pastor's family and to ensure that the pastor is supported in any area of burden. To ensure that the pastor's emotional health is supported through the prayers, support and provision of rest. Simple duties include: keeping the pastors office furnished with beverages, clean towels and snacks; seeking ways to occasionally provide some down time to the pastor & his companion: dinners, movies or short times away; seeking ways to celebrate and appreciate the pastor and his family apart from Anniversary/Appreciation services: birthday, wedding anniversary etc.

- Serve as the hosts/hostesses for all Pastoral Programs and special services

Culinary Ministry: has received the task of preparing all meals, repasts and food for church feasts and other programs as outlined on the calendar or directed by the Pastor. Groups that are coordinating meals must provide meal information to this ministry and they are the only people who should serve and/or utilize the kitchen unless special permission/provision has been granted. They are also responsible for ensuring the cleanup of the Fellowship Hall after the conclusion of all events and this does not exclude the participation of other ministries who may have sponsored the events. When meals are catered or otherwise prepared, they are still to be served by the culinary ministry which is why adequate notice and planning is required.

Ushers Ministry: are the initial means of hospitality for all members and guests. Every usher should also be prepared if called upon to offer a formal welcome during services. Ushers are to be vigilant of all exits and doors and every aspect of the service in order to meet the needs of the congregation. They are also tasked with seeking to minimize distractions during the service: excessive walking, talking etc. Before leaving the building the ushers should check the lights in all facilities and also do a quick sweep of the sanctuary to ensure that no programs, fans or trash are left behind on the pews and that bibles and hymnals are returned to the racks. Should an usher need to address anyone for reason of distraction, safety or security, they are to follow this cardinal principle: **I endeavor to be kind, caring and compassionate and to be the representative of Christ and demonstration of love that I am called to be.**

Usher Ministry Protocols and Practices

1. Arrive at least 30 minutes before service.
2. It is always good to pray.
3. Receive instructions from the Usher Ministry Coordinator.
4. Ensure that the bulletins are folded and other necessary materials are in place: offering plates, fans and any other items.
5. Take your assigned position.
6. (5) ushers are preferred. Two on the outside aisles or corners of the front; two in the center aisle and one at the door. The two center ushers will walk up to the 1st pew and stop. The two on the outside aisles will meet the Trustee at the altar to receive the collection pans. The usher on the left will collect from the musicians and the usher on the right will collect from the choir and pulpit. They will both return to the outside aisles and pass the plates toward the middle where the center ushers are waiting. Once the entire congregation has been served, the center ushers will return the plates to the Trustee and stand facing the front for the offertory response. They will return to their places and the Trustee will take the offering for counting and recording.
7. The usher at the door should step out into the lobby to keep vigil while the Finance Committee is counting and securing the offering. The usher is still able to open the door for any visitor that enters and offer them a program.

8. When there are less than 5 ushers, at least 3 are always required, no ushers will stand on the outside aisles and those in the center will take the plates and start on the outside aisles and return up the center ensuring that everyone is served.
9. Be vigilant. Be aware of your zone at all times. Do not cross into another usher's zone. Inform that usher of what is needed should it require that something be done in their zone and return to yours.
10. Be prepared to assist at the altar. Ushers should pick a box of Kleenex from the front window sill and stand at both sides of the Communion table facing the congregation so that they can assist anyone who may be in need.
11. The doors should never be opened when someone is speaking from the pulpit.
12. Ushers in the aisle should face each other and keep watch from the back door to the pulpit and scanning the sanctuary in between. They should walk up to the closest available pew when the doors open and people enter. This is to show people where they can sit.
13. Complete a check of your zone at the end of service and ensure that bibles and hymnals have been put away, trash has been collected and discarded and discard any unused bulletins. Usher badges should be stored.
14. The Usher Ministry Coordinator should:
 - a. Rotate ushers periodically.
 - b. Ensure that there are sufficient amounts of ushers to serve during every service at the church and upon the Pastor's request when traveling.
 - c. Ensure that the ushers have prayed together before service.
 - d. Ensure that teaching and training occurs for all ushers.
 - e. Maintain open communication with all ushers.
 - f. Check and make sure that the lobby is stocked with Christian Education pamphlets or materials for visitors (Daily Bread)—see the Secretary when they are not, and that all visitors receive a visitor card and/or visitor package as immediately as possible.

Dress Code:

1. All ushers should be dressed in black suits with white shirts.
2. Male ushers should wear black suits, white button up shirts, a black tie, black socks and black dress shoes.
3. Female ushers should wear black dress suits, white blouses—as close to the same blouse as possible, neutral or flesh toned stockings and black shoes.
 - a. Dresses should come below the knee.
 - b. Pearls are permitted but no other jewelry should be worn—with the exception of wedding rings.
4. Youth ushers are permitted to wear black dress pants or skirts with white polo shirts, black socks and black dress shoes.
5. Ushers should refrain from wearing colognes or perfumes while ushering.
6. Fresh breath and pleasant smiles are required.
7. Ushers should always have their badge and have their gloves available.

Hospitality: This ministry is responsible for recognizing our visitors and guests and making them feel welcomed into our church and worship. They can work in connection with the Ushers to ensure that visitors receive and fill out visitor cards when necessary and to be make the first follow up contact for all guests. They are also responsible for monitoring the Church Bulletin Board for announcements or postings that the Secretary may post and to make the weekly announcements at each worship service.

Transportation: This ministry is responsible for providing transportation to any and all persons who may require or request it for any church function or worship service. Immediate attention should be given to all pastoral appointments. Every driver should complete a quick inspection of the van each time it is to be used.

Van Inspection:

1. *Check the tires for tread and ensure safety.*
2. *Check the gas gauge and be sure to notify the Trustees or Church Office when the gas reaches ¼ of a tank.*
3. *Check the wipers, emergency lights and headlights.*
4. *Check the brakes.*
5. *Check the cleanliness of the vehicle before and after transit. Report when major cleaning is needed to the Trustees.*
6. *Keep an eye on the mileage and report to the Trustees should you notice that we are close to time for routine maintenance like oil changes, tire rotations, alignments etc.*

PERSONNEL POLICIES

A special committee will be called upon to serve as a Personnel Committee as needed. The pastor will determine who those members will be. Typical representatives include: Treasurer or Financial Secretary, a Deacon, a Trustee, the Secretary and a Mother. No more than 5 people and no less than 3 people should constitute a complete personnel committee. This committee will only be responsible for reviewing and proposing contracts for people employed by the church for continuous use. The Personnel Committee and all Church employees and volunteers are bound by ethical and legal obligations to protect the confidentiality and privacy of employees, volunteers, members, and visitors. Confidential communications including conversations, reports, forms, emails, texts, and other written or oral communication are governed by this Manual. The Trustees, along with the pastor can decide temporary contracts for special jobs or projects. The Pastor shall supervise all church personnel.

All personnel are expected to demonstrate to the following (7) traits:

- **Passionate Devotion to the Lord and His Church**

- Be Biblically Grounded
- Be Spiritually Guided
- Be Morally Pure
- Be Relationally Healthy
- Faithful in Service and Giving
- Be Missionally Engaged

All personnel are to be committed to the mission and vision of the church and understand how their role fits into these perspectives. They are first to be faithful to God but also to understand how this relates to being faithful to the ministry of the Pastor and Church.

All personnel are to be accountable to God, His Word, the bylaws of this church and the protocols, policies and procedures as outlined in this manual.

1. Employment- all of the staff members of Lillington First Missionary Baptist Church are considered “at-will” employees. This means that termination can occur at any time, for any reason, with or without notice. The contracts signed by staff members are to outline the responsibilities, duties and salaries of the stated position.
2. Staff/Personnel shall go through an interview process with the Personnel Committee but the final decision for hire rests with the Pastor. An annual update is required for all staff and for every contract.
3. The Pastor has an open door policy for all employees to encourage communication, feedback, and discussion about any matter of importance to an employee. Should there be a conflict; the employee may consult a Deacon whose responsibility will be to then consult with the Pastor to reach a conclusion.
4. Equal Opportunity: The Church makes employment decisions based on merit, qualifications, and demonstrated abilities. We strive to provide an environment that supports equal employment and advancement opportunities to individuals. We do not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law but reserve the right to make lawful employment decisions that support the faith and mission of the Church.
5. Conflicts of Interest: Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Church wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a family member of said employee as a result of the Church’s business dealings.

6. All personnel files are to be kept in a secure file in the Church Office, accessible only to the pastor, the personnel committee at that time or to the Treasurer or Financial Secretary for payment or other fiscal reasons.
7. Filing: every person receiving more than \$600.00 from Lillington First Missionary Baptist Church will receive a W-9.
8. Salaries & Benefits: the Church does not provide any insurance, benefits or retirement to any of its employees. Only the Pastor receives a vacation. All other staff members will receive a deduction for weeks that services are not rendered with the exception of bereavement or otherwise previously approved by the Pastor. Checks will be written on the 2nd and 4th weeks of each month and distributed according to the bi-weekly or monthly schedule specified in the contract. The Pastor may authorize for payroll to be completed early if a major holiday falls directly after a pay day which would hinder staff from having more immediate access to their funds.

FINANCIAL POLICIES & PRACTICES

Lillington First Missionary Baptist Church (also referred to herein as the “LFMBC”) is a nonprofit, tax-exempt North Carolina corporation organized for benevolent, charitable, educational, mission, and religious service and worship purposes.

The Church receives virtually all its revenues in the form of gifts (also referred to as donations) from Members of the Church and others. Such gifts are most commonly received in the form of regular pledges and plate collections. However, they also include gifts and bequests from wills, trusts and other planned giving instruments; special purpose gifts; and special collections and fund raising campaigns.

The Church Finance Committee is a standing committee, appointed annually, to consist of a representative from the Deacons and Trustees and the Financial Secretary. The Pastor and Treasurer serve as ex officio members.

1. Special definitions:
 - a. An “Unrestricted Gift” is a gift given to the Church without any restriction placed on the purpose or time or duration of the use of the gift, other than that it be used for purposes consistent with the Church’s mission.
 - b. A “Restricted Gift” is a gift that a donor gives to the Church, either by will or bequest after passing, or while living (an “inter vivos” gift), and which is subject to a restriction in a Gift Instrument on the use of the gift as to purpose or as to date or duration of use beyond the current year. It is important to note that a Restricted Gift may result either from a restriction imposed by a donor, or from a restriction proposed by the Church in a fundraising solicitation or other Gift Instrument. **All restricted gifts are subject to approval by the Finance Committee.**

- c. **Any gift that is unspecified will be categorized as unrestricted.**
 - d. A “Fund” is an independent general ledger account that is established to track revenues and expenditures of a particular category of programs, projects, or purposes. The term “funds” means, simply stated, “money”; and the verb “to fund” generally means “to pay” or “to finance.
2. Money Management & Accounting: we operate based on two funds: general and special purpose. All unrestricted investments and net assets are considered part of the general fund and all restricted funds will be categorized by name and as a special purpose fund.
 - a. Any monies not relegated to a secondary account or for a special purpose fund shall be included in the General fund.
 3. Other Accounts: the Church at its own will and pleasure shall also operate a Savings account, Certificates of Deposit, Money Market accounts and a credit account (credit card). These reports shall be included in all financial reporting and any documents related to them should be reviewed and audited by the Treasurer.
 - a. The Church Credit Card is managed by the Pastor for those expenses related to his conducting of ministry or provision of ministry services. It can also be used for the immediate online payment of Church goods and services, in emergency cases and as otherwise approved by the Church.
 4. Other financial practices:
 - a. There should be a minimum of (2) people present to count money at all times, (3) is preferred.
 - b. All monies are to be recorded according to money denomination or type, dated and signed by those who counted it. This document should be filed in the Church office and kept on file for no more than (3) years.
 - c. All checks require (2) signatures. Check signers include: a deacon representative, a trustee representative, the treasurer, financial secretary and in extreme cases, the pastor.
 - d. All check requests should be completed on the form provided. These forms should be accessible to all of the members. All of these forms should also always be initialed by the Pastor.
 - e. The Treasurer should conduct quarterly audits of all financial records and give a summary at the quarterly business meeting. The summary includes: the balance brought forward for the month, monthly income totals, monthly expense totals and a net total. The entire quarter should be noted—total income, total expenses and any special notes that may be needed to be addressed. These notes should be made accessible to the Pastor and Finance Committee **before** the quarterly meeting. A full report shall be provided to the Finance Committee for their review.
 - i. Active members that desire to review a complete Treasurer’s Report can request it at any time.

- f. The Financial Secretary should provide to the Treasurer access to all ledgers, the check book and any receipts from the Credit Card. The Financial Secretary is responsible for creating/keeping ledgers and primary income/expense reports. These should be reviewed in the Pastor's monthly meetings.
- g. We will follow ALL IRS guidelines for the collection and disbursement of funds and report what is required.
- h. Any member desiring a record of contribution should make a formal request within (3) weeks of the need.
- i. Church giving and contributions are confidential. This information will not be shared with any other person with the exception of the Finance Committee, as needed. Every monetary gift should be recorded.
- j. There should be no cash payments of any kind; all payments should be in the form of a check.
- k. All purchases on behalf of the church should first be approved by the Pastor or member of the Finance Committee or no reimbursement will be given. Reimbursements will not be issued without a check request and the adherence to the guidelines of check requests.
- l. Anyone who authorizes any work without the necessary approval or where the church has other established contracts shall be responsible for the payment of the individual for the debt created.

CEMETERY POLICY & GUIDELINES

Revised 2020

1. No cemetery plot in either cemetery of Lillington First Missionary Baptist Church can be sold or traded.
2. No grave will be opened without first approval from the pastor or a trustee of LFMBC. The church office must also be notified.
3. The cemetery is free for active members of LFMBC. Any other person will be charged a fee for a plot. \$900.00 will be charged for plots on the main campus and \$500 for plots in the Shawtown Community.
4. We will not honor any reservations for cemetery plots or spaces. Plots will be available in the order of need.
5. To reduce the cost of maintaining the cemetery:
 - a. A vault is required.
 - b. All stones except head stones must be level with the ground.
 - c. No trees or shrubs may be planted in the cemetery.
 - d. Curbing—the concrete or stones collectively forming a curb, cannot be placed around the graves.
6. Family members of the deceased are responsible for cleaning the gravesite of decorations, flowers and any other artifacts after the services.
7. The church will provide reasonable grass cutting but all other maintenance to include the removal of debris or the repair and/or replacement of markers and headstones are the responsibility of the family.
8. There will be no charge for funeral services for active members. A repast will be provided in the fellowship hall for 50 people. If a family requires more accommodations, they are responsible for bringing in additional food or providing the church with additional resources.

Cremation guidelines:

1. Cremains must be placed in a non-biodegradable container. If a biodegradable container is used, then an urn vault must be used.

2. All interments conducted by the family must follow church guidelines. The family must make arrangements with the church office to set up the service. The interment must follow accepted practices for cemetery use; appropriate depth is at least 18 inches and sod should be replaced.
3. For non-members: if cremains are placed in an existing plot along with a loved one, there is no charge.
4. No more than 3 cremains may be placed in one plot.

Funeral Guidelines for Non-Members

1. The mortuary will contact the church if the family will need use of the sanctuary or fellowship hall.
2. The mortuary will collect the following fees:
 - a. Sanctuary: \$100
 - b. Fellowship Hall: \$100
 - c. Minister: \$150
3. The church will NOT provide a repast.

Lillington First Missionary Baptist Church

Facilities—Property—Funds Request

Name

Today's Date

Type of Request: *Select an item from the drop-down list. Choose an item.*

Description of Activity *(Make your description complete yet brief)*

For the Van: **What is your destination & round trip mileage (please include the date & driver information).**

For Facilities, Grounds & the Van: Length of time needed *Choose an item.* Custodial Services Requested *Choose an item.*

For Check Requests: Is this an approved budget line item: Yes No
Has this already been presented to the Pastor: Yes No
Pastor's Initials _____

Special Notes: (PLEASE READ THEM ALL!!!)

- Everyone must fill out this form in its entirety and turn it in to the Deacon or Trustee Ministry Chairperson who shall check with the Secretary & the Pastor (Financial Secretary as needed) to confirm availability. The form is to be turned in to the church office! The Deacon or Trustee who received the form will give the individual an approval or denial notice.
- Nonmembers **must** utilize custodial services for the use of any of the facilities, grounds or use of the van unless otherwise waived by the Pastor or Leadership Team. The custodian will be assigned. **The fee is \$50.00 for up to 4hrs and \$75.00 for anything exceeding 4hrs.** Custodial fees should be paid directly to the custodian and at the time that the service is provided.
 - Members are not assessed custodial fees but are required to remove all trash from the building/facilities/grounds and to leave the facilities neat and orderly. Members should also consult with the Trustees to ensure that the building is opened/closed and that the temperature controls are set in advance. **KEYS WILL NOT BE GIVEN TO ANYONE FOR THEIR USE!!**
- **LFMBC reserves the right to limit all uses of its facilities to services and events and fellowship that does not infringe upon the sanctity of our facilities and wholesome atmosphere that we provide. We would like to exclude the use of our facilities to any**

activity that would diminish the moral and Christian character of our community or incite conviction in our hearts. It is our effort to serve the community at large but also to promote healthy social, moral and spiritual values in and for our families. We are also a smoke-free campus and restrict the use of any tobacco products or alcoholic beverages.

- Your affixed signature also expresses your consent to become the liable and responsible party for the use of our church and/or facilities and acceptance of the following indemnification:

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for using the grounds, facilities and property of Lillington First Missionary Baptist Church and other valuable consideration, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Lillington First Missionary Baptist Church, their officers, servants, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises. I also assume this responsibility for all parties that may hereby visit or participate along with me and assume the responsibility of informing them of the rules, regulations, agreements and indemnifications that I have agreed to.

2. To the best of my knowledge, I and any of my guests can fully participate in the activities provided while I am in use of the grounds, facilities and overall property of Lillington First Missionary Baptist Church. I am fully aware of risks and hazards connected with these activities, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me or those guests who participate, or any loss or damage to property owned by me or those guests who are in attendance, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of North Carolina.

5. I UNDERSTAND THAT THE CHURCH WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH AN INJURY I OR PARTICIPATING GUESTS MAY SUSTAIN.

6. I further agree to become familiar with the rules and regulations of the Church concerning conduct and not to violate said rules of any directive or instruction made by the person or persons in charge of said activity and that I will further assume the complete risk of any activity done in violation of any rule or directive or instruction.

7. I also understand that I should and am urged to obtain adequate health and accident insurance to cover any personal injury to myself or guests which may be sustained during the activity or the transportation

to and from said activity. **IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.**

Printed Name _____

Signature _____

Date _____

DEACON REPORTING FORM

Deacon _____

Team: Red Green Purple Blue

Month _____ Number of Members _____

Number of contacts _____ Number of sessions _____

Special needs or concerns from any of your team members:

People that you've been unable to make contact with:

A description of anyone or anything requiring further action from the pastor:

Plans to ensure the continued spiritual formation for your team members over the next month:

Miscellaneous:

Do you have any personal needs or concerns? Please share:

Family Spiritual Formation Report Form

- The purpose of this form is not to intimidate but to serve as a reminder for families to intentionally commit to spiritual formation individually and collectively.
- Families who submit completed reports will be recognized on _____.

Family Name (Ex: The Smith's) _____ # of Family Members in the home _____.

Fasting & Prayer

1. _____: Who led the morning/group prayer _____.
2. _____: Who led the morning/group prayer _____.
3. _____: Who led the morning/group prayer _____.
4. _____: Who led the morning/group prayer _____.
5. _____: Who led the morning/group prayer _____.
6. _____: Who led the morning/group prayer _____.
7. _____: Who led the morning/group prayer _____.

Selfless Acts

What missions or community service activities did your family perform (apart from Church sponsored/directed acts)?

- A. _____
- B. _____
- C. _____
- D. _____

Study & Family Devotion

- What team is your family a part of? _____
- Did you attend your team's family night? _____
- How many other nights did your family attend bible study? _____
- Did you have private study at home? _____
 - What did you study? Describe below.

Stewardship

Develop a plan for stewardship for the entire family. Perhaps instead of being paid for allowances or chores, children can do things around the house to earn various denominations of \$\$ but this won't be for them to buy ice cream, they'll give it as a sacrificial offering on Sundays. Adults can also determine how much (beyond their tithes) that they would like to

challenge themselves to contribute. Perhaps skipping a drive-thru once a week or buying a meal at lunch etc.

- How much would you like to contribute as a family (Goal) \$_____
- How much did you actually contribute? \$_____

Don't forget: the forms are due on _____.

Lillington First Missionary Baptist Church

Employment/Authorized Volunteer Application and Disclosure Form

NAME: _____

LAST

FIRST

MIDDLE

ADDRESS: _____

STREET

CITY

STATE

ZIP CODE

DAYTIME PHONE: _____

EVENING PHONE: _____

Please describe your previous experience in the past 5 years (paid or volunteer) related to the ministry that you are seeking to perform: *attach additional pages as needed.*

AGENCY/CHURCH NAME

ADDRESS: _____

STREET

CITY

STATE

ZIP CODE

CONTACT PERSON & PHONE NUMBER

AGENCY/CHURCH NAME

ADDRESS: _____

STREET

CITY

STATE

ZIP CODE

CONTACT PERSON & PHONE NUMBER

Name of church where I am currently a friend or member _____

I have been a member of this church since _____

I have been a friend of this church since _____

I have never been found guilty, or pled guilty or no contest, to a criminal charge.

True Not true

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.)

Do you have a valid driver's license? Yes No

State where driver's license issued _____

Driver's license number _____

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True Not true

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

True Not true

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True Not true

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes No

If yes, please provide a brief explanation.

The covenants between persons seeking employment or sanctioned volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate. Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church they seek to serve. To that end, I authorize LFMBC and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

LFMBC's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize LFMBC and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that LFMBC will share with me information it has gathered about me, if I request it to do so.

Signature & Date

Signature & Date of the Parent/Guardian if the person is under 18 years of age

MINISTRY REQUEST/SPECIAL PROGRAM FORM

Auxiliary/Ministry _____

Explanation of the Program or Service:

Are funds needed to fulfill or meet the obligations of this program? _____

How does it relate to the Mission and Vision of our church? _____

Do you expect for this to be considered as a recurring event? _____

Ministry Coordinator Signature

-----FOR OFFICE USE ONLY-----

Approval or Denial

Pastor's Signature

Notes:

ORGANIZATIONS



General Baptist State Convention of NC

Headquartered in Raleigh, NC

Pastor supports as a delegate for the Church. An annual assessment is calculated based upon membership (\$50 per 100 members and a donation for State Missions).

Checks can be made payable to “GBSC” 603 S. Wilmington St., Raleigh, NC 27601

A stewardship form can be found here: <http://www.gbsconline.org/Stewardship%20Form.pdf>



Woman's Baptist Home & Foreign Missionary Convention of NC

Headquartered in Raleigh, NC

The Pastor and Missionary representatives support as delegates. Funds are requested for State Missions and the Objectives.

Checks can be made payable to “The Woman’s Convention” P.O. Box 1818, Raleigh NC, 27601

The New Hope Missionary Baptist Association

Headquartered in Durham, NC

The Pastor, (4) identified delegates and all members are encouraged to support. We now pay a combined assessment of \$1000.00 on a January 1st – December 31st fiscal calendar. Checks are to made payable to the New Hope Association and can be mailed to the Treasurer using the information below:

Deacon Lester Cofield and payment should be mailed to 3304 Cedar Spring Dr., Raleigh, NC 27603

- Woman’s Auxiliary- \$135.00
- Convention Choir- \$25.00
- New Hope Union- \$250.00
- District Dues- \$100.00
- The Association’s General Fund- \$490.00

MINISTRY RESOURCES

A. Planning for a Meeting

- a. Always plan an agenda in advance. This should be based on old business if there was any.
- b. Make sure that you notify everyone that should be present with as much notice as possible.
- c. Always ensure that every meeting and agenda fit the mission and vision of your ministry and the church. This is the first gauge of what should be included or excluded. Everything else contributes to idle time.
- d. Sample Meeting Agenda
 - i. Focus or Spiritual Emphasis—Some type of brief devotional words or inspirational words are always a good way to start a meeting. Don't forget that you have a spiritual objective!
 - ii. Scripture & Prayer—this could be included with the previous, it's all in how you execute.
 - iii. Adoption of the Agenda
 - iv. Reading of the Previous Minutes
 - v. Old Business
 - vi. New Business
 - vii. Reports
 - viii. Adjourn
 1. I always like to include 4 C's in my meetings: Celebrations, Considerations, Calendar and Concerns; these are the categories I seek to fit everything into.
- e. Prepared people: your Secretary or note taker should be prepared for the meeting. They should have any old minutes and be prepared to take minutes from the very beginning of the meeting. The Secretary should also be prepared to immediately offer to the Pastor any concerns your ministry has that might need to be addressed by the Pastor or Church. This includes any requests of any kind.
- f. The Pastor doesn't have to receive the minutes from every meeting but should be kept abreast of what's going in within your ministry.
- g. It is YOUR responsibility to submit a neatly written or typed report of activities to the Pastor each quarter prior to the quarterly business meeting.

B. Parliamentary Procedure: Know the Language

1. Motion: This allows someone to introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must be made after that motion by raising your hand and say ("I second it.") The reason to raise one's hand is that several may call for a second and

the secretary can record who actually called for the second in the minutes. After a limited amount of discussion, the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.) Some bi-law business requires a 2/3 vote on purchasing or selling property, etc. with churches. You may want to check out your denominational guidelines.

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, this motion cannot be reintroduced at that meeting. It may be brought up again at a later date. One should say, ("I move to postpone this indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. Amend: This process is used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as it is offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, discussions are made and a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion.
4. Question: To end a debate immediately, the word "question" is used (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. The reason for a two-thirds vote on this area is to help eliminate someone trying to stop further discussions to gain an advantage. If it is passed, the motion on the floor is voted on immediately.
5. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote is required to table the item being discussed.
6. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

7. Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

C. Required Planning Tools

- a. **Strategic Planning is necessary:** Churches and the auxiliaries and ministries that comprise them should always seek to move from “maintenance to ministry.” Maintenance is the ongoing work of trying to create and implement processes that help make work happen more effectively. Ministry is the actual work that we’d like to focus more of our time, talent and finances on. In order for this to be a reality though there MUST be order. People need to understand the basic principles that even make ministry possible. Let’s focus on some simple ways to transition from empty dreams and spur of the moment ideas to providing vital, sustainable ministry and programs that have powerful impacts.

<p><i>Church Mission, Vision & Values</i> <i>What are your spiritual goals?</i></p> <ul style="list-style-type: none"> • Caring for the whole person • Growing families that are faithful in their service to God by being committed to worship, connected to the community & dedicated to discipleship • We value missionary service and work 	<p><i>SWOT Analysis</i></p> <ul style="list-style-type: none"> • Strengths: Characteristics of the church that may give it an advantage over others; • Weaknesses: Characteristics of the church that may be a disadvantage as related to others; • Opportunities: Conditions outside the church that could potentially increase attendance or revenues; • Threats: Conditions outside the church that could create problems for the church.
<p><i>Gap Analysis—where are we as compared to where we want to be? (Should be specific to your ministry)</i></p> <ul style="list-style-type: none"> • The church is lacking volunteer leadership; • The church children’s program is lacking weekly training curriculum; • The church lacks a process for discipleship. 	<p><i>Organizational Goals</i></p> <p><u>S</u>pecific: Is the goal specific enough for clarity?</p> <p><u>M</u>easurable: Is there a way to measure the success of the goal?</p> <p><u>A</u>ttainable: Is the goal truly attainable?</p> <p><u>R</u>ealistic: Is the goal realistically written?</p> <p><u>T</u>imely: Is there a timeline associated to the goal to ensure a completion date?</p>

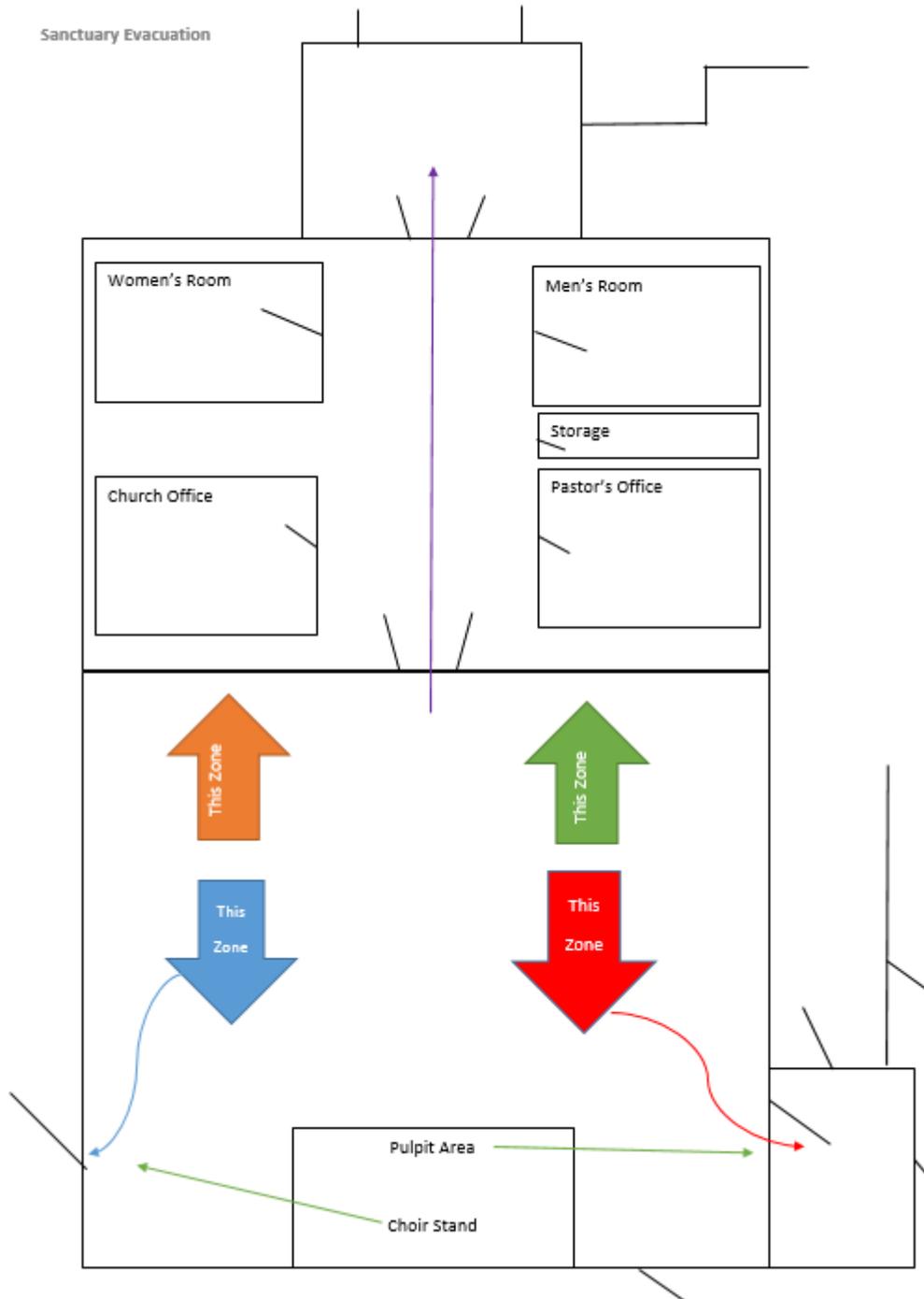
CHURCH CRISIS MANAGEMENT PLAN

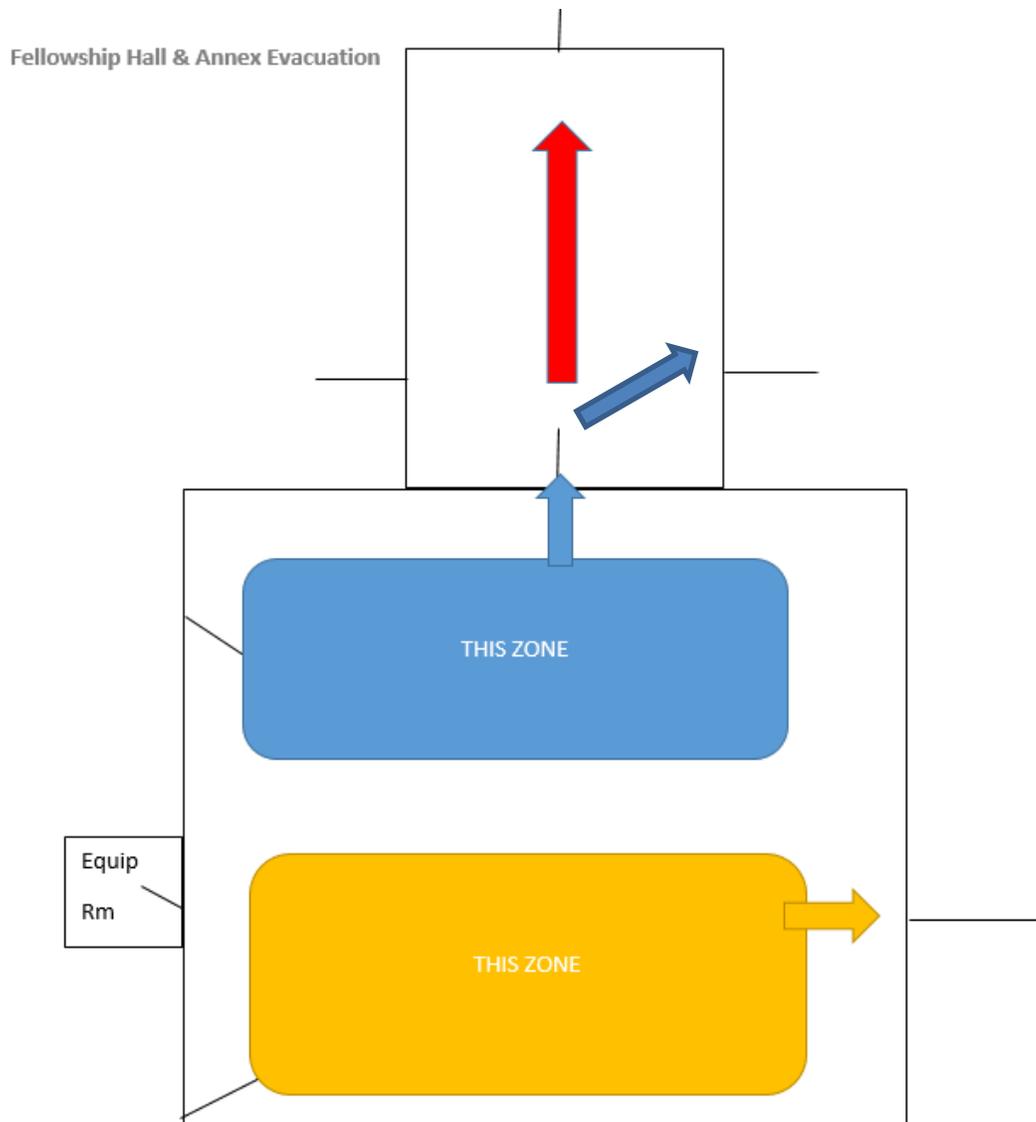
1. The Crisis Management Team consists of church leaders, church members, emergency support personnel and other local entities. These individuals are empowered by the church to mobilize, decide and act, utilizing any resource(s) or other physical and financial means to ensure the safety and security of the church and/or its property. They are expected to provide a quick response in any crisis situation.
 - a. Our members and their positions:
 - i. Pastor SL Raines
 - ii. Deacon Virgil Street
 - iii. Trustee Monica Bass, Secretary
 - iv. Deacon Avis Smith, SW Harnett County Health Department
 - v. Trustee Veltrina Ray, Financial Secretary
 - vi. Diamond Jacobs, Lay member
2. Definitions:
 - a. Crisis-we define a crisis as any fast approaching or unexpected surprise of a personal or legal nature or that occurs as a result of natural disaster or violent/harmful act.
 - b. Quick response- becoming physically available within 90 minutes or utilizing acceptable, secure and confidential technological resources to communicate with and participant in the crisis management situation.
3. Duties
 - a. The Pastor, or his/her designee, will convene as many members of the team as possible immediately upon becoming aware of a crisis.
 - b. The Crisis Management Team, in consensus with the pastor, should develop a strategy for the dissemination of information, determining how much and what kind of information can be released, as well as when and to whom. At this time, an official statement regarding the situation will be developed.
 - c. The Pastor, or his/her designee, will assign a spokesperson or persons to the media should the pastor not be available for this role. The spokesperson or persons must be thoroughly, and regularly briefed before making any appearances or statements.
 - d. The Pastor, or his/her designee, should establish a schedule for regular briefing sessions of team members for the purpose of updates and discussion during the crisis.
 - e. The team will agree to provide 24-hour availability and access to one another at least during the first day of the crisis, and longer as necessary.
 - f. **The pastor will**
 - i. Convene the team
 - ii. Review reports/facts and lead the team in developing answers to anticipated questions
 - iii. Ensure consensus among the team and that decisions are executed
 - iv. Serve as the spokesperson or delegate a designee

- g. **The Secretary will**
 - i. Assist in activating the team
 - ii. Help gather pertinent information
 - iii. Make note of and monitor the flow of information
 - iv. Contact the appropriate emergency personnel
 - h. **ALL OTHER MEMBERS will**
 - i. Provide support to the Pastor and any other emergency personnel who may be needed
 - ii. In the case of an evacuation- help guide or direct congregants to the appropriate rendezvous points and return to the established command post
 - iii. Direct all questions and conversations back to the pastor or his/her designee
 - iv. Provide an objective and unbiased probe into the situation and bring this information back to team
 - v. Be prepared to debrief after the crisis
4. Plan Outline
- a. Evacuations
 - b. Health Emergencies
 - c. Abuses & Assaults
 - d. Violent Situations
 - e. Records & Storage Procedures
 - f. Building & Grounds Safety
 - g. Notification Procedures

Evacuations:

Specific attention should be given to any disabled, elderly and young people to ensure that they are evacuated in a safe and orderly fashion. Be aware of who these members are and that you know how to best assist them. In the event of a fire of any kind, the entire church must be evacuated immediately.





Health Emergency Protocol:

1. Attempt to get the person to an isolated location apart from the crowd if it be possible.
2. No more than 3 people should be seeking to assist except they all be trained, medical professionals.
3. If you are able and qualified, render first aid to the patient or find someone who can provide patient care.
4. If no one can provide care or the situation reaches an extreme medical condition, someone should loudly indicate: *I'm calling 911!* To keep several calls from being made. The caller should:
 - a. State the emergency
 - b. Give the complete address of the church

- c. Give as much pertinent information about the patient as possible—age, sex, symptoms, medical conditions, medications and any assistance attempted or provided.
- d. Stay on the line until released by EMS officials.
- e. Never leave the patient alone.

Abuses & Assaults:

Physical abuse and sexual assault are not new crises, the best plan is a preventative plan.

1. Because of the power that we possess as church leaders, we will seek to ensure that certain boundaries are always in place in order to protect ourselves and others.
2. For the safety of all children and youth, all activities must be supervised by a minimum of (2) approved adults at all times.
3. Leaders and volunteers must be approved by the Pastor, it will be the responsibility of the church to know the background, virtue and level of talent/skill of all associated persons.
4. Program goals, objectives and purposes will be outlined for parents in advance. Curriculums, resources and materials should be approved by the Christian Education Director and/or the pastor. It is the responsibility of the parent to determine the appropriateness for their individual children.
5. All programs will occur in designated spaces. This should be coordinated with the Pastor's office, i.e. the Church Secretary/Administrative Assistant.
6. Children will be taken to the bathroom in groups, led by an adult who will stand at the door while the children are in the bathroom and escort them back to the program area. Children will use a "buddy system" at times deemed an emergency. They should be given a strict time limit to go and return and immediate contact should be made if this time is exceeded.
7. Children are only to be released to their parent/guardian unless written or confirmed notification has been given that another will pick them up.
8. Parents/guardians should escort children to the program area if they arrive after a whole group dismissal or session.
9. The basis of contact for ANY member by ministry leaders—includes clergy, counselors, group leaders, teachers, musicians, choir directors, deacons, mothers and any other paid or volunteer staff, on the church campus or in relation to the church or its affiliated ministries should be restricted to that purpose.
10. Any sexualized behavior, defined as speech, gestures, humor and physical contact, should be reported to the pastors, deacons or mothers immediately. The pastor should ultimately be made aware and confidential proceedings are to occur immediately.
11. Be aware that abuse can be described as exercising negative influence over minors or incompetent adults, the exploitation of individuals by counselors/ clergy and harassment—creating an offensive environment or inappropriate demands for favors exchanged.

12. Church leaders, staff and volunteers will not be responsible for the corporal punishment of children. Children will be verbally admonished, separated if need be or returned to their parents. All admonishment will occur in love, compassion and respect.
13. It is unethical, wrong, inappropriate, or unacceptable behavior for any person engaged in the ministry of LFMBC (whether lay or ordained, employed or volunteer) to engage in any type of sexualized behavior with any person with whom a ministerial relationship exists.
14. Every reasonable effort will be made to bring any misconduct to an end.
15. Every report of misconduct will be taken seriously.
16. All persons involved in an allegation will receive compassion, sensitivity, and concern.
17. In so far as possible, the identities of all persons involved in a report will be maintained in confidence (that is, a strict need-to-know basis.) Information relayed by the report will be shared as required by the policies and procedures, in order to investigate and decide on an appropriate response to reported misconduct.
18. The right of all persons to obtain justice in a fair hearing will be respected.

Violent Situations:

Violent situations include any act of extreme aggression, shooting or physical assaults.

1. Immediately dial 911.
2. Make every attempt to get to a safe and secure location. Assist any children or elderly as you are able.
3. Lock as many doors behind you as you go.
4. Do not attempt to evacuate until you are absolutely sure that Law Enforcement is in control and has completely contained the situation.
5. Do not attempt to individually confront the individual.
6. Should a threat (bomb/injurious) be communicated via telephone—remain calm, ask questions about the imminent danger like: where specifically will this occur, what is the motive, when will this occur? Make note of key descriptors including male or female voice, juvenile or adult, dialect, speech, and emotion and background noises. This information should not be shared with anyone else except law enforcement.

Mental Health Crisis Protocol:

Studies show that 1 out of every 4 adults in America will be affected by mental illness at some point in their lifetime. The first place many go for help is to their pastor because the heart of Jesus and the Church has always been for people who suffer.

1. Church leaders should participate in training workshops to be able to recognize the symptoms and make appropriate referrals to counselors and psychiatrists.

2. Train mentors, have a referral list of mental health services in the community, offer support groups or invite outside groups.
3. Adopt this covenant:

We believe that as spiritual leaders our churches should be places of healing, provide supportive environments, and shatter the silence and barriers that surround the stigma of mental illness.

We believe that churches can provide leadership in collaboration with our County, City, and local communities to play a significant role in the healing process by bringing solace, a sense of wholeness, and hope to persons and families touched by mental illness.

We believe that education and awareness are vital components to develop and sustain strong mental health ministries and outreach efforts to minimize the stigma attached to those seeking or refusing to seek treatment.

We are committed to a unified effort of working with other churches and agencies to model understanding, compassion and hope for those re-entering society from incarceration, the homeless, and the un/underemployed.

We are committed to biblically and theologically using our faith to foster family, friendship, and fellowship to all persons regardless of their physical, mental, or spiritual condition.

4. In conflict/crisis:
 - a. use soft, low tones
 - b. regulate your breathing and try to get the person to regulate theirs
 - c. give the person your undivided attention
 - d. validate their feelings
 - e. be accepting and nonjudgmental
 - f. if during worship: try to get them to walk with you to another safe location but never go alone
 - g. call for help only if needed

Mental Health Contacts

Sandhills Center for MH/DD/SA Services Access Center is available 24 hours a day, 7 days a week. Customer Service Specialists will assist you to find a crisis provider that is well-matched with your needs. Your local number is: **800-256-2452**

If you already have a service provider, call them first. Providers who know you are usually best prepared to assist you in a crisis.

Have Support Come to You...

Crisis situations are often best resolved at home. Mobile Crisis Teams are available 24 hours a day in all counties. Professional counselors will speak with you and your family during a visit. They have an average response time of 2 hours. This service is provided by:

[Therapeutic Alternatives](#)
877-626-1772

Go To A Crisis Center...

Many counties have a specialized crisis center where you can walk in for a crisis assessment and referrals to additional services. Appointments are not needed. The crisis center in your county is provided by:

[Daymark Recovery Services](#)
5841 US HWY 421 South, Buies Creek, NC 27506
910-893-5727
Monday -- Friday – 8:00 a.m. - 5:00 p.m.

Records & Storage Procedures:

In the event of disaster, damage or destructive incident, we will do the best that we can to protect and preserve church records and vital documents.

1. Records in this case refers to anything pertaining to official history, church business (minutes, contracts, financial statements, legal information, tax information, deeds and insurances) and membership.
2. The official keepers of these records include all Church Secretaries and the Treasurer. These people will be immediately responsible for the safe-keeping, protection and necessary removal of these records in order to preserve them from damage.
3. As many records as possible should be kept electronically and stored on an official church device and an electronic cloud or filing system that is maintained by the church and accessible to the proper individuals. Any information that is kept on an external hard drive of any kind, that is stored outside of the church should be able to be furnished immediately for the inspection and use of the church leadership and its whereabouts should be understood at all times.
4. These items should be permanently stored in a durable fire-proof and weather-proof location.

Building & Grounds Safety:

1. Adequate inspections of the building and all grounds should be conducted periodically. It is mandatory that there are annual inspections at a minimum.
2. This includes the roof, doors, entrance ways, windows, rooms, equipment, lighting, appliances, parking lots, driveways and handicap accessibility.

3. Building and grounds inspection protocols are also listed in our Trustee's Checklist. Many of these are simply reiterations.
4. The seasons of the year should be taken into account and the same areas checked with concern in regard to the season.
5. Church vehicles should be used for church purposes only and inspected regularly. The doors should remain locked when not in use.
6. Congregants are encouraged to keep the doors of their vehicles locked when unoccupied on our campus.
7. All fire extinguishers should be checked according to their schedule. There should be one fire extinguisher in each of our main buildings to include the sanctuary, the fellowship hall and in our educational annex. This will provide for immediate access in the case of a fire. These should be mounted.
8. Smoke detectors should be tested at regular intervals.
9. A fire drill or evacuation should be practiced annually.
10. Rooms or areas containing hot water heaters or other major equipment should remain free of clutter and easily accessible.
11. All electrical outlets should be covered when not in use.
12. We are only to use surge protectors that have manual and automatic shut off capabilities in the event of a power surge for continual use. Grounded drop cords are acceptable for temporary use.
13. Brooms, mops and other equipment needed to quickly clean up spills should be readily accessible and in perfect working condition, these items should be replaced as needed.
14. Wet floor signs are to be used for all spills.
15. The kitchen should be equipped with everything necessary for the safe preparation, serving and cleanup of meals.
16. No rolling or moving rugs are to be used in high traffic areas.
17. All tiles and laminate should be inspected annually for repair.
18. No cords of any kind are to appear in high traffic areas.
19. Door mats are to be cleaned frequently and replaced as needed.
20. Emergency exits are to remain visible and illuminated at all times.
21. ALL doors are to remain locked at all times with the exception of the main entrance.
22. An usher or attendant should be stationed in the vestibule or in visibility of the vestibule at all times.
23. All doors should be checked and locked at the end of all services and meetings.
24. No one should ever be in the building alone without having alerted a member of the Church Staff.
25. The Church Security team will consist of Deacons, Trustees and Ushers. Should a need arise, these people will be responsible for handling any viable threats.
26. The pastor will give instructions from the pulpit about disruptions during the worship service.
27. The 'open carrying' of firearms will not be permitted on our campus. Any member who conceals a weapon and uses that weapon on our campus in any manner—lawful or otherwise—will assume personal liability and be responsible to NC laws and statutes.

Notification Procedures:

Emergency Numbers

Emergency Services	9-1-1
Lillington Police Department	(910) 893-3015
Harnett County Sheriff's Department	(910) 893-9111
Lillington Volunteer Fire Department	(910) 893-9342
Poison Control	(800) 222-1222
Central Harnett Hospital	(910) 892-1000
Local FBI Field Office	(704) 672-6100
Church Physical Address: 1146 Hwy 210 South, Lillington NC 27546	
Church Mailing Address: P.O. Box 2515, Lillington NC 27546	
Church Phone: (910)893-2396	

In the event of an emergency or in the interest of disseminating vital information, the following phone notification(s) should occur:

1. The Pastor will notify the Deacons
2. The Deacons will notify all of the members on their lists

OUTLINES FOR SPECIAL PROGRAMS/SERVICES

Baby Dedication

Arranged by Pastor SL Raines

Call for Dedication: Psalm 127:3 remarks that “children are a heritage from the Lord, offspring a reward from him.” We are glad that God has blessed the church as well as these families with such precious gifts. In Judaic times, if the firstborn child was a boy he had to be presented in the Temple along with a purification offering. When Jesus was presented in Temple, eight days after his birth, both Simeon & Anna were there. They had been waiting for God to reveal the Messiah and complete the promise that He had made. Simeon was described as being full of the Holy Spirit, Jesus wasn’t the only one blessed that day but his parents were as well. So today we not only invite these babies to the altar, but their families as well, siblings, grandparents and God-parents. We not only bring forth the first-born son, but all children to be dedicated to the Lord.

--Once the families have assembled--

This is not a christening as in the case of the Catholic Church, we won’t be issuing these children their Christian names and they won’t be admitted into the church. This is not a baptism. We believe in believer’s baptism, once a person makes a profession of faith they will enter the church and be baptized. The dedication is an act of blessing and prayer as we thank God for his blessing and ask that He keep His holy hand upon our children until they should make their own professions of faith.

Congregational Reading: #598--Christ’s Concern for Children

Minister

Words of Encouragement for Families

Proverbs 22:6, Ephesians 6:4

Minister or Deacon

Anointing: Jeremiah 29:11

“For I know the plans that I have for you, says the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.”

Prayer of Dedication

The Deacons & Ministers should surround the families as the Pastor prays.

Baptism Service Outline

Opening Song.....#89, Jesus Paid it All
Prayer.....Deacon or Minister
Responsive Reading.....Deacon or Minister [#580]
Welcome & Occasion.....Mother
Selection.....Take Me to the Water

Act of Baptism

Congregational Songs.....The Ministers & Deacons
Paradigm Passage & Devotional Message.....Pastor [Acts 8:26-40]
Presentations to the Candidate(s).....The Deacons & Mothers
Final Remarks & Benediction.....

Basic Wedding Program

- Ushers seat the guests (Prelude music playing)
- The Special Music begins.
- Mothers/Parents/VIPs enter and light candelabras.
- Parents of the Bride and Groom are seated with the Bride's Mother being seated last.
- The Officiant and Groom enter and proceed to the front.
- The Bridal party enters and proceeds to the front.
- The Ring Bearer and/or Flower Girl enter, proceed to front, sit down.
- Music concludes for the Bridal Party.
- Ushers unroll the aisle runner.
- The audience is asked to rise and welcome the Bride.
- Music begins for the Bride's entrance (Processional music)
- The Bride and her escort enter and are met by the Groom.
- Bride's music concludes.
- Opening commentary.
- Bride and Groom light "family candles" to represent their families.
- Bride and Groom present flowers to parents.
- "Declarations Of Intent" by Bride and Groom.
- First Reading (religious or romantic literature).

- Musical interlude (solo, etc.).
- Second Reading.
- Special Music (musical interlude, or musical and vocal performance)
- Exchange of Wedding Vows (Traditional or customized)
- Blessing of the Rings.
- Exchange of Wedding Rings (Traditional or customized)
- Audience recites Lord's Prayer (Roman Catholic or Protestant version).
- Officiant's Prayer of Blessing for the Bride and Groom.
- Bride and Groom light Unity Candle (music in background).
- Final commentary.
- Bride and Groom kiss.
- Introduction of the new couple by the Officiant's.
- Recessional music begins.
- Bride and Groom exit.
- Bridal party exits and forms reception line.
- Officiant's instructions to the audience.

Traditional Wedding Ceremony

- God knew that man should not be alone so he gave him a help-meet. One that was knit-together and fashioned just for him. It was a union of mind, body and soul, empowered by unselfish love. A togetherness of this magnitude can be the most powerful in the entire world, this merger of dedication, trust, home and heart is the foundation of the family, which is the foundation of the world. We welcome you today to experience this move of God and may it be marvelous in your eyes. Please be seated.
- Dearly beloved: we are gathered together here in the sight of God and in the face of this company, to join together this man and this woman together in holy matrimony; which is to be honorable among all men; and therefore is not by any to be entered into unadvisedly or lightly; but reverently and in the fear of God. Into this holy estate, these two people have come to be joined. If any man can show just cause why they may not be lawfully joined together, let him speak now or else hereafter forever hold his peace. (The the couple) I require and charge you both to hold your marriage in high esteem, since it is your desire to be wed, don't neglect to come together in every aspect; if any people are joined together otherwise than as God's Word allows, their marriage is not lawful.
- G: Will you have this woman to be your wedded wife, to live together after God's ordinance, in the holy estate of matrimony? Will you love her, comfort her, honor and keep her, in sickness and in health and forsaking all others for her alone, as long as you both shall live?
- B: Will you have this man to be your wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Will you submit to him and serve him, love,

honor and keep him in sickness and in health and forsaking all others for him alone, as long as you both shall live?

- **Who gives this woman to be married to this man?**
- *The bride and groom shall join hands...repeat after me:*
- *I (G) take you (B) to be my wedded wife, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, till death do us part according to God's holy ordinance; I give you my word and my loyalty.*
- Repeat for bride.
- Name of person; with this ring I thee wed, and with all of my worldly goods I thee endow: in the name of the Father, and of the Son and of the Holy Ghost. Amen.
- **The Lord's Prayer**—Lighting of the Unity Candle.
- **Holy Communion:** *We now come to observe the ordinance of the Lord's Supper, given to us to celebrate in memory of his broken body and shed blood. It is said that on the night before he was betrayed, at the conclusion of the feast of the Passover which he and his disciples were celebrating, he took bread and having blessed it, brake it and gave to his disciples and said "this is my body, which is given for you." On the same night our Lord took the cup and having blessed it, gave to his disciples and said "this is my blood which was shed for you."*
- Bless the bread and wine
- *For as often as ye eat of this bread and drink the cup, ye proclaim the Lord's death till he come.*
- Lay hands on the couple and pray while kneeling. "What therefore God hath joined together, let not man put asunder."
- Ask the children of the bride & groom to stand (Family Tribute)
- Forasmuch as (G) & (B) have consented together in holy wedlock, and have witnessed the same before God and this company, and hereto have given and pledged their loyalty and faith to each other and have declared the same by giving and receiving rings and by joining their right hands; I pronounce that they are man and wife in the name of the Father and of the Son and of the Holy Ghost. Amen.
- **God the Father, God the Son, God the Holy Ghost, bless, preserve and keep you: The Lord mercifully with his favor look upon you, and fill you with all spiritual benediction and grace, that you may so live together in this life, that in the world to come you may have everlasting life, Amen.**

Deacon Ordination

Program:

Hymn or Song of Dedication

Prayer

Welcome and Introductions Introduction of the Candidate(s):

Testimony by each candidate

Recommendation of the Ordaining Council

Vote by the Church on the recommendation to ordain

Special Music

Charge to the Candidate and Challenge to the Church

Laying on of Hands Prayer of Dedication

Presentation of signed Ordination Certificate

Hand of Fellowship

Reception Honoring Deacon(s) and family

Pastoral Charge:

“A CHARGE to keep I have,
A God to glorify,
A never-dying soul to save,
And fit it for the sky.
To serve the present age,
My calling to fulfill;
O may it all my pow’rs engage
To do my Master’s will!

Arm me with watchful care
As in Thy sight to live
And now Thy servant, Lord prepare
A strict account to give!
Help me to watch and pray,
And still on Thee rely
O let me not Thy trust betray,
But press to realms on High.”

(1) First, you are charged to love JESUS.

In fact we expect you to show your love for Jesus by striving every day to be more and more like Him in your thoughts...in your words...in your actions. I encourage you to arrange your life around those tried but true spiritual disciplines that enable us to become more and more like Jesus. Devote yourselves to daily prayer and Bible study—to private and public worship. As Paul says in 1 Timothy 6:11, “...pursue righteousness, godliness, faith, love, endurance, and gentleness.”

You will need to grow in Christlikeness—you will need to become spiritually strong—because you have been given a job that is impossible to do without the power of God. You see, in the years to come, not only will you be lifted up as an example of spiritual maturity that others can follow...and you certainly will...you will also be asked to help the hurting, minister to the sick, and counsel those who need direction in life. In short, challenging and often difficult ministry awaits you.

You’ll need to learn this simple prayer as well—you’ll need to train yourself to say, “God I need Your help and insight. Help me to minister to this person’s need.” In the New Testament, there is a lot of information about deacons. But, I want you to note that the EMPHASIS in all these verses is on what deacons are to BE rather than on what they are to DO. This is because BEING always comes before DOING. DEACONS are to BE men and women of Christian maturity; they are to BE right with God, their family, and their fellow men in every way before they can DO their jobs. So, I charge you to make it your goal to BE all you can BE for Jesus. Show your love for Him by striving to be more and more like Him. Make it your goal to grow spiritually.

(2) And then, you are also charged to love His CHURCH.

In other words, you are charged with doing all you can to keep our fellowship sweet. You may remember the book of Acts tells us that the incident in the early church that led to the formation of deacons in the first place was the ABSENCE of unity...caused by the grumbling and complaining of the Grecian widows who felt they were being overlooked and even shortchanged in the daily distribution of food. Well, the office of deacon was God’s answer to that problem. With the help of the first seven deacons, peace was restored and the church in Jerusalem resumed and even increased its growth.

Just like those first seven deacons, you are charged with preserving the unity we enjoy here in this church. I want you to understand that this may very well be the most important thing you do as a deacon...because harmony in a church is still one of the KEYS to health and growth. It is one of the “foundational pillars” on which the church is built.

But you know, unity and harmony is a fragile thing—it can easily be damaged or destroyed by an idle word of gossip or by quarreling and grumbling and complaining. This is one of the devil’s favorite tools and you are to be on your guard to help thwart these kinds of attacks. “We must have harmony and peace if we are to honor and obey Christ.” It is in times like these that a

deacon should remind the church that the Bible teaches that “the peace of Christ is to rule in our hearts since as members of one body we are called to peace.”

So...you are charged with loving Jesus...loving this church...

(3) And, finally, you are charged to love your FAMILIES.

Do your best to make sure no one falls through the cracks. I would remind you that the word “deacon” literally means “servant” so constantly look for ways to SERVE the families that are entrusted to your care. As Paul says in Galatians 5:13, “Through love SERVE one another.”

Remember, Jesus said that when we serve others—it is as if we are serving Him.

BENEDICTION:

Let the PEACE OF CHRIST rule in your hearts since as members of one body you were called to peace. Let the WORD OF CHRIST dwell in you richly and whatever you do...in word or indeed—Do it all in the NAME OF CHRIST giving thanks to God the Father through Him.

Initial Sermon Service Outline

Musical Prelude

Processional: Clergy, Candidate & Family

Call to Worship

Musical Selection

Scripture

Prayer

Musical Selection

Offering

Introduction of the Preacher

Musical Selection

Initial Sermon

Presentation of the Candidate to the Church for a Vote

Presentation of the License

Presentation of the Robe

Special Presentations

Remarks

Benediction

Reception

Ministers Ordination Service Outline

Program:

Order of Service

Musical Prelude

Processional: Clergy, Candidate & Family

Call to Worship

Musical Selection

Scripture

Prayer

Statement of Purpose

Musical Selection

Offering

Ordaining Council Recognition

Introduction of the Preacher

Musical Selection

Ordination Sermon

Charge to the Candidate

Charge to the Church

Ordination Prayer & Laying of Hands

Presentation of the Ordination Certificate & Congratulations

Special Presentations

Remarks

Musical Selection

Benediction

Charge:

MY FELLOW MINISTERS, the church has considered your call to the ministry and by prayer and the laying on of hands recognizes you as representatives of this Church.

Your duties will be many and varied. Principally your work is to preach--by voice and action--to preach a gospel of reconciliation, in all of your preaching to make Christ the center. The counsel given to young Timothy by the apostle Paul is pertinent and relevant to this occasion:

To preach the Word of God urgently at all times, whenever you get the chance, in season and out, when it is convenient and when it is not. Correct and rebuke your people when they need it, encourage them to do right, and all the time be feeding them patiently with God's Word. For there is going to come a time when people won't listen to the truth, but will go around looking for teachers who will tell them just what they want to hear. They won't listen to what the Bible says but will blithely follow their own misguided ideas. . . . Bring others to Christ. Leave nothing undone that you ought to do.

The same apostle, in writing to the church at Corinth as it appears in 1 Corinthians 2:1-5 in the *New English Bible*, said of himself and for our benefit, "I declared the attested truth of God without display of fine words or wisdom. . . . The word I spoke, the gospel I proclaimed, did not sway you with subtle arguments; it carried conviction by spiritual power, so that your faith might be built not upon human wisdom but upon the power of God."

Your entire energy, time, talents, are to be directed to your work. There is no turning back. No side lines are to divert your attention or dilute your influence. Your conduct must be an example and your integrity beyond question. Your words and personal appearance must be in keeping with your calling.

Your ordination is a public recognition of your divine appointment, for indeed you have been called to the ministry for "such a time as this." You are authorized hence forth to perform the sacred rites of baptism and marriage as well as all other functions that are reserved to an ordained minister. By your own submission to the laying on of hands and in recognition of your call, I now charge you with your sacred duties. Fulfill them to the fullest extent so that upon the completion of your task you will hear the cheering words: "Well done, thou good and faithful servant: . . . enter thou into the joy of thy lord."

CHURCH DEDICATION

Deacon: (Words of Thanksgiving & Blessing)

Example: We take this moment to thank and praise God for blessing us with a place to come and worship and we thank him for his provisions that we may continue to worship fully and freely. We certainly thank and praise him for also giving us such comforts and amenities as heat and air, comfortable pews and chairs and other beautiful décor. Join the deacons, trustees and our pastor as we offer praises to God for these blessings.

Another Deacon: read Psalm 122

Another Deacon: pray a prayer of Consecration for the Church.

Example: Almighty God, whom the heavens cannot contain, but whose will it is to have a house on earth where your honor dwells, and where people may continually call upon your Name. We have set this house apart from other common and worldly places and our sanctuary has been dedicated to your purpose and presence. We now ask you to bless these gifts that you have blessed us to receive, preserve them and help us be mindful to preserve them and to be good stewards over what you have blessed us to have. Consecrate afresh this Sanctuary and these people as we continue to seek your truth and wisdom, in Jesus' name we pray, Amen.

Trustee: (Words of Dedication)

Example: God does not dwell in houses made with hands but in our hearts. He has given us a place to worship though, a Tabernacle, where his Spirit can move freely as we join together to express praise and worship. Let us not just see the church as a place for the sacraments to be given but a place for the community, a shelter for travelers as they journey through life and a place God's love meets the needs of the people. We should be dedicated just as we are dedicating this new furniture. Let the trustees, deacons, preachers and members alike now dedicate ourselves to the upkeep and protection of this house.

Pastoral Message & Remarks

Closing Song

HOME DEDICATION

Anoint the Windows and Door Frames

Words of Blessing from the Scriptures for Favor & Strength

- "For you bless the righteous, O Lord; you cover him with favor as with a shield." Psalm 5:12
- "Let the favor of the Lord our God be upon us, and establish the work of our hands..." Psalm 90:17
- "For the Lord God is a sun and shield; the Lord bestows favor and honor; no good thing does He withhold from those who walk uprightly." Psalm 84:11
- "...but his favor lasts a lifetime! Weeping may last through the night, but joy comes with the morning." Psalm 30:5

For the Family

- But if serving the LORD seems undesirable to you, then choose for yourselves this day whom you will serve, whether the gods your ancestors served beyond the Euphrates, or the gods of the

Amorites, in whose land you are living. But as for me and my household, we will serve the LORD.” Joshua 24:15

Pray For the Home

• Proverbs 24:3-4 “By wisdom a house is built, and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches.”

Act of Dedication:

Let us all lift our voices together as I ask you to repeat after me:

- Lord bless this house
- Lord bless this family
- Lord bless these grounds
- Let your Word cover this dwelling place
- Your angels their charge to keep
- Watching over them and keeping them even when they sleep
- And every person that visits here your spirit bless
- Amen

Final benediction & Repast