**CHURCH STAFF**

**Section I. OVER SEER PASTOR AND PASTORS**

1. **Calling and Duties**

**Senior and overseer:**

Is the overseer of all Global Kingdom life Assembly in the world

**Pastor :**

The Pastor will be called by a majority vote of the church or by the senior Pastor . for an indefinite period of time. The Pastor is responsible for leading the church to function as a New Testament church. He will lead the congregation, the

organizations, and the church staff to perform their tasks. He will be the leader of Pastoral ministries in the church and he will work with the other church ministerial staff members and the Deacons to:

1) lead the church in the achievement of its mission.

2) proclaim the gospel to believers and unbelievers.

 3) minister to the church’s members and other persons in the community.

The Pastor is the leader of worship, proclamation, education, and Pastoral ministry.

The Pastor will be called by the church. Whenever a vacancy occurs, a Pastor Search Ministry Team will be

recommended by the active Deacons. This Pastor Search Ministry Team shall consist of no more than five (5) members elected by the church. The five (5) recommended by the Deacons may be voted on as a whole. It this is not acceptable, then a ballot listing each person will be distributed for a majority vote. If only some of these are elected by majority vote, then further recommendations will come from the Deacons to fill these vacancies. This Team, upon election, will be given the responsibility of seeking out a suitable Pastor.

This Team shall bring to the consideration of the church only one minister’s name at a time.

B. ***Church Obligations to Pastor***

1. The Pastor shall have the privilege of a day away from duties each week.

2. The Pastor shall be given an annual vacation with pay,

a. One week for one year,

b. Two weeks for two years,

c. Three weeks after five years.

**COVENANT FOR PASTOR-CHURCH RELATIONSHIP**

**The Pastor’s Expectations of His Church**

1. Trust in him as a person of integrity dedicated to the work of the ministry and as a competent professional person who can manage the use of his time wisely.

2. Support him as leader by faithful stewardship in attendance, giving and serving in the church along with

 recognition when his work is well done.

3. Consultation with him about church affairs before decisions are made so that the church can benefit from his training and experience and so that the work of the church can be coordinated.

4. Concern for him and his family by proper upkeep of the parsonage or by an annual review of the parsonage allowance arrangement.

5. Authority for him to approve or disapprove the coming of other ministers and religious groups to the church and to supervise all paid employees of the church.

The Church’s Expectations of Its Pastor

1. Competency in ministry through well-prepared sermons, regular visitation where there is a need, Pastoral care in crisis situations, administrative and organizational leadership, and the improvement of Pastoral skills through continued study.

2. Availability by having it announced when and where he can be contacted during the week and by letting it

 be known how he can be contacted while he is away from the church field.

3. Leadership in worship services, evangelistic outreach efforts, the development of a Christian education

 program, and the administrative work of the church in cooperation with the church’s leaders.

4. Loyalty to Baptist beliefs as found in the Scriptures, attendance at denominational meetings, and support for the Cooperative Program.

5. Participation in civic and community affairs and cooperation with compatible inter-denominational

 endeavors in the area.

The Pastor’s Obligation To His Church

1. To fulfill the duties of the office of Pastor as a servant of the church rather than the church’s ruler who

 always knows what is best.

2. To seek to meet the spiritual needs of his people through biblical preaching and teaching and to refrain from proclaiming his own opinions as the Word of God.

3. To meet the reasonable expectations of the congregation for him as its minister while at the same time living his own life as he believes God would have him to do

4. To manage his money with integrity so as not to bring reproach upon the church.

5. To accept the church as an imperfect organization composed of imperfect people who must be loved and

 forgiven, to work with the elected leaders of the church, and to try to be the Pastor of all the people in the

 church.

6. To acknowledge that constructive criticism from the congregation can be helpful and to be open enough to

 accept it and profit by it.

7. To recognize the need for help from outside the church when his role as Pastor is endangered and to avoid

 actions that would harm the church.

The Church’s Obligation To Its Pastor

1. To respect the office of Pastor and to support his ministry for as long as he holds that office to which the

 church has called him.

2. To guarantee the freedom of the pulpit so that the Pastor can preach his convictions in his own manner and

 style as the Spirit of God leads him.

3. To allow the Pastor to be himself instead of trying to fit him into some ministerial mold.

4. To provide for the Pastor’s support to the best of the church’s ability and to review annually the Pastor’s

 compensation as an evidence of the church’s care and concern for his welfare.

5. To recognize that because the Pastor is human he makes mistakes and needs forgiveness like everyone else

 and that because of the limitation of time he cannot fulfill everybody’s expectations.

6. To confer with the Pastor about any accusation made against him instead of discussing it in secret and to

 refrain from passing judgment upon him until he has had the opportunity to defend himself.

7. To counsel with the Pastor when there is a disruptive conflict involving him.

8. To give him adequate time to relocate if he has been requested to leave.

9. To expect no more of his family than any other family in the church.

Matters of Mutual Agreement

1. The church shall have a Pastor-Deacon responsibility keeping this covenant up-to-date, abiding by the

 guidelines adapted for the relationship, reviewing compensation and time arrangements, arranging for

 mutual evaluation sessions, handling criticisms of the Pastor and hearing his complaints, helping with staff

 difficulties and dealing with any problems that may arise.

2. When the Pastor moves to the community in which the church is located, the church shall pay his moving

 expenses. If the Pastor is dismissed or resigns under pressure or if he retires, the church shall pay his

 moving expenses subject to the recommendation of the Finance Ministry Team.

3. If there is a disruptive conflict in the church, the Pastor and the Deacons shall mutually agree to seek

 competent help from outside the church membership to meet with them and advise them about solving their

 problems.

4. If the Pastor is dismissed or resigns under pressure, he shall be paid based on the recommendation from the

 Finance Ministry Team and shall not be expected to fill the pulpit or perform ministries during that time.

5. The newly elected Pastor should present himself for church membership at his earliest convenience.

**SECTION II. ASSOCIATE PASTOR**

A. Calling and Duties

The Associate Pastor will be called by a majority vote of the church for an indefinite period of time. The

principle function of the Associate Pastor is to be responsible to the Pastor for providing leadership in administration,

proclamation and Pastoral care as the church may require.

Responsibilities:

1. Assist the Pastor in all areas of the Pastor’s work, as requested.

2. Proclaim the gospel and assist the Pastor in leading the church in proclaiming the gospel to the church and

community.

3. Assist the Pastor in leading the staff and the church in a caring ministry for persons in the church and in the community.

4. Lead congregational services as directed. Help the Pastor plan, coordinate, and evaluate congregational services.

5. Preach at worship services as directed by the Pastor.

6. Conduct funeral services and wedding ceremonies as requested, subject to the Pastor’s direction.

7. Counsel with and assist in training Deacons for their responsibilities.

8. Plan and participate in a continuous visitation ministry to senior adult members, particularly those in hospitals, nursing homes, and homebound shut-ins.

9. Be involved in any evangelism process.

10. Perform other duties as assigned by the Pastor.

**COVENANT FOR ASSOCIATE PASTOR-CHURCH RELATIONSHIP**

**The Associate Pastor’s Expectations of His Church**

1. Trust in him as a person of integrity dedicated to the work of the ministry and as a competent professional

 person who can manage the use of his time wisely.

 2. Support him as leader by faithful stewardship in attendance, giving, and serving in the church along with

 recognition when his work is well done.

3. Concern for him and his family.

The Church’s Expectations Of Its Associate Pastor

1. Competency in ministry through well-prepared sermons, regular visitation where there is a need, Pastoral

 care in crisis situations, administrative and organizational leadership, and the improvement of Pastoral skills

 through continued study.

2. Availability - Endeavor to let the church know where he can be contacted during the week and by letting it be known how he can be contacted while he is away from the church field, especially during Pastor’s

 absence.

3. Leadership in worship services, evangelistic outreach efforts, the development of a Christian education

 program, and the administrative work of the church in cooperation with the Pastor and church’s leaders.

4. Loyalty to Baptist beliefs as found in the Scriptures, attendance at denomination meetings, and support for the Cooperative Program.

5. Participation in civic and community affairs and cooperation with compatible inter-denominational endeavors in the area.

**The Associate Pastor’s Obligation To His Church**

1. To fulfill the duties of the office of Associate Pastor as a servant of the church rather than the church’s ruler who always knows what is best.

2. To seek to meet the spiritual needs of his people through biblical preaching and teaching and to refrain from proclaiming his own opinions as the Word of God.

3. To meet the reasonable expectations of the congregation for him as its Associate Pastor while at the same

 time living his own life as he believes God would have him to do.

4. To manage his money with integrity so as not to bring reproach upon the church.

5. To accept the church as an imperfect organization composed of imperfect people who must be loved and

 forgiven, to work with the elected leaders of the church, and to try to be the Associate Pastor of all the

 people of the church.

6. To acknowledge that constructive criticism from the congregation can be helpful and to be open enough to accept it and profit by it.

7. To recognize the need for help from outside the church when his role as Associate Pastor is endangered and to avoid actions that would harm the church.

**The Church’s Obligation To Its Associate Pastor**

1. To respect the office of Associate Pastor and to support his ministry for as long as he holds that office to

 which the church has called him.

2. To guarantee the freedom of the pulpit so that the Associate Pastor can preach his convictions in his own

 manner and style as the Spirit of God leads him.

3. To allow the Associate Pastor to be himself instead of trying to fit him into some ministerial mold.

4. To provide for the Associate Pastor’s support to the best of the church’s ability and to review annually the

 Associate Pastor’s compensation as an evidence of the church’s care and concern for his welfare.

4. To recognize that because the Associate Pastor is human he makes mistakes and needs forgiveness like

 everyone else and that because of the limitation of time he cannot fulfill everybody’s expectations.

6. To confer with the Associate Pastor about any accusation made against him instead of discussing it in

 secret and to refrain from passing judgment upon him until he has had the opportunity to defend himself.

7. To counsel with the Associate Pastor when there is a disruptive conflict involving him.

8. To give him adequate time to relocate if he has been requested to leave.

9. To expect no more of his family than any other family in the church.

**Matters of Mutual Agreement**

1. The church shall have an Associate Pastor-Deacon responsibility keeping this covenant up-to-date, abiding by the guidelines adapted for the relationship, reviewing compensation and time arrangements, arranging for mutual evaluation sessions, handling criticisms of the Associate Pastor and hearing his complaints, helping with staff difficulties and dealing with any problem that may arise.

2. If possible, attend all church related meetings including Deacon’s meetings.

3. The Associate Pastor should present himself for church membership at his earliest convenience.

**SECTION IV. DEACONS**

1. *Tasks*

In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of the church. The task of the Deacon is to assist the Pastor in performing Pastoral responsibilities.

1. *Qualifications*

The Deacons should be active members trying to live up to the qualifications expressed in I Timothy 3:8-13 and to include these attributes:

1) Be ordained.

2) Be a tither.

3) Regular participation in Sunday School, Discipleship Training, Brotherhood, Visitation.

4) To participate in all other church activities for the promotion of Christ’s Kingdom.

5) Be prepared to perform any emergency duty that should arise and to carry on the orderly function of all

 activities.

6) To assist, when asked, all officers, teachers, ministry Teams or any member to achieve their duties and to

 strive to come to a working solution for problems that will arise.

1. Duties

 1) Meetings:

 a) To attend all regular Deacons’ meetings, unless providentially hindered, that are held at least once a month for the

 purpose of implementing the vision and purpose of the church.

 b) Deacons, striving to maintain orderly function and increase spiritually and growth, will make recommendations to

 be voted on in regular business meetings.

 c) The Deacons are to elect their own officers and conduct their meetings adhering to Roberts Rule of Order, revise Edition. Two-thirds of the active Deacons must be present to constitute a quorum.

 d) Any church member that has something they want to present to church’s Deacons member should request an audience with the Chairman of Deacons and he will grant member an audience with the Deacons’ Meeting for a specific request, problem, or any business they may wish to present. Member must leave after they have made their presentation and member will receive an answer from the Deacons as soon as possible.

 e) All Deacons’ meetings are moderated by elected Chairman of Deacons.

 f) Only the present Deacons can vote on a proposed recommendation.

 g) In any emergency such as Pastor’s absence due to death, sickness, family, or church emergency, the Deacons are responsible for securing a pulpit supply. The Deacons shall be responsible for making necessary preparations to assure that services are conducted properly or by usual procedure.

 h) Prepare and serve the Lord’s Supper.

**SECTION V. ORDINATION**

A. Ministers

Any male member may voice his calling of God to serve as a minister. The church can then evaluate

his calling and may license him as a minister. If, and when, he is called into a sister Global kingdom Life Assembly , our church will ordain him as a minister.

B. Ordination Service

 Minister Candidates and Deacon Candidates shall be ordained thusly:

 a) A date and time will be determined.

 b) All ordained men of the church or any invited ordained men may meet on a fixed date and time to

 examine the candidate on his faith and beliefs. This council will elect a Moderator and a Clerk. The

 elected moderator will conduct this meeting in an orderly manner. The clerk will list members present

 and record the findings of the council. If the findings of the council are favorable, the ordination will

proceed.

 c) On a fixed date and time and with an open house for all guests, the clerk will read the

 recommendation from the council and ask for a motion from the floor to proceed. If a favorable vote of

 the majority is obtained, the ordination will proceed.

 d) The candidate may have the right to choose two (2) ordained ministers of a Missionary Baptist faith to:

 1) Charge the church

 2) Charge the candidate

 e) Pastor will bring ordination message. An ordination prayer will be given by a member of council or as

 designated by the moderator. All ordained men in the assembly are invited to participate in the laying on

 of hands to the candidate. A new Bible is presented to the candidate and the service shall be closed with

 prayer.

**SECTION VI. EDUCATION ADMINISTRATOR**

The Education Administrator will be called by a majority vote of the church for in indefinite period of time. The

principle function of the Education Administrator is to be responsible to the Pastor for assisting the church educational ministry in Sunday School and Extended Session ministries by planning, conducting and evaluating comprehensive educational opportunities and providing leadership in administration, as the church may require.

Responsibilities

1. Lead the church in planning, conducting, and evaluating a comprehensive ministry of Christian education

in Sunday School and Extended Session ministries.

2. Lead the church to be aware of the educational and curriculum materials available and choose the most

suitable for the ministries at that time.

3. Guide in the selection, enlistment, training of workers.

4. Be actively involved in the Evangelism strategy (Sunday School) of the church.

5. Maintain an adequate system of records.

6. Promote workers’ meetings and push for involvement in the leadership training each year offered by the

church and also throughout the year.

7. Work with the teachers to keep all rooms used as clean as possible.

8. Be sure all preschool rooms have necessary items (diapers, wipes, disposable gloves, etc.) for each week.

9. Work with any ministry Teams that are planning more educational space.

10. Perform other duties as assigned by the Pastor.

·As the church continues to grow, the needs will increase for the administrator.

**SECTION VII. MUSIC DEPARTMENT**

The church shall endeavor to have and support a competent music department.

A director, pianist, organist and any other leaders, as the church deems necessary under the music department,

will be elected by church vote. Said director to work closely with the Pastor and musicians so there will be harmony in all worship services.

**Director’s Duties**

A. Conduct and train an adult choir for music in any church services.

B. Conduct regular practices with adult choir.

C. Supply selected music copies to choir members.

D. Encourage church members to join choir.

E. Endeavor to rehearse to present an Easter and Christmas.

F. Encourage youth and children’s choirs and endeavor to secure leaders for these choirs.

G. All church music, youth choir, and children’s choir specials, etc. shall be at the discretion of the director,

 along with all leadership, as to the content and the timing of the presentation.

H. All purchased equipment, music, books or any needed supplies must be evaluated and approved by the

 music director in keeping within the allocated money for the music department.

When a vacancy occurs with the music director, a volunteer or someone may be appointed by the church to act

as interim until a qualified director can be elected. When this vacancy occurs, the active Deacons shall nominate a

search ministry Team of three persons to search out a music director and present candidate to the established choir for a tryout and the choir’s approval. If the choir approves a new director then new candidate will be presented to the church for election.

**Duties of Pianist and Organist**

A. To work closely with the Director to maintain harmony worship services.

B. Assist Director in training adult choir for music in any church service.

C. Attend regular practices with adult choir.

D. Encourage church members to join choir.

E. Endeavor to rehearse to present and Easter and Christmas Cantata annually.

F. Provide prelude and postlude music.

G. Provide offertory music.

**SECTION VIII. CHURCH OFFICERS**

**A. Church Treasurer**

 1. Election

 Elected annually by vote of the church.

 2. Responsibilities

 a. Work with the Counting Ministry Team to:

 1. Receive all money that comes into the church.

 2. Count the money.

 3. Make out deposit slips.

 4. Deposit in the bank as soon as possible.

 b. Keep an accurate weekly record of all money contributed.

 c. Deposit all designated and undesignated contributions into one account.

 d. Make sure all tithing and special envelopes are given to the Financial Secretary weekly.

 e. Make a listing of all loose checks received, noting the name and amount, and give to the

 Financial Secretary weekly.

 f. Church requires two signatures on the checks. Any two of the following are acceptable;

 Church Treasurer, Associate Church Treasurer, financial Secretary or Associate Financial

 Secretary.

g. Report all money received for all purposes so that information may be printed in the

Sunday bulletin.

h. Maintain ledger of cash, checks and total deposit along with signatures of each week’s

Counting Ministry Team.

 i. In the event of the church Treasurer’s absence the Associate Church Treasurer will assume

 the duties of the Treasurer.

**B. Associate Church Treasurer**

1. Elected annually by vote of the church.

2. Trained by the Treasurer to assume the Treasurer’s duties in case the Treasurer is not available.

3. Assist Treasurer when assistance is needed.

C. Financial Secretary

The Financial Secretary is responsible to the church for performing secretarial duties.

Responsibilities

1. Act as receptionist to Pastor, make appointments and receive visitors.

2. Coordinate baptismal services making sure notices are sent to the candidates who are to be baptized.

3. Inform the Pastor, Associate Pastor and/or Deacons as to deaths, illness and other crisis of the

membership.

4. Prepare weekly bulletin for worship and monthly newsletter.

5. Perform other duties as assigned by the Pastor.

6. Post receipts and disbursements of all accounts according to financial systems.

7. Post offerings weekly to individual accounts; file envelopes.

8. Prepare monthly and annual financial statements.

9. Inform responsible persons of their budget expenditures.

10. Prepare and issue checks in accordance to church policy.

11. Maintain Sunday School, Discipleship Training, , and Men’s Ministry records and files; compile

and type reports as requested.

12. Maintain accurate weekly attendance of all members.

13. Contact any visitors that attend during the month.

14. Any other general clerical work needed

**SECTION IX. CHURCH ORGANIZATIONS**

**1. Sunday School**

This church shall have an organized Sunday School for the purpose of teaching God’s Word. The

school shall be divided into the appropriate graded classes, with a teacher and associate teacher and staff elected by church vote.

***Sunday School shall normally meet every Sunday morning The staff shall be as follows***:

A. Sunday School Director

 This person will be nominated by annual Nominating Ministry Team and elected as soon as possible by

 church vote. This person will then serve on the new annual Nominating Ministry Team for the coming

 year.

RE: Nominating Ministry Team Duties

1. The Director’s qualifications and job description shall be:

a. The Director should actively support the total ministry of Sharon Heights

 Baptist Church.

b. The Director should be a good steward.

c. Evaluate class division needs.

d. Promote new classes/teachers.

e. Endeavor to evaluate teachers to best meet needs of the Sunday School members.

f. Order Sunday School literature.

g. Make sure that supplies are available for all class needs.

h. Maintain Sunday School Attendance Graph.

i. Lead in Sunday School Directors’ Meetings.

j. Do what is necessary to promote Sunday School and goodwill in Sunday School.

**B. Sunday School Associate Director**

1. The Associate Director’s job description shall be:

 a. Take care of the Director’s responsibilities in the Director’s absence.

 b. Assist Sunday School director.

 c. Promote Sunday School and goodwill in Sunday School.

 d. Be available as needed to fill in as Department Director in that Director’s

 absence.

 e. Post Sunday School attendance figures on the attendance board.

 f. Signal the close of the Sunday School hour.

 g. Give Sunday School report to the church congregation.

2. Discipleship Training

 This church shall have an organized Discipleship Training for the purpose of training people to better serve in building Christ’s Kingdom work and promote regular reading of God’s Word.

The organization shall be divided into the appropriate graded classes with a class leader and associate

class leader elected by church vote. Discipleship Training will normally meet every Sunday afternoon

The staff and officers shall be as follows:

**A. Discipleship Training Director**

 This person will be nominated by annual Nominating Ministry Team and elected as soon as possible by

church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties

 **Discipleship Training Director will be elected annually.**

 1. The Director’s qualifications and job description shall be:

 a. The Director should actively support the total ministry of Sharon Heights Baptist Church.

 b. The Director should be a good steward.

 c. The Director shall have supervision and direction of the Discipleship Training Program. He should

 actively promote the use of and learning of Discipleship Training programs

**WOMEN ON MISSION**

Our church shall promote and support W.O.M. The director will be nominated by annual Nominating Ministry Team and elected as soon as possible by church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties.

A. Purpose

To promote and support the mission programs of the church.

**B. Responsibility**

Endeavor to make the truth of God known to the surrounding neighborhoods and extending to the

 frontiers of the world.

**C. Basic Tasks**

1. Teach missions.

2. Engage in mission actions and personal witnessing.

3. Support missions through:

 a. Praying.

 b. Giving.

 c. Providing personal ministries for missionaries and their families.

 d. Emphasizing the need for people to become involved in mission service.

 e. Being involved in volunteer mission service.

 f. Supporting the Cooperative Program, the Associational, state and foreign mission

 programs with prayer and gifts.

4. Interpret and undergird information regarding the work of our church and our denomination.

5. Organize and support organizations :

 a. Women on Missions

 b. Baptist Young Women

 c. Acteens

 d. Girls in Action

 e. Mission Friends

6. Endeavor to train all children, youth and adults in the ways and purpose of missions following the

 guidelines from the headquarters.

7. Order all WMU age level literature.

**FINANCE MINISTRY TEAM**

A. This Team shall consist of as many persons as needed elected annually by church vote. These are joined

by the elected Treasurer and Associate Treasurer.

1. Requirements

 1. All members of this Team must be tither.

C. Duties

 1. From the existing budget, this Team shall evaluate the church needs for the coming year and project a

 probable dollar amount to the financing of each church organization and paid employees. NOTE: This

 said budget exists only for the purpose of giving authorization to pay the expenses of the church and its

 organizations without having to have a church vote to pay each expense as it comes due. Any item of

 the said budget can be changed at any regular church business meeting by majority church vote.

 Furthermore, no money can be spent above projected amount without approval of a church vote.

 2. All monies the church wants to spend apart from said budget must be evaluated by the Finance Ministry

 Team to ascertain if the church’s finances can meet all budgeted obligations with this added expense;

 then presented for church vote.

**COUNTING MINISTRY TEAM**

A. This Team shall be made up from Deacons, Finance Ministry Team and Members-at-large. The membersat-large

shall be selected by the Nominating Ministry Team.

**B. Duties**

 1. Help count together all monies received with the Treasurer.

 2. Verify bank deposit slips by signature.

 3. Help make listing of all loose checks received.

**C. Requirements**

 1. All members of this Team must be a tither.

**USHERING MINISTRY TEAM**

The church shall have an organized ushering Team. The principal function is to be of service to congregational

members and guests before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

**Ushers Duties**

1. Greet the people before and after services.

2. Seat those entering at specified times before and during services.

3. Provide information about church services, programs and facilities.

4. Distribute church bulletins.

5. Receive offerings.

6. Be alert to needs of persons during services.

7. Help maintain order during services.

8. Be available for training for duties suggested by S.B.C. in emergencies as to sickness, fire and efficiency

 procedures.

9. Direct traffic in parking lot when necessary.

The church shall elect an usher and vice-usher chairman as to church procedures. The chairman will then assist

in the selection of other needed ushers.

**The Chairman’s Duties**

1. Assist nominating Team in nominating ushers.

2. Talk with Pastor before each service for any changes of service or instructions the Pastor needs to make.

3. Determine if enough ushers are present for specific duties for each service.

4. Assign ushers to duties.

5. Check heat and ventilation before service begins.

6. Identify all reserved sections when they are needed.

7. Make sure offering plates are in place.

8. Securing ushers for special services such as revivals or associational meetings, musicals, etc.

9. Making head count if required.

10. Plan fellowship meetings for ushers.

11. Making sure ushers are identified when needed; such as badges, buttons, arm bands, etc.

 12. Responsible for golf cart transporting before morning services.

**The Vice-Chairman’s Duties**

1. Assuming the chairman’s duties as listed in the absence of the usher chairman.

2. Assisting in all the duties listed under chairman.

**FOOD SOCIAL MINISTRY TEAM**

This Team shall consist of as many persons as needed elected annually by church vote. This Team should

elect its own chairman or any other officers they deem necessary.

**This Team is to be responsible for:**

A. Evaluating food needs for church-wide socials or enlisted organization socials.

B. The preparations and the serving of said food.

C. Container clean-up and area clean-up after each food social.

D. To enlist assistance and to purchase necessary food or supplies as they deem necessary; keeping

 within church budget guidelines.

E. Working with the church Properties Ministry Team to avoid conflicting usage of the kitchen at any

 church or outside usage.

BAPTISMAL MINISTRY TEAM

To assist Pastor in carrying out the ordinance of baptism:

1. Person in charge of cleaning, filling, heating and emptying of the baptistry.

2. Person or persons to assist in hallway preparation.

 **Adult Hallway**

A. Empty garbage cans (leave extra bag in bottom).

B. Erase dry erase boards.

C. Clean out window sills.

D. Take all coffee pots home and wash in dish washer.

E. Wipe off any coffee stands and tables.

F. Vacuum all rooms.

G. Throw away any food left in the room.

**3. Bathrooms**

A. Windex mirrors and water faucets.

B. Clean sinks with Pine Sol.

C. Clean toilets with Blue Bowl.

D. Change toilet tissue and put and extra on the back of the toilet.

E. Check little garbage bags in stalls, replace if needed.

F. Sweep and mop floors.

G. Change men’s urinal mat every two weeks.

**4. Sanctuary:**

A. Pick up all trash in the floor.

B. Straighten all hymnals (facing one way).

C. Check all visitor tags, offering, building fund envelopes (2 of each).

D. Clean Remembrance Table and podium with special cleaner.

**OFFERINGS**

“Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith,

saith the Lord of hosts, if I will not open you the windows of heaven, and pour out a blessing, that there shall not be

room enough to receive it.”“ (Malachi 3:10)

“Woe unto you, scribes and Pharisees, hypocrites! For ye pay tithe of mint and anise and cumin, and have

omitted the weightier matters of the law, judgment, mercy, and faith: these ought ye to have done, and not to leave the other undone.” (Matthew 23:23)

Believing that the Bible teaches tithing as a means of support for the ministry and mission of the church, our

church receives a regular offering. We further believe that the tithe is 10% and that stewardship, which is particularly taught in the New Testament, goes beyond the tithe. Furthermore, we receive offerings for the Lord’s work beyond our immediate borders. On a regular basis of

supporting this belief, our church gives 7 1/2% to the Cooperative Program and 5 1/2% to Associational Missions, thereby tithing of its income. Besides our regular offerings, our church participates in the following major offerings:

1. Christmas Offering for Foreign Missions,

2. Easter Offering for Home Missions,

3. Offering for State Missions,

All offerings are to be put into envelopes provided for the sake of verification of gifts to the church. Any

offerings outside of envelopes cannot be verified