

EMMANUEL

B A P T I S T C H U R C H

— Moving Faith Foward —

2409 Ainger Pl., SE
Washington, DC 20020
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Church Leaders Manual

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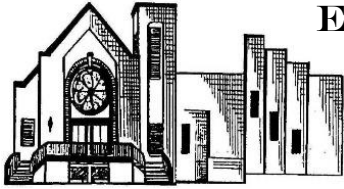
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Biblical Principles of Leadership

An Effective Christian Leader:

1. Has spiritual commitment & personal faith
2. Is a listener to God- through daily scripture reading and prayer
3. Is a humble person
4. Has integrity and leads by example
5. Has a servant spirit



EMMANUEL BAPTIST CHURCH

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Greetings with the joy of Jesus!

Welcome to the Emmanuel Baptist Church an exciting Ministry that is “Bible Believing, Christ Centered, & Spirit Led” and Moving Faith Forward in our efforts to advance the Kingdom of God.

Growing in the love of Jesus Christ is paramount in our church. We place great emphasis on Missions, Evangelism, Bible Study, Prayer, Praise, and Worship. Our belief is that Disciples at Emmanuel Baptist Church should go beyond a mere surface faith and make sure that their lives are in line with the will of God, seeking to have a Faith Forward approach in Ministry, possessing a Kingdom mentality. A membership mentality must be transitioned to a discipleship lifestyle.

Our goal is to be Disciples of Jesus Christ and not just Members of a local church. We serve a global God and that is why we must be visionary, proactive, and progressive in our approach to sharing the Gospel of Jesus Christ. This is a vibrant and expansive Ministry that continues to reach higher and higher in the name of the Lord.

Every time we enter Emmanuel’s Sanctuary we experience the power of God and that is evidenced when Cynics become Seekers, Seekers become Believers and Believers becomes Achievers. It is extremely clear that “God is doing great things at EBC!”

Emmanuel Baptist Church seeks to minister to the entire Body of Christ, as our church is extremely diverse and has relevant ministries for all age groups. At the core of everything we do is the Gospel of Jesus Christ. Thank you for your prayers, presence, and participation in that which God has called us to do, because we know that this is a special church that is filled with the love of the Lord.

Our prayer for you is that the God of all grace anoints you with fresh oil and His precious Spirit illuminates His Word as you seek Him. May He empower you to effectively communicate to others the vibrant hope that He has given you to persevere the struggles that you have overcome and continue to overcome.

STAY STRONG AND KEEP THE FAITH!!!

Reverend Christopher L. Nichols
Pastor, Emmanuel Baptist Church

EMMANUEL BAPTIST CHURCH... WHO ARE WE?

As Emmanuel Baptist Church of Southeast Washington, DC, we are a family (fellowship) of believers sharing a common commitment to Jesus Christ as Savior and Lord. Through the power of the Holy Spirit, we are growing toward Christian maturity with worship, proclamation, witness, nurture, education and ministry to the world. We do this so that God's purpose may be achieved in us (our local fellowship), in the community (including the wider faith community) and in the world. *The Spirit of the Lord is upon us because He has anointed us to preach good news to the poor. He sends us to heal the brokenhearted, to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor.*

Ministry calls us to positive action as we follow Jesus' example.

BIBLICAL BASIS

The Church is the repository of God's redeeming grace because Jesus sends the Church to continue that which the Father sent Him to do (Matthew 28:19, 20; John 20:21). To do this, the anointing of the Holy Spirit is a necessary power prerequisite (Acts 1:8). Power, which can be seen, is manifested in both faith and works (deeds) (Acts 4:13; Romans 1:17, 4:23-25; James 2:18-25). Thus, the Church must be about bringing people to a saving knowledge of Jesus Christ whereby they accept Him as Savior and Lord of their lives (evangelism) and growing them up through nurture ensuring continuing Lordship of lives (stewardship) until all attain the full measure of grace (Ephesians 4:11-13). The Church, thus made up of "salt and light" becomes God's transforming agent (Matthew 5:13-16; Romans 12:1, 2).

BIBLICAL PATTERN OF A HEALTHY CHURCH

"And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ..."
Ephesians 4:11-12 (NKJV)

A healthy church is a church where each person in the Body is learning to function as a healthy part of the Body. In order for a church to be healthy and function effectively, the best time to develop a healthy Body is right from the beginning. The health of a church is determined by the maturity of the leadership and an understanding by that leadership of how they build a healthy Body.

MINIMUM LEADERSHIP REQUIREMENTS

1. Regular Worship Attendance - Regular worship attendance means at least three Sundays per month unless there are good reasons for absences.

“And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of his return is drawing near.” Hebrews 10:25 NLT

2. Regular attendance at prayer service and bible study, Sunday school and other training - Regular attendance, same as above.

“Work hard so you can present yourself to God and receive his approval. Be a good worker, one who does not need to be ashamed and who correctly explains the word of truth.” II Timothy 2:15 NLT

3. Be a good Steward of time, talent and treasure. - Expect to be a tither or a percentage giver subscribing to the tithing principles and moving beyond the ten percent (10%).

“Bring all the tithes into the storehouse so there will be enough food in my Temple. If you do,” says the Lord of Heaven’s Armies, “I will open the windows of heaven for you. I will pour out a blessing so great you won’t have enough room to take it in! Try it! Put me to the test!” Malachi 3:10 NLT

4. Willingness to Lead by Example. - A good leader will not ask followers to do anything that he/she has not already done or is doing.

“Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God.” Ephesians 4:1 NLT

5. Support the programs of the church. - Ensure that the activities, objectives and goals of your group are in keeping with the mission of the church.

“Above all, you must live as citizens of heaven, conducting yourselves in a manner worthy of the Good News about Christ. Then, whether I come and see you again or only hear about you, I will know that you are standing together with one spirit and one purpose, fighting together for the faith, which is the Good News.” Philippians 1:27 NLT



QUALITIES OF A LEADER

1. Jesus received confirmation before He could lead, so must we. (1 Timothy 3:7)
2. Leaders Acknowledge the Giant who preceded them. (John 4:36-38; John 3:27)
3. Good leaders know their followers. (John 10:14-15)
4. Courage. (John 1: 43; 1 Samuel 2:30; Galatians 1:10)
5. Gentle (considers the feelings of others); submission to the will of God; teachable to learn and correctable. (John 13:8; John 8:11)
6. Help doubters grow into trusters. (John 20:27)
7. Keep petty problems from becoming major problems. (Acts 6:1-5)
8. Place human needs before human customs. Love – the true leader uses love as the measure for breaking human customs to meet human needs (John 5:1-15)
9. Generosity. (John 6:1-14)
10. Speak the truth in Love. (John 18:37; Matthew 5:34, 37)

ATTRIBUTES OF LEADERS

1. Real agents of charity.
2. Capable of serving the Lord in spiritual ways.
3. Firm grasp of sound doctrine.
4. Advance the unity of the church.
5. Advance the cause of evangelism.
6. Meet the needs of hurting people or those going through trials.
7. Ability to keep a sacred trust of things which should not be discussed with others.
8. Be a person whom others say, “He/she is a good Christian person.”
9. Possess a willingness to be a helper to the Pastor and others.
10. Live a consecrated life, bringing no reproach on the church or the cause of Christ.
11. Be in attendance and participation in regular and special worship services and other church programs.
12. Support the ministry of the church through regular giving. (Leviticus 27:30; Malachi 3:8-10; Matthew 23:23 and Luke 18:12)
13. Cooperate with all church leaders in a worthy spiritual manner to advance the vision of the house.
14. Refrains from destructive criticism of the church.
15. Be evangelistic and missionary in spirit, deeply concerned about saving souls at home and abroad.
16. Be a person to whom others turn in times of distress or perplexity. (1 Timothy 3:18)

EFFECTIVE GODLY LEADERSHIP

Everything rises and falls on leadership. The reason why some churches, families and corporations seem to have it all while others struggle along is a result of good leadership and bad leadership respectively.

Many successful people acknowledge the importance of good leadership practices and the impact they can exert on the people they lead and the organization as a whole. So what are the elements of effective leadership?

1. Has a deep guiding purpose.
2. Has a clear vision.
3. Has a love to serve others.
4. Have specific goals.
5. Cultivates his/her spiritual reserves.
6. Is teachable.
7. Is constantly refining his/her skills.
8. Is tolerant.
9. Is honest and sincere with integrity.
10. Is an avid reader.
11. Is enthusiastic toward life.
12. Is daring.
13. Is decisive.
14. Is result oriented.
15. Is committed to excellence.
16. Communicates his/her vision.
17. Maximizes time.
18. Believes in the worth and value of others.
19. Keeps himself/herself in the best condition possible.
20. Embraces responsibility carefully.
21. Learns from his/her mistakes.
22. Measures himself/herself against himself/herself.

DEVELOPING MINISTRY TEAM SPIRIT

Each ministry leader has an individual responsibility to do their part in building strong team spirit within your ministry. Team spirit cannot be manufactured by manipulating other persons, but through love, respect, servant ministry and visionary leadership. Churches need this type of team spirit to experience spiritual health and growth. The following practical and spiritual actions develop spirit within a church staff.

1. Pray for each other on a regular basis.
2. Keep the lines of communication open with each other.
3. Understand and follow church-approved personnel policies.
4. Understand and follow the lines of supervision and communication.
5. Respect each other as fellow believers and employees.
6. Develop a team spirit based on church mission (“no dream, no team”).
7. Confront conflict redemptively on an individual and private basis.
8. Develop interpersonal skills such as initiating, diagnosing, listening, communicating, and problem-solving.
9. Require continuing education of all staff members.
10. Conduct regular staff meetings (weekly, semiweekly, monthly, etc.).
11. Express appreciation openly and genuinely to each other.
12. Grow spiritually to develop right attitudes and motives toward others.
13. Conduct ministry planning sessions involving all staff members.
14. Plan staff retreats for prayer, sharing, studying, dreaming and team-building.
15. Remember the team principal: together everyone accomplishes more.
16. Have informal and social gatherings to develop staff relationships and fellowship.
17. Desire and develop an atmosphere of love, trust and mutual support.



SUGGESTIONS FOR STRENGTHENING MINISTRY

1. Understand your ministry's task (secure task description).
2. Understand the relationship of your ministry to other ministries and the church body.
3. Understand the role of each member of the committee as it relates to the other members.
4. Do a thorough job (quality before quantity).
5. Be creative following the leadership of the Holy Spirit.
6. Report to the church.

DO'S AND DONT'S OF MINISTRY MEETINGS

1. Be courteous to all members.
2. Always deal with the issue or problem at hand.
3. Develop a kind, trusting relationship with other members of the committee.
4. Be fair to everyone, even those who disagree with you.
5. Never lose your cool in a committee meeting.
6. Don't let anyone press your panic button.
7. Avoid putting other persons down.
8. Don't get involved in personalities, keep the discussion on issues.
9. When you feel compelled to disagree, do it in a diplomatic way.
10. Learn to be completely honest and open.
11. Remember that most people do not make decisions logically but emotionally.
12. Never attempt to force your conclusions on other members.
13. Plan and distribute an agenda in advance.
14. Start and stop on time.

THINGS GOOD LEADERS DO!

Coach

Coaching is the gentle nudge of your leadership to get people back on track. Coaching is the side conversation that helps people see a better way or a different perspective. Coaching is helping people get better every day, rather than just when they mess up. Being a leader to leaders means thinking about your people and coaching them every day.

Correct

Leaders are going to lead—and occasionally leaders in your care will need to be corrected. Correction goes beyond the earlier concept of coaching—this is the firm conversation or confrontation to make a change. Correction is part of your job description, too.

Challenge

A good leader surrounds themselves with great leaders—and then gives them a chance to demonstrate it. If you are intimidated by good leadership around you, you'll continually limit other to pacify your own insecurities. Set them free, challenge them even, and everyone wins.

Communicate

The leader must communicate. It should be first and last of their list of to do's every day. Communicating involves what's happening this week, but also talking through when things go wrong and you taking account for what happened and leading through how it's not going to happen again. Communicating is also a big part of creating a compelling vision for everyone to follow.

Leaders as Stewards

Leaders are stewards, not owners of God's resources (I Corinthians 4:1-2) We must both model and teach God's people about the stewardship of their time, talent, and money. It is important for leaders to recognize the difference between ownership and stewardship. God is the owner. We are the stewards. God maintains certain responsibilities and He has given other responsibilities to us.

LEADING DIFFERENT PERSONALITIES

As leaders mature, they better understand the differences in people. They recognize that those who follow them are motivated by different causes: they respond to different ideas; and they get excited for different reasons. Every leader must learn the basic personality differences that exist within their organization:

1. People should be DIFFERENT. (This is the beauty of the Body of Christ.)
2. There is VALUE in their differences. (Their differences balance weaknesses you have.)
3. Their personalities won't CHANGE.

So what Good Leaders must do is to:

1. Develop an awareness of the different personalities.
2. Develop an appreciation for the different personalities.
3. Develop an effective plan to work with different personalities.
4. Develop a team with a variety of personalities who share a common vision and values.

PRINCIPLES FOR GETTING THE JOB DONE

The goal for our church is not to look good, hold meetings and survive. The goal is to produce; to bear fruit based upon the mission God has given us. Hard work is necessary, but hard work alone doesn't guarantee results. Activity doesn't always equal accomplishments. We must learn to work smarter, not just harder! That means "What gets TALKED ABOUT gets done!"

KEYS TO EXCELLENCE **IN YOUR MINISTRY AND IN THE CHURCH**

1. Value EXCELLENCE.

As you seek to grow and be effective in your ministry, don't allow any of them to be mediocre. Develop each to have a commitment to excel. The concept behind the word "mediocre" comes from mountain climbers. It literally means "the middle of the rock". It is a picture of climbers who become satisfied halfway up the mountain.

2. Don't Settle for AVERAGE.

Excellence can be attained if you care more than others think is wise; if you risk more than others think is safe; if you dream more than others think is practical; if you expect more than others think is possible; and if you work more than others think is necessary.

3. Pay attention to DETAIL.

There's a common phrase that says, "The devil is in the details." This means that the general idea you are trying to accomplish rarely gives you problems; the trouble comes when you get down to sorting out the details. Leaders who direct excellent organizations notice the details.

4. Possess INTEGRITY.

To become truly excellent, you must build excellence in both reality and perception. If people see your accomplishments, but believe you don't have any integrity or character – it diminishes the accomplishment. You cannot gain results at the expense of your integrity.

5. Show genuine RESPECT for others.

Excellence requires leaders to also demonstrate respect. The consequence of the results without respect is a bad reputation. Excellent leaders both give and receive respect.

6. Go the EXTRA mile.

Jesus spoke of walking the second mile even though you are asked to walk only one. This means exceeding the expectation and going beyond what others believe is common and normal. People will remember the ones who surprise others this way.

7. Never stop IMPROVING.

Leaders recognize that growth requires change. Self-improvement is where change begins. Self-improvement is the mark of a leader, not a follower. Consistent self-improvement is the only way to remain a leader.

8. Always GIVE 110%

Leaders are committed. There are four types of people regarding commitment:

- a) The Cop Outs - They make no decisions or goals, only excuses.
- b) The Hold Outs - They are uncertain of the future so they fail to start.
- c) The Drop Outs - They start, but they stop when the going gets rough.
- d) The All Out - They go all out to set goals, pay the price and reach them.

9. Don't just fix up things temporarily, but make things RIGHT.

When problems occur, don't look for a quick fix. Often the quick answer is a shortcut and fails to recognize the deeper problem. Your goals should not be a temporary fix, but it should be to correct the problem and make things right for the long term.

10. Devote yourself to what you do BEST.

If you are going to lead with excellence, you will need to identify and focus on what you do best. Your ministry cannot meet every need under the sun. Leaders can do anything, but they can't do everything. Find your strength and give it your best attention.

11. Accept the PRESSURE of the moment or the position.

Leadership is tested when the heat is on. That's when you see what you are made of. So, when you get to a tough situation, embrace it. See it as part of the territory of being a leader. Just trust God. Look for options and expect a solution to surface.

12. Be CONSISTENT in your lifestyle and Work as Unto the Lord.

"Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord." (1 Corinthians 15:58)



EBC MINISTRY POSITION DESCRIPTIONS

PASTOR

Principal Function: The Pastor is responsible to the church for proclaiming the gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff.

The Pastor shall have complete control of the pulpit. He shall have charge of the general welfare and over-sight of the church. The Pastor shall conduct the worship services or assign ministerial staff, give leadership to the entire church program, and preside at all meetings, except as otherwise provided in the bylaws. He also gives attention to the spiritual growth and well-being of the membership by ministering to the sick and distressed and counseling those in need of such. He shall work in cooperation with the elected servant leaders of the church and its ministries.

As the Chief Leader of the church, the pastor serves as ex-officio member of all leadership groups, committees and ministries of the church, except the Nominating Committee and his counsel and leadership shall be recognized in them all. He shall make appointments to Ministries and Committees whenever necessary. All staff members and employees shall be responsible to the Pastor.

Responsibilities:

1. Set as a guide of personal behavior the standard required in 1 Timothy 3:1-7 and 1 Peter 5:1-4.
2. Provide administrative leadership for the total church program.
3. Maintain a regular program of study and prayer to enable him to plan and conduct meaningful worship services.
4. Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.
5. Visit members and prospects and lead the membership in a visitation program.
6. Supervise other members of the church staff according to staff organization.
7. Conduct premarital, vocational, family, bereavement, counseling sessions, etc., as needed. Advise other professional help when necessary.
8. Perform wedding ceremonies and conduct funeral services.
9. Work with deacons, church officers, and committees in performing assigned responsibilities. Be available for and lead in training as needed.
10. Cooperate with and lead the church in cooperating with associational, state, and denominational leaders.
11. Keep the church informed of developments within the denomination.
12. Serve as a representative of the church in civic matters.
13. Serve as the leader in seeking to win the unsaved and un-enlisted; lead the membership in soul-winning training.
14. Plan and promote periods of evangelistic emphasis for the unsaved and renewal for the Christians.
15. Serve as chairman of the Church Leadership Team (Joint Board) in planning, organizing, directing, coordinating and evaluating the total church program.
16. Act as moderator for church business meetings, if the bylaws require it.

ASSOCIATE MINISTERS

Primary Function: The associate minister assists the Pastor by performing administrative responsibilities to free up the senior pastor to focus more on teaching, preaching, and discipleship. Associate ministers are elders, leaders in the church serving alongside the pastor, with Jesus as the Head of the church. That is the key for every person in leadership, to recognize that the church belongs to Christ, to recognize that He is the Head of the church (Ephesians 4:15), and to recognize that a leader is really a servant who has not come to be served, but to serve others.

Responsibilities:

1. Assist the pastor in the overall programming of the church, aid in special projects, and implement specific assignments by the pastor related to general pastoral activities.
2. Maintain clear channels of communication with the pastor to inform the pastor of needs, activities, and/or problems and to receive the pastor's input, insight and affirmation related to plans and decisions.
3. Meet regularly with the pastor and ministerial staff for planning, evaluating and coordinating the ministries of the church.
4. Supervise and assist the ministerial staff in planning, coordinating and implementing programs related to their areas of responsibility.
5. Conduct semiannual reviews of performance based on program objectives and goals.
6. Work with the pastor and appropriate committees and other staff members in seeking needed new staff Members.
7. Work with the staff and congregation to achieve the objectives of the church.
8. Provide visitation to Sick and shut-In members.
9. Preach and perform other duties as assigned by the pastor.
10. Identify the worship needs and opportunities of the congregation.
11. Study the biblical and historical aspects of worship with the pastor, staff, and music leaders to be able to effectively facilitate worship.
12. Evaluate the effectiveness of the church's worship services and serve as a workgroup to offer suggestions for enriching worship.
13. Study the needs of the worship center (sanctuary or auditorium) and make recommendations to the church in these areas.
14. Assist the pastor and music staff to lead the church in information about, readiness for, and responses to change concerning worship.
15. Provide practical worship ideas for special occasions of worship.
16. Identify resource persons who can participate in worship leadership.
17. Assist when requested to construct weekly orders of worship.
18. Assist and support missions, age group, church programs and other ministries leaders in planning special worship services in their respective areas of work.
19. Commit to praying without ceasing for the pastor, church, community and the world.

MINISTER (DIRECTOR) OF CHRISTIAN EDUCATION

Principal Function: The minister of education is responsible to the pastor for the total educational church program in planning, conducting and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

Responsibilities:

1. Correlate all programs, plans and activities with the staff and church council.
2. Maintain the church calendar of activities.
3. Train and work closely with the nominating committee in selecting and enlisting qualified leaders for the educational program.
4. Serve as resource and liaison person for committees related to the educational program.
5. Plan special emphasis in educational programs (i.e. attendance campaigns, leadership recognition, Preparation Week, VBS, promotion, Bible Study, etc.).
6. Coordinate the production of church publications.
7. Develop special educational/training projects such as camps, retreats and seminars.
8. Lead in regular education program organization planning meetings.
9. Lead in choosing and securing the most suitable educational and curriculum materials available.
10. Supervise appropriate church staff members.
11. Preach and perform other duties as assigned by the pastor.

MINISTER TO YOUTH

Primary Function: The primary function of the Youth Minister is to disciple and nurture young people into a saving knowledge of Jesus Christ. Working closely with the pastor, minister of education and minister of evangelism/outreach, the youth minister plans coordinates and promotes youth programs, special youth projects, assignments and youth events of the church.

Responsibilities:

1. Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all youth and young adult ministries of the church.
2. Work with appropriate leaders to prepare a yearly ministry budget.
3. Conduct special training projects for youth workers and young adult workers.
4. Advise in the use of program materials, equipment, supplies and space by youth groups in all church programs.
5. Oversee the direction of all youth and young adult in the church, ensuring they are following the guidelines set forth for ministry.
6. Along with Youth Director plan and direct youth fellowships, retreats and mission trips.
7. Plan and direct parenting seminars and workshops.
8. Counsel youth and parents as well as young adults as needed.

9. Develop a weekly youth visitation/call program ensuring that no child feels alone on their Christian journey.
10. Conduct weekly youth Bible study.
11. Develop relationships with local school officials and be available to speak and/or visit in the schools.
12. Organize and oversee a new Christian orientation program for middle school age and teens incorporating weekly Bible study.
13. Encourage young adults to participate in the total ministry of the church.
14. Remain informed of current trends new materials, programs and methods in youth and young adult education programs and their culture.
15. Work with nominating committee to enlist and train leaders for the ministry.
16. Be alert to win the lost and assist both workers and youth in reaching the unreached.
17. Preach and perform other duties as assigned by the pastor.

MINISTER OF BEREAVEMENT

Primary Function: The primary function of the Minister of Bereavement is to provide support to individuals who are experiencing grief through the death of a loved one.

Responsibilities:

1. Recruit & train volunteers who want to minister to the bereaved.
2. Identify the bereaved in the church community.
3. Coordinate visits to the bereaved.
4. Coordinate with the church clerk to keep records of the bereaved.
5. Keep abreast of current resources for bereavement ministry.
6. Upon receiving the information about the death of a congregant, communicate with church office, the Pastor and Deacon Chairman to make sure all are informed of the loss.
7. Make immediate contact with family upon hearing of death.
8. Schedule a sit down with the family to assist in planning and funeral preparation.
9. Plan and perform funerals and memorial services as requested by Pastor.
10. Engage in grief support for families and ongoing follow-up.
11. Preach and perform other duties as assigned by the pastor.

MINISTER OF VISITATION

Primary Function: The primary function of the Minister of Visitation is to provide Ministerial care for the sick and shut-in of the church, through regular visitation and participation in the sacrament of Holy Communion, which is an important part of the ministry of Christ's Church. In Matthew 25, Jesus emphasizes the importance of taking care of those who are unable to participate fully in the community.

Responsibilities:

1. Visit shut-ins of Emmanuel Baptist Church.
2. Coordinate visitation and communion of shut-in members with pastoral staff and Diaconate
3. Attend meetings of the Senior and Shut-In Ministry.
4. Officiate at funerals (when requested)
5. Assist in hospital visitation
6. Share emergency "on call" with other ministers/pastors.
7. Make visits and calls to members and friends of EBC in their homes, hospitals, and care facilities.
8. Preach and perform other duties as assigned by the pastor.

MINISTER TO SENIORS

Primary Function: The primary function of the Minister to seniors is to introduce people to Christ; to disciple them in spiritual growth; to train them in serving Christ with their life. Provide, through personal ministry and the caring ministry of volunteers, a spirit of genuine Christian concern for senior adults in the congregation, both active and homebound members. The Minister to Seniors must be a gifted teacher with a strong biblical background and is called to such showing love for people and a passion for senior saints.

Responsibilities:

1. Create and execute a long-term vision for the senior's ministry.
2. Lead and organize effective programs implementing worship, biblical teaching, discipleship, and evangelism, as well as plan events of interest to senior adults.
3. Recruit, train and disciple volunteer staff with diverse gifts and personalities.
4. Provide counseling and spiritual direction to seniors on an individual basis.
5. Maintain contact with the seniors, keeping them informed of ongoing activities.
6. Contact appropriate persons or small groups and encourage their response to those in need.
7. Assist in the development and oversight of the senior's ministry budget including managing seniors' fees for events and trips in a timely fashion.
8. Recruit and train volunteers to minister through visitation, greeting cards, telephone calls, meals, transportation, etc.
9. Preach and perform other duties as assigned by the pastor.

MINISTER OF EVANGELISM AND OUTREACH

Primary Function: The primary function of the Minister of Evangelism and Outreach is to lead the church to grow by providing Biblical leadership in the area of evangelism, working with and under the direction of the lead pastor. He will enable the church to focus on carrying out the Great Commission and equip the church to carry out the five functions of the New Testament church: evangelism, discipleship, ministry, fellowship, and worship.

Responsibilities:

1. Oversee the regular and organized evangelistic programs of the church through planning, organizing, and evaluating.
2. Develop church members to be personal witnesses of their faith in Jesus.
3. Serve on the Missions Committee of the church as an ex-officio member.
4. Serve on the Sunday school ministry and other councils to give input on evangelism.
5. Accept pastoral visitation responsibilities as assigned by the pastor.
6. Assist the pastor, staff and church in outreach and other community ministries.
7. Keep informed on current evangelistic and witnessing resources, materials, methods, and administration; cooperating with denominational personnel, developments and interests.
8. Submit an annual estimated budget to support the mission of evangelistic and outreach needs.
9. Preach and perform other duties as assigned by the pastor.

MINISTER OF MUSIC

Principal Function: The minister of music is responsible to the pastor for the total music ministry of the church. He/she shall serve as lead musician and have general supervision of all musicians, directors, choirs and officers. He/she shall work closely with the Pastor to ensure that the musical selections are biblically based, appropriate for all occasions and appropriate for age group and voices.

Responsibilities:

1. Direct the planning, organizing, conducting and evaluating of a comprehensive music program in preparing groups, soloists and choirs for internal and external ministry.
2. Work with the ministerial staff on special music needs in the total church program.
3. Supervise the work of the music ministry staff.
4. Work with the nominating committee to enlist and train leaders for the music ministry.
5. Work with the pastor in selecting music for regular and special worship services – including weddings, funerals and special projects.
6. Coordinate the music program with the organizational calendar and emphases of the church.
7. Participate in regular hospital and prospect visitation.
8. Monitor the purchasing, maintenance of all music-related equipment, supplies and instruments.
9. Keep informed on music methods, materials, promotion and administration.
10. Prepare an annual music budget for approval and administer the budget.
11. Direct congregational singing at all regularly scheduled worship services.

12. Plan and arrange along with the Pastor an "Order of Service" for worship services.
13. Cooperate with associational and state leaders in promoting activities of mutual interest.
14. Maintain the music library.
15. Order and catalog new music as needed
16. Accept additional responsibilities as assigned by the Pastor.

DEACONS/DEACONESS

Deacons are to be real agents of the charity provided through the church, providing for widows and orphans. They visited the sick and, as early as the third century, had Deacon family ministry plans. They visited the martyrs in prison. Deacons helped to train new converts. They kept watch over the church members, reporting to the pastor any who seemed about to fall away. They attempted to restore the excommunicated. Deacons carried out administrative assignments given them by their bishops and met daily to receive instructions from him. They also assisted with the Lord's Supper.

1. Deacons are to be capable of serving the Lord in spiritual ways.
2. The Office of Deacon Requires a firm grasp of sound Doctrine.
3. The Presence of Deacons should advance the Unity of a Church.
4. The Presence of Deacons should advance the Cause of Evangelism.
5. Call on people who are in the hospital.
6. Visit new people in the church.
7. Meet the needs of hurting people or those going through trials.
8. Arrange help for the widows.
9. Regularly call on members, reviewing their spiritual condition, devotion and tithing habits.
10. Manage and Distribute Benevolence.

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DEACONESS MINISTRY

The mission of the Deaconess ministry is to ably assist the Pastor and Deacons in serving the congregation and community. In addition to helping with the spiritual life of the church, the Deaconesses particularly prepare Holy Communion, assist with baptizing new converts, visit the sick and shut-ins and provide counseling and mentoring of disciples, especially the women of the church. The deaconess are committed to a ministry of service, when and wherever needed or requested.

1. Assist candidates during the baptism.
2. Assist the pastor at baptismal time.
3. Perform necessary cleanup after the baptism.
4. Serve as a resource in the church about the ordinance of baptism.
5. Assist the pastor and deacons in planning the schedule for the observance of the Lord's Supper.
6. Maintain an inventory of all Lord's Supper equipment and request additional equipment as needed.
7. Maintain an adequate supply of materials used for the Lord's Supper and purchase additional supplies as needed.
8. See that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the Lord's Supper.
9. Arrange for all Lord's Supper equipment to be gathered, cleaned, and properly stored after each observance.
10. Clean and put back in order the area used in preparing for the Lord's Supper.
11. Evaluate the work of the committee by receiving feedback from the pastor, deacons, and church regarding ways to improve planning and preparation.
12. Assist the Deacons in whatever capacity deemed necessary.
13. Encourage, advice and help young ladies in all walks of life as they strive to be Christ-like.

A banner with a blue background and a white cross. The text "CHURCH STAFF" is written in white, serif, all-caps font across the center. A yellow and orange gradient shape is on the left side.

CHURCH STAFF

Administrative and Operational

ADMINISTRATIVE ASSISTANT TO THE PASTOR

Principal Function: The Administrative Assistant provides administrative, organizational and office support to the Pastor. The position requires minimal supervision; good management skills, computer knowledge; loyalty to the Church and Pastor; and ability to get along well with others. Due to the nature of the position, the administrative assistant must maintain a level of discreteness; avoid gossip or disclosure of confidential information.

Responsibilities:

1. Receive office visitors.
2. Transcribe and type Pastor's correspondence.
3. Serve as Pastor's receptionist and maintain his appointment schedule.
4. Guard Pastor's time and schedule providing necessary information or make appointments as necessary.
5. Maintain computer, office files and records.
6. Maintain procedures for volunteer staff, assigning projects and ensuring their completion.
7. Oversee all worship bulletins ensuring accuracy in announcements, weekly service information and any ministry updates.
8. Keep church information up to date. (Church calendar, church directory-phone numbers, addressed, email addresses, etc., birthdays, anniversaries).
9. Know well the policies and procedures of the church.
10. Coordinate Pastor's travel arrangements (flight, hotel, ground transportation, etc.) and create itineraries.
11. Handle all correspondence (US Postal mail, e-mail, etc.) for the Pastor routing it to appropriate staff members when necessary.
12. Compile hand-outs for meetings, presentations and special projects.
13. Update Pastor on deaths, hospitalizations and/or emergencies
14. Accept additional responsibilities as assigned.

CHURCH SECRETARY

Principal Function: The church secretary will perform general office work in relieving the supervisor of certain executive and clerical duties.

Responsibilities:

1. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
2. Review, open and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of supervisor.
3. Act as required during supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
4. Receive callers, personal or telephone; keep calendar of appointments.
5. Notify committee members of meeting dates.
6. Perform other duties as requested.

CHURCH CLERK

Principle Function: The Church clerk maintains accurate and timely documentation of all church proceedings, membership and business transactions, recognizing the need for careful and confidential guardianship of all church records.

Responsibilities:

1. Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
2. Prepares and mails all official church correspondence.
3. Gives necessary information about new members to the church office, to the person in charge of new member orientation.
4. Keeps one of two master copies of the Bylaws and Policies and Procedures Manuals making sure all changes/amendments are properly recorded between revisions/reprints.
5. Provide legal notice of all meetings when necessary.
6. Qualifies membership and voting rights of members who meet the church criteria for voting and validates the quorum requirements for each voting session.
7. Present the minutes of prior meetings(s) at each business meeting for church approval.
8. Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
9. Notify baptismal candidates and make arrangements for baptismal services.
10. Maintain official record of baptisms.

11. Assist in intake interviewing for re-instatements, letter or Christian experienced candidates when expressing a desire to become a member of the Emmanuel Baptist Church family.
12. Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church.
13. Correspond with other churches for membership changes.
14. Prepare weekly prayer, blessing and healing report.
15. Serves as a resource person to the church history committee.
16. Preserve records for church history.
17. Prepare the Annual Church Profile.
18. Assist in preparation of the agenda for business meeting(s).

ASSISTANT CHURCH CLERK

Principal Function: The assistant clerk shall assist the clerk in the performance of his/her duties and shall assume the responsibility of the office of clerk in his/her absence. The assistant clerk shall keep a register of the names of the members with dates of admission, dis-mission, and/or death, together with a record of baptism. The assistant clerk shall issue letter of dis-mission voted by the church and signed by the Clerk. The assistant clerk shall be the Chairperson of the Membership Committee.

Responsibilities: [See responsibilities of Church Clerk](#)

FINANCIAL SECRETARY

Principal Function: The financial secretary is responsible for maintaining the membership financial records and preparing financial reports. The Financial secretary shall keep records of each individual member's financial contributions to the church. The records are considered confidential and are therefore open only to the Pastor.

Responsibilities:

1. Maintain adequate records of all church deposits.
2. Post weekly offerings to individual accounts.
3. Record individual contributions to the church and provide quarterly and annual reports.
4. Make monthly and annual financial reports to the pastor and the church business meetings.
5. Serve as assigned or be ex-officio member of church organizations such as the Budget (Finance) Committee, Personnel Committee, trustees, and/or Deacons.
6. Print and distribute financial statement to members.

ASSISTANT FINANCIAL SECRETARY

Principal Function: The assistant financial secretary is responsible for maintaining the church financial records and preparing financial reports.

Responsibilities: [See responsibilities of Financial Secretary](#)

HISTORIAN

Principal Function: It shall be the duty of the Historian to prepare a narrated account of the church's activities during his/her term of office and when approved by the church, will become an official and permanent history of the church.

Responsibilities:

1. Review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material to people of all ages.
2. Keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of "lived faith" on the larger community.
3. Document events and collect materials to add to the historical record of the congregation.
4. Build a team of interested people who can help with the task.
5. Assist the Pastor and others in the annual observance of Heritage Sunday and in the celebration of anniversaries significant to the church and community.
6. Link with organizations, people, and resources in and beyond the congregation that are concerned with history of Emmanuel.
7. Establish an archive if one does not already exist and encourage all church officers to keep accurate church records.
8. Provide for the preservation of important and historical materials no longer in current use.

ASSISTANT HISTORIAN

Principle Function: The assistant historian shall assist the historian in the performance of his/her duties and shall assume the responsibility of the office of historian in his/her absence.

Responsibilities: [See responsibilities of Historian.](#)

TREASURER

Principal Function: The treasurer is responsible to the Pastor for the accurate accounting and handling of all church finances and for administering the business affairs of the church.

Responsibilities:

1. Work with the ministerial staff and appropriate church committees in planning, implementing and monitoring the annual church budget.
2. Establish and maintain an efficient plan of financial record keeping and reporting.
3. Work with the chairman of the Stewardship Ministry in planning and implementing the annual stewardship emphasis.
4. Sign checks in accordance with church policies and procedures; examining supporting data for all check requests and issue checks for co-signature.
5. Recommend policies and procedures to the appropriate church committees, bodies, boards, and organizations for receiving, accounting, disbursing, and reporting church monies.
6. Direct the maintenance program of the church.
7. Work with the Missions Committee to establish goals for special mission emphasis.
8. Report to all committees and staff members the financial status of their particular area of ministry.
9. Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
10. Serve as a resource person in legal and business matters.
11. Study annually the insurance program and recommend necessary changes.
12. Maintain church staff personnel, equipment and facilities records.
13. Approve and process requisitions and purchase orders.
14. Receive all regular and special offering for depositing in the bank.
15. Make disbursements by checks drawn on church accounts after receiving drafts from the Finance Committee/Trustees, signed by the chairman of both.
16. Submit a financial report quarterly reflecting the receipts and disbursements at regular church business meeting.
17. Present to the Pastor and Trustees an annual report showing the total amount of receipts and an itemized statement of disbursements thirty (30) days after the end of each fiscal year.
18. Maintain comprehensive records of all church funds received and disbursed, reconciling bank statements and correct ledgers as needed.
19. Record individual contributions to the church and provide quarterly and annual reports.
20. Sign checks in accordance with church policies and procedures; examining supporting data for all check requests and issue checks for co-signature.
21. Make monthly and annual financial reports to the appropriate church committees, the deacons, and the church business meetings.

22. Serve as assigned or be ex-officio member of church organizations such as the Budget Committee, Personnel Committee, Trustees, and/or Deacons.
23. Recommend policies and procedures to the appropriate church committees, bodies, boards, and organizations for receiving, accounting, disbursing, and reporting church monies.
24. Supervise or assist in the supervision of an accounting system that provides adequate internal controls to protect all funds and workers.
25. Ensure that funds and gifts are used according to instruction from the congregation or as directed by the contributor.
26. Update and maintain guidelines approved by the Internal Revenue Service for the provision of tax credits which involve non-cash gifts.

ASSISTANT TREASURER

Principle Function: The Assistant Treasurer works with the Treasurer as a team to ensure that all of the Church's financial matters are handled and reported appropriately. The two may divide tasks among themselves to provide total coverage of financial needs throughout the year. It is envisioned that the person in this position would move to the Treasurer's position at the appropriate time.

Responsibilities:

1. Works with the Treasurer and the Financial Administrator with respect to all financial matters, including account maintenance, deposit, withdrawals, investment activity, report preparation, and bill payment.
2. Acts as Church Treasurer when the Treasurer is absent or unable to perform their activities.
3. Divides specific tasks with the Treasurer as agreed upon.
4. Has check-signing authority.
5. Has access to all online accounts.
6. Ensures that procedures for collection, counting, depositing and reporting donations are followed.
7. Does not handle any receipts directly.
8. Assists in the preparation of periodic financial reports to the Finance Committee, Session and congregation.
9. Works with the Treasurer and Financial Administrator in ensuring that all financial policies and procedures are followed.
10. Ensures that an internal audit of the Church's financial records is performed annually.

FACILITIES MANAGER

Principal Function: In concert with the Trustee Ministry, the Facilities Manager assures that the building and grounds of Emmanuel are clean, secure and welcoming for members and visitors at all times. The manager and staff honor the Lord's house and serve the congregation and community by serving with humility, promptness and professionalism. By performing such duties well Emmanuel can better perform her ecclesiastical functions.

Responsibilities:

1. Oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
2. Make sure that all furnishings and equipment are properly working.
3. Secure necessary supplies and services on a daily basis.
4. Set up space for persons and groups wishing to meet or rehearse, coordinating with the church administrator of church calendar.
5. Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
6. Collaborate with Trustees on recommendations of necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
7. Take actions in emergency situations regarding church facilities, furnishings and grounds.
8. Serve as a resource team when the church considers securing additional or selling property and furnishings.
9. Serve as a resource team in facility safety, security and crime prevention issues.
10. Conduct annual inventory, inspection and evaluation of all church property and equipment.
11. Make recommendations concerning maintenance, usage of church parking facilities and signage.
12. Assist and support the church custodial personnel in matters related to the building and grounds.
13. Recommend policies and procedures for acquiring, arranging, and disposing of flowers and decorations for worship services and special events.
14. Recommend policies related to providing flowers for sick and bereaved members and special occasions for the church.
15. Work with the Stewardship (or Budget) Committee in requesting the flower and decorations committee financial support in the annual budget.
16. Acquire, place, and dispose of flower arrangements and special decorations.
17. Serve as a resource in planning, designing and renovation of existing or new worship and storage space.

CUSTODIANS

Principal Function: The custodians are responsible for maintaining clean buildings and grounds and for making minor equipment repairs.

Responsibilities:

1. Maintain floors (sweep, mop, buff, clean and wax); dust furniture and equipment; wash walls and windows; and, vacuum carpets according to schedule.
2. Maintain clean restrooms and replenish supplies.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Assist in preparing the baptistery for use as directed. Clean baptistery and adjoining areas following baptism.
6. Open and close the facilities daily as scheduled.
7. Maintain yard area and parking lot surrounding church buildings.
8. Check with supervisor daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up educational areas for regular and special activities as assigned.
10. Prepare facilities for special use as requested by supervisor.
11. Make minor repairs as directed.
12. Paint facilities and equipment as needed.
13. Assist when facilities and arrangements are needed for weddings and funerals.
14. Report general repair needs to supervisor.

KITCHEN MANAGER

Principal Function: The Kitchen Manager will minister to the church family and community by directing the planning, preparing, and serving of healthy and tasty meals and snacks as needed (i.e., weddings, funerals, and other scheduled meals or events).

Responsibilities:

1. Consult with church leaders to determine the food service needs of the church.
2. Recommend food service to be provided.
3. Develop and recommend policies and procedures related to food service for kitchen operation, meal scheduling, and facilities use.
4. Communicate approved food service policies and procedures to the church.
5. Recommend to the Personnel Ministry the needed personnel for the food service program.
6. Recommend to the Budget (Finance) Committee the money needed for food service.

7. Coordinate the total food service operation of the church.
8. Evaluate food service and report to the church as needed.
9. Assist in planning for an efficient system for making reservations and collecting money for meals.

MEDIA DIRECTOR

Principal Function: The media director classifies and catalogs all library and media inventory and directs the church media ministry.

Responsibilities:

1. Supervise and coordinate the activities of the media library volunteers.
2. Keep an up-to-date media library file.
3. Promote the ministry of church media.
4. Research and recommend the audio needs for the worship center and other facilities.
5. Enlist and train sound operators for worship services and special events.
6. Provide a maintenance program for upkeep of equipment.
7. Evaluate constantly the audio ministry of the church and recommend changes as needed.
8. Make recommendations to the Budget (Finance) Committee for maintenance of and new equipment needs.



**EBC Ministries,
Committees and Clubs**

ADMINISTRATIVE (ADMIN) MINISTRY

The Administrative Ministry of Emmanuel provides support to ensure that the clerical and administrative needs of the church are met. The ministry supports the Pastor and the EBC Church Family in unpacking and implementing God's Vision through a spirit of committed service, the highest level of personal integrity, professional standards and operational excellence.

1. Develop a comprehensive network of support services for the membership.
2. Maintain the operation, maintenance, and necessary improvements of the church physical property.
3. Assist in facilitating a pleasant and attractive climate is maintained at the worship.
4. Maintain an accurate record of Church Financials to support Ministry activities.
5. Provide the physical infrastructure to assist the EBC Family in moving to higher levels of effective Ministry.
6. Enlist volunteers to serve as needed ensuring the church office is well managed at all times.

AINGER PLACE DEVELOPMENT CORPORATION

1. To combat community deterioration by assisting in the renovation, rehabilitation, maintenance and/or development of adequate low-income affordable housing.
2. To combat community deterioration, poverty, racial discrimination and prejudice; to reduce neighborhood tensions; to relieve the poor, the underprivileged, and the distressed by providing counseling and other social services.
3. To conduct activities to achieve charitable and educational objectives including the development of health, social service and recreational programs and facilities.
4. To raise the economic and educational levels of the underprivileged.
5. To improve spiritual well-being through evangelistic outreach.

AUDIT COMMITTEE

1. Conduct an annual audit of the church financial records and make a report to the church. The frequency of the audit(s) will be determined by church financial policies.
2. Secure an independent audit of the church financial records and system when requested, or according to church policy, and make the report to the church.
3. Make recommendations concerning church financial records, accounting system, personnel, equipment and operations to the church and respective church leaders.
4. Clarify to the church the types of audits available and needed by the church at various times and situations.
5. Assist the treasurer, financial ministry assistant, budget (Finance) committee, pastor, staff and deacons on financial operations, policies, effectiveness, efficiency, tax reporting, federal and state laws compliance and other financial matters as requested.

BEREAVEMENT MINISTRY

The loss of a loved one can make you feel wounded, alone, depressed, and angry (in some cases). Therefore, the mission of the bereavement ministry is to break through the crisis of "Grieving" to that crucial point of "Trusting" that Jesus Christ is able to deliver you from all feelings of hopelessness, loneliness, and helplessness.

1. Tenderly serve members in the difficult time of loss and to help arrange and/or execute funeral or memorial services that honors the memory of the loved one.
2. Visit the family offering service to assist them in the grieving process.
3. Comfort and serve from the first moments of death of a loved one and throughout the recovery period.
4. Coordinate with other ministries (i.e. Family Zone) to ensure that the family is not alone during the grieving process.
5. Assist Minister of Bereavement as needed.

BUDGET (FINANCE) COMMITTEE

1. Coordinate the submission of program financial needs and prepare an annual itemized budget with help from the Pastor for approval by the church, and once approved, the administration of this budget.
2. Recommend and maintain appropriate fiscal policies for the church.
3. Prepare with the treasurer and/or financial secretary a monthly financial report of all receipts and disbursements for the business meeting.
4. Coordinate fiscal and personnel activities with church staff, committees, and programs.
5. Provide an annual report of all financial activities (receipts, disbursements and investments) to the church.
6. Assist the Audit Committee as requested.
7. Provide input on non-budgeted items, advice on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church.
8. Advise the church on financial transactions as to soundness and effect on the financial structure and standing of the church.
9. Maintain close supervision over expenditures to see that the budget is followed.
10. Make recommendations for additional appropriations if and when necessary advising the Pastor and Trustees concerning expenditures no specifically under the jurisdiction of other committees or ministries of the church.

** Note: This committee shall be composed of at least seven members (Trustees and Church Treasurer). The finance committee shall be responsible for the proper handling of the church funds according to the authorized budget, and shall supervise all of the financial affairs of the church.*

C.W. WARD SCHOLARSHIP MINISTRY

The Scholarship Ministry oversees the receiving and evaluating of scholarship requests, scholarship payments and nurturing of students attending accredited post-secondary educational institutions. The ministry encourages believers to further their education.

1. Provide scholastic mentoring to Emanuel students.
2. Partner with local schools to provide current updates on higher learning (i.e. scholarships, grants, programs and financial aid).
3. Provide spiritual and moral assistance to high school graduates attending institutes of higher learning.
4. Provide updates of current grants, loan programs, and financial aid.

** Note: Members enrolled in an accredited institution of higher learning or technical institution desirous of financial assistance should contact the C.W. Ward Scholarship Committee.*

CHRISTIAN EDUCATION MINISTRY

The mission of the Christian Education (“CE”) Ministry is to help equip the congregation to efficiently fulfill her task of making disciples and growing them into Christian maturity. This task is accomplished by providing continuing Christian education through specialized Biblical Instruction, by providing in-service training for disciples currently involved in ministry, and by providing opportunities for disciples not engaged in ministry to make “informed” choices bases on study and spiritual gifts. The CE Ministry’s purpose is to extend the church’s education ministry, to vitalize her spiritual impact, to evaluate and improve educational outcomes and to unify the education program. The Sunday school, the Congregational Bible Study, the Family Bible Study Institute and the Prayer Service are some of the major components of the CE Ministry.

1. Impart into students the necessity of honoring and glorifying the Triune God: Father, Son and Holy Spirit.
2. Rightly interpret and correctly convey all aspects of God’s revelation.
3. Teach we are all created in the image of God, designed to resemble, reflect and represent the Creator.
4. Impart into students to claim and live God’s promises.
5. Declare that God is present and active in the world.
6. Know the content of the Bible and the Christian faith.
7. Reflect on, discuss, witness to, and live our faith.
8. Make decisions based on our Christian values.
9. Discern and respond to the ministry to which God calls us.
10. Grow in God’s grace and in the gifts God has given us for ministry.
11. Engage in a lifelong journey of learning and living the faith.

CONSTITUTION-BYLAWS-POLICIES COMMITTEE

1. Determine the content for the Constitution and Bylaws.
2. Locate and compile all written copies of Policies and Procedures the church has already approved.
3. Interview all program leaders, council chairpersons, committee chairpersons and staff to discover what policies and procedures are being used that have not been written down.
4. Codify all policies and procedures that are being used, but have not been written down.
5. Compile and assimilate a comprehensive first-draft document or committee consideration of a proposed Constitution and Bylaws.
6. Agree on a comprehensive first-draft document.
7. Take the comprehensive first-draft document, section by section, back to the program groups, councils, committees, and staff affected by the documents to obtain additional input.
8. Make necessary changes to each section of the document after completing step 7 and agree on them in committee.
9. Bring each section of the completed document to the church for approval and implementation.
10. Receive suggestions, input, matters referred from the church, etc., and make recommendations back to the church on these issues and other matters concerning Constitution-Bylaws.

CULINARY MINISTRY

The Emmanuel Baptist Church Culinary Ministry strives to glorify God by providing excellence in food service. We aspire for the love of Jesus Christ to be exemplified in our performance as food service handlers. We are committed to practice the high quality standards required for health and safety, relative to the preparation and serving of food and beverages. We are responsible for the feeding of God's people for annual fellowship dinner services and other church supported activities and occasions. The Culinary Ministry may be called upon to support and organize food and other items for repast services, wedding receptions and other church supported functions.

1. Oversees the operation of the kitchen, including its use, cleanliness, and maintenance of the church kitchen and its equipment.
2. Establish and maintain policies and procedures for the use of the kitchen and its equipment.
3. Maintains an inventory of all kitchen equipment, supplies and assets.
4. Develop and recommend to the Budget Committee a budget for operation of the kitchen and for the acquisition of needed equipment and supplies.
5. Coordinates menus and meals for special fellowship dinners, various church-wide functions and host special events.
6. Develop and recommend policies and procedures related to food service for kitchen operation, meal scheduling, and facilities use.
7. Evaluate food service and report to the church as needed.
8. Recommend to the Personnel Committee the needed personnel for the food service program.
9. Communicate approved food service policies and procedures to the church.

10. Schedule the use of the kitchen and fellowship hall by other Ministries within the Church and by outside organizations or individuals.
11. Upon request, assist with the preparations of wedding receptions, funeral repast, and other special functions.
12. Set up, clean and put away all kitchen supplies used during functions.
13. Coordinate special requirements required for a visiting Minister.
14. Purchase necessary food items for annual functions or other events at the request of the Pastor.

DANCE MINISTRY

The mission of the Dance Ministry is to praise and worship the Lord through the God-given gift of dance. We wish to touch the lives of people in such a way to bring about "real" change, encouragement and/or conversion in their lives.

1. Provide basic dance techniques that will prepare the youth for further study.
2. Become familiar with the requirements of the USA copyright law.
3. Ensure that no dance movement for children youth or adult is sexy in nature.
4. Teach members the basic movements of liturgical dance.
5. Make sure that all dances, movements and music are God-centered.

DRAMA MINISTRY

The Drama Ministry of Emmanuel Baptist Church is to minister to the believer as well as the non-believer, young and old through various plays, skits and dramatization including dance and music. The Ministry will share, uplift and encourage God's word through creative expression and utilize the spiritual gifts of our church family to touch the hearts and minds of God's people. This ministry for children and adults requires no experience or special talent, just a willingness to perform or help with productions and allow the church body to come together in unity.

EVANGELISM & OUTREACH MINISTRY

Our mission is twofold. First, go and make disciples of all nations by following Jesus Christ and equipping trainees to share the gospel with non-believers. Secondly, engage the whole person to build mind, body and soul for Kingdom pursuits through healthier bodies, stronger businesses, community outreach and political awareness. ***Matthew 28:19-20***

1. Share the gospel of Jesus Christ in a natural and non-threatening way with non-believers.
2. Encourage all non-believers to believe in Jesus Christ.
3. Make certain believers have assurance of eternal life.
4. Help believers grow into disciples of Jesus Christ.
5. Increase the number of disciples exponentially.
6. Unify all ministries within Emmanuel Baptist Church by "unleashing the missionaries and evangelists in the pews."

7. Coordinate services available within local community to meet the needs of the Body of Christ.
8. Offer clothing drives, food distribution, disaster relief support.
9. Provide community development activities.

FACILITIES ADMINISTRATION MINISTRY

In concert with the Trustee Ministry, the mission of the Facilities Administration Ministry is to assure that the buildings and grounds of the Emmanuel Baptist Church are clean and secure; that routine maintenance and all repairs are completed promptly and professionally; to secure necessary supplies and services; to assign and set up space for persons and groups wishing to meet or rehearse and to perform or to coordinate all other necessary duties so as to provide for appropriate and efficient use of our facilities. By administering the facilities we honor the Lord's house and serve the congregation and community. Our mission is to perform facilities administrative functions well so that Emmanuel can better perform her ecclesiastical functions.

1. Oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
2. Make sure that all furnishings and equipment are properly working.
3. Secure necessary supplies and services on a daily basis.
4. Set up space for persons and groups wishing to meet or rehearse, coordinating with the church administrator of church calendar.
5. Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
6. Collaborate with Trustees on recommendations of necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
7. Take actions in emergency situations regarding church facilities, furnishings and grounds.
8. Serve as a resource team when the church considers securing additional or selling property and furnishings.
9. Serve as a resource team in facility safety, security and crime prevention issues.
10. Conduct annual inventory, inspection and evaluation of all church property and equipment.
11. Make recommendations concerning maintenance and usage of church parking facilities and signage.
12. Assist and support the church custodial personnel in matters related to the building and grounds.
13. Recommend policies and procedures for acquiring, arranging, and disposing of flowers and decorations for worship services and special events.
14. Recommend policies related to providing flowers for sick and bereaved members and special occasions for the church.
15. Acquire, place, and dispose of flower arrangements and special decorations as needed.
16. Serve as a resource team in planning, designing and renovation of existing or new worship and storage space.

FAMILY ZONE MINISTRY

The mission of the Family Zone Ministry is to enhance congregational adhesion, participation and growth by: providing a means of keeping in touch with and ministering to our disciples; fostering better relationships among our disciples; providing an opportunity for spiritual gifts to be manifested; developing and nurturing strong lay leadership; and enabling neighborhood evangelism in bringing the un-churched and unconverted to Jesus Christ. The Family Zone Ministry is one family caring for another family in the way the "Good Shepherd" cared for us.

1. Contact new members within the first week after uniting with Emmanuel.
2. Assign one zone member to be responsible for staying in contact with the new member.
3. Contact new member when not seen in two consecutive worship services.
4. Contact new member twice a month or more for the first six months or until the new member becomes actively involved in the life of the church (attends worship service regularly, Sunday school, prayer meeting, bible study or joins a club or organization).
5. Alert the Pastor and the chairman of the Deacon ministry whenever you learn a member has been hospitalized.
6. Visit those who are hospitalized.
7. Contact and schedule home visit with members discharged from hospital.
8. Make a personal visit with sick member at least once a month (if agreeable with member).
9. Get to know members and learn about family members and emergency contacts. Example get acquainted questions are:
 - a) Where are you from?
 - b) What made you unite with Emmanuel?
 - c) What ministries are you interested in?
 - d) Do you have any family in the area?
 - e) Are you interested in working with the family zone ministry?
10. Send cards to members when appropriate, for example: birthdays, illness, death in family etc.
11. Pray with sick members on a regular basis via phone or personal visit.

FLOWER AND DECORATIONS MINISTRY

The mission of the Flower and Decorations ministry is to ensure the beautification of Emmanuel for worship services and special occasions.

1. Insure that floral arrangements and/or greenery are provided for each worship service.
2. Coordinate with the church secretary about arrangements being placed in the sanctuary commemorating church member's personal celebrations or memorials. (Church secretary in turn will coordinate with the florist, who will actually place the arrangement in the church sanctuary).
3. Plan for and place decorations and flowers in the church sanctuary and elsewhere in and around the church building as needed on special occasions such as Christmas and Thanksgiving and any other Pastor approved, holiday observances.

4. Maintain flower arrangements and decorations in good taste and appropriate for a Christian church setting.
5. Maintain the decoration and artificial flower storage area, replacing supplies and materials as needed.

HEALTH MINISTRY

The Mission of the Health Ministry is ensuring that the total health and awareness of EBC members are being cared for, both physically and spirituality, with education programs, spiritual support, and connecting the needs of whole person to resources within the congregation, community, and the health care system.

1. Collaborates and communicates with pastoral staff and other health professionals to plan for health ministry programming.
2. Interacts with congregation through presence and prayer.
3. Role models healthy stewardship of the body emphasizing self-care of the whole person.
4. Assists with preparing, developing and/or coordinating educational programs based on identified needs for healthier lifestyles, early illness detection, and health resources.
5. Promotes health maintenance and disease prevention through the development of health ministry bulletin boards, articles, and announcements.
6. Networks with appropriate resources in the community to secure educational program resources. Examples include: Nutrition/Exercise/Stress Management/CPR/First Aid classes/Heart Health/Stroke Prevention/Diabetes prevention.
7. Documents health ministry activity.
8. Maintains privacy and confidentiality.

HELPING HAND CLUB

The Helping Hand Club strives to support Emmanuel by encouraging Christian growth, spiritual development and personal evangelism. We are committed to extending a helping hand wherever and whenever needed to carry out the spiritual, physical and financial mission of the church.

HISTORY AND HERITAGE COMMITTEE

1. Locate and preserve all the historical records and other related materials of the church.
2. Assist the church in making and keeping accurate, comprehensive records of its current life and work.
3. Develop and recommend policies and procedures to the church regarding its historical documents and materials.
4. Communicate the heritage of the church and of the larger heritage as Baptists at large to the church.
5. Assist the church with special occasions such as Homecoming, Memorial Sundays, Centennial Celebration, or Heritage Days.
6. Undergird and strengthen the life and ministry of the church by providing support for the past, present and future.
7. Serve as a resource team for the church in the design, construction or renovation of a History and Heritage Room in the church facility.

HOSPITALITY COMMITTEE

The Hospitality Committee extends a warm and personal welcome to those persons who choose to worship and or fellowship in our church home. The Hospitality Committee assists the Emmanuel family in achieving this goal and is charged with the pleasure of meeting and greeting disciples and guests who come to share in our worship service. **Hebrews 13:2**

1. Greet each guest recording their name, address, church affiliation and, when applicable, the name of the person who invited him or her to Emmanuel.
2. Recruit and train church greeters.
3. Staff and train volunteers for the “guest welcome center”.
4. Review the communication materials for first-time visitors
5. Host a reception after the morning services for 1st time guest only.
6. Develop processes for using the contact information.
7. Implement system for contact after the first visit.
8. Track visitors who make multiple visits.
9. Audit your visitor to regular attender process to find out ways to make it better.
10. Care for new members.
11. Serve at other times as well when requested to do so by the Pastor, other individuals and church auxiliaries.

INTERCESSORY PRAYER MINISTRY

No ministry will be effective at Emmanuel unless it is bathed in prayer! Therefore the mission of the prayer ministry is to lift up a congregation of believers who actively engage in all manner of prayers his ministry is designed to (1) encourage members to pray, (2) instruct persons in how to develop better skills

in praying, (3) provide a place to pray and (4) accept all types of prayer requests from inside and outside the church. The main function of the Intercessory Prayer Ministry is to pray.

1. Fervently seek a greater intimacy with our Lord and Savior Jesus Christ through daily personal prayer and devotions.
2. Trust God.
3. Train up God's people into the knowledge, faith, power and application of intercessory prayer in order to lift up the Name of Jesus.
4. Intercede on behalf of others, by boldly approaching the throne of grace, speaking and listening to God.
5. Humbly seek the will of God in all things.
6. Give God the glory in all aspects of this prayer ministry.

LIBRARY MINISTRY

The mission of the Library Ministry is to serve as a resource and reference center offering materials brought together to help enrich lives, deepen spiritual understanding and offer spiritual nourishment and growth to individuals and congregational groups.

1. Supervise and coordinate the activities of the library volunteers.
2. Keep an up-to-date library card file.
3. Purchase and repair all books and audiovisual aids.
4. Maintain an adequate library of church media, books, materials, periodicals and equipment.
5. Promote the use of media-library services and materials available to the church membership and programs.
6. Enlist and train more volunteers and personnel to staff the ministry.
7. Recommend to the Budget Committee money needed to support the library ministry of the church.
8. Maintain proper organization of the library through equipment, schedule of library hours, and resources.
9. Recommend to the church all needed library materials, services and equipment.

LONG-RANGE (STRATEGIC) PLANNING COMMITTEE

1. Enlist training assistance and resources from the state convention office and other sources outside the church.
2. Elect officers and specify duties of committee members.
3. Lead the church to adopt mission, vision and core value statements.
4. Engage the church through various activities to assist in answering the question, "What is God's will for us and what the needs in our church and community are?"
5. Set goals for the church, which if accomplished, will meet needs.
6. Plan strategies for reaching the goals.

7. Compile and present a comprehensive report to the church.
8. Establish an evaluation and implementation process for the long-range activities.
9. Make periodic reports to the church on the progress of the plans.

MEDIA MINISTRY

The ministry's mission is to glorify God by ensuring that His Word and our praise and song to Him is seen and heard clearly and without distraction or interference within our local church and throughout the world as its broadcasted or distributed on media with the highest video, audio, and production quality available. We are to carry the Gospel of Jesus Christ to our visually-driven, ever changing world through the use of technology and media, and to equip other ministries of the church to use digital and electronic media as worship and outreach tool. This ministry not only provides the technical support required for our worship services, but also records various events, teachings and sermons, which are made available on DVD and for viewing or podcasting at our web site.

1. Broadcasting live audio and video to the worship center and internet.
2. Recording audio and video during regular church services and special events.
3. Audio and video editing or recorded services and other special events for archive, broadcast, and production.
4. Production, duplication, and distribution of recorded audio and video files to fulfill order requests, sermon messages and other special events.
5. Providing audio and video support for evangelistic outreach and other special events outside of the church building.

MEN'S MINISTRY

The Men of Emmanuel's ministry is to help the men through prayer and study to become totally committed to the advancement of God's Kingdom, and through volunteer service to help improve the quality of life for our families, for our brothers and sisters at Emmanuel and our communities. The Men of Emmanuel will accomplish its objectives through participation in studies just for the men, through prayer services, through workshops, a youth mentoring program, and ex-offenders reentry program, a legal affairs program and such other programs and activities as may be adopted from time to time. ***Ephesians 3:16-19***

1. Build the men of EBC on the firm foundation of the Word of God
2. Prepare young men for all phases of manhood and the roles that men may face.
3. Prepare men to do the work of ministry while providing opportunities for worship, instruction, fellowship, and evangelism.
4. Provide instruction in His Word for how men are to perform in all roles of manhood to include being a man of the community, husband, father, leader, or ministry servant.
5. It is the role of the elder men to pass on the wisdom of God's Word to the younger men with intentional mentoring and training.

MISSIONS MINISTRY

The Missions Ministry seeks to evangelize the world with the gospel of Jesus Christ, to minister the Word of Christ to each individual and to be a constant witness for Christ. The Missions' ministry implements its mission statement by developing outreach programs to discover and contact the unreached for Christ. In conjunction with the Christian Education Ministry, the ministry helps the church develop an effective program of missionary education, using approved missionary education resources and it promotes education for social concerns and action.

1. Promote missions (local, associational, state, North American and international) in the church through prayer support, activities, publicity, information and the seasonal special offerings.
2. Plan special worship services or emphases on missions in consultation with the pastor, staff and mission program leaders such as the Women's Ministry (Woman's Missionary Union director), Men's Ministry leader (Brotherhood director) and other missions leaders in the church.
3. Recommend mission trips and necessary support to the church.
4. Serve as resource team for or liaison between the church and operating missions of the church.
5. Study the new mission possibilities and make recommendations to the church about such new starts.
6. Make recommendations to the Budget (Finance) Committee as to the needed money for missions support for the annual church budget.
7. Recommend mission involvement and leadership policies and guidelines to the church.

MUSIC MINISTRY

The purpose of the music ministry is to share the gospel of Jesus Christ through song; our purpose and duty is to praise and worship the Lord continually. We seek to facilitate a service filled with inspiration, praise and thanksgiving with congregational singing as one of our chief expressions of a group's praise of God. It is our goal to achieve a worshipful, meditative atmosphere where persons can hear God's still small whisper.

It is our belief that inspiring music is the result of prayer, good planning, hard work and committed people. Therefore, the music ministry strives to share a witness of God at work in our lives; share our understanding of God, testify of His saving grace and remind one another of God's continuous presence through the word in song. We simply tell the story of Jesus the Christ through music, preparing hearts to receive the preached Word of God. With this being true, those of us who are responsible for the music and singing experience know the importance of becoming extra concerned about the total worship experience. We sing and skillfully play instruments to worship, honor, praise and magnify God.

ORGANIST / PIANIST

Principal Function: The organist (pianist)/music assistant is responsible to the minister of music for serving at the organ/piano and assisting in the music ministry.

Responsibilities:

1. Play the instrument for all regular and special services of the church.
2. Serve as accompanist for choirs, ensembles and soloists in rehearsals and services, as needed.
3. Play for weddings and funerals as requested.
4. Assist in planning worship services, choir rehearsals and special music events.
5. Plan and give direction to training programs designed for developing organists/pianists.
6. Maintain a regular schedule of organ practice and study.
7. Serve as secretary to the minister of music.
8. Maintain music ministry files, library and equipment.
9. Work with the graded choirs as assigned.
10. Perform other duties as necessary.

NOMINATING COMMITTEE

1. Select, interview, and enlist church program organizational leaders, church emphasis program leaders, general officers and certain committees (if designated by church Bylaws), before they are presented to the church for church approval.
2. Discover, interview enlist and propose to the church for election persons who are suitable to fill all elected positions within the church except as provided elsewhere in the bylaws.
3. Screen and approve volunteers before they are invited to serve.
4. Distribute the most capable leadership among the most pressing needs of the church.
5. Assist in discovering and enlisting persons to fill leadership and abilities of church members.
6. Devise methods of discovering potential leaders and the gifts and abilities of church members.
7. Present the names of volunteers to be elected by the church.
8. Coordinate the filling of vacancies of volunteer workers and leaders as they occur during the church year.

*** Note:** *The Chair of the Deacon and Deaconess ministries, the Minister of Music and Minister of Christian Education shall be ex-officio members after their election or appointment. The church shall elect seven members to this committee.*

NURSE'S MINISTRY

As dedicated Christian church nurses living a life filled with God's spirit, our mission is to project God's image through serving God's people, wherever and whenever needed. We serve on a humanitarian basis to assist worshippers when needed, to give urgent necessary first aid and to impart general advice on problems of health that will help Christians understand the relationship between spiritual and physical well-being.

1. Serve the Pastor and help ensure his comfort before and after preaching.
2. Provide blood pressure screenings quarterly.
3. Provide assistance and care to others who have basic health needs, relying on ministry volunteers who are appropriately trained, but also knowledgeable about when to call for other medical professionals.
4. Educate members on health, medication, and good nutrition. We seek to encourage a healing relationship with God.
5. Respond to medical emergencies that may occur during worship services.

** Note: At least one member of the ministry will be on duty at any EBC worship service and Homegoing service whether the deceased is a member or not of Emmanuel.*

NURSERY MINISTRY

Our Mission is to meet children at their level of development, to teach them the love of Christ and the joy of His forgiveness and salvation, to help them learn the truth of His Word and to encourage their growth within the body of Believers. Also to allow parents the opportunity to fully participate in the worship experience.

1. Bring up children in the nurture and admonition of the Lord (Eph. 6:4).
2. Provide safekeeping and care of children in a manner that is pleasing to God.
3. Train children in the plan of salvation (Proverbs 2:6)

PASTORAL RELATIONS MINISTRY

The mission of the Pastoral Relations Committee is to provide support, encouragement and appreciation to the Pastor and his family. This ministry should be realized as the committee centers attention on the personal needs of the Pastor and First Lady and family. Those needs should be defined to include the following: intercessory prayer, facilitation of better communications between the Pastor and the congregation, personal and professional development, compensation, vacations, recreation and anniversary celebration.

1. Pray for the needs of the pastor and his family.
2. Provide any supplies or other items the pastor may need for his office or pulpit, such as preparing his robe for Sunday service.

3. Maintain clear channels of communication with the pastor to inform the pastor of needs, activities, and/or problems and to receive the pastor's input, insight and affirmation related to plans and decisions for the first family.
4. Plan and implement the Sunday morning meals for the first family.
5. Provide hospitality to visiting clergy and church officials.

PERSONNEL MINISTRY

The mission of the personnel ministry is to help ensure policies, procedures and processes are in place to support staff and volunteers and that the ministry operation is compliant with state and federal laws.

1. Establish employee pay grades.
2. Establish employee job classifications.
3. Make recommendations and decisions on employee benefits.
4. Establish employee policies.
5. Make recommendations on staff training needs.
6. Identify potential leaders and make recommendations on leadership development.
7. Create employee assistance programs.
8. Establish vacation approval process.
9. Develop reward and recognition programs.
10. Review job applications and recommend candidates for interviews.
11. Oversee employee performance management process.
12. Assist the staff and other key leaders concerning the need for additional church staff positions and when there are staff vacancies.
13. Prepare and update, as necessary, ministry position descriptions for all employed personnel.
14. Prepare and maintain an organizational manual relating to the church's employed personnel.
15. Recruit, interview, and recommend to the church new employees.
16. Develop and recommend salaries and benefits for employees in all classifications.
17. Develop and recommend policies and procedures to the church for employed personnel administration.
18. Consult annually with the Budget Committee in budgeting for current and future employee salary schedule and benefit provisions.
19. Assess ministry (job) performance of each staff member at least annually and be sensitive to job insecurities that may plague them.

PROGRESSIVE CLUB

In faith and prayer we desire to be His hands and show His love through our support to our family members by providing care through outreach, remembering our past, embracing our future and sharing with those who are in need.

1. Assist the Deacons in touching and loving our sick and shut-in members by providing care packages each month.
2. Remembering our past through history presentations such as dinner plays and trips.
3. Reaching out to our seniors each summer with a family picnic.
4. Being an integral part of our church family in all activities.

PUBLIC RELATIONS COMMITTEE

1. Determine within the church and community the understanding and acceptance of the church's work.
2. Develop with organizational leaders a plan to interpret the church's work to the public.
3. Use appropriate media to communicate the church's work to the general public and community.
4. Increase members' awareness of the values of good church public relations and media support.
5. Recommend policies, procedures, and actions to improve church public relations and media ministry.

SECURITY MINISTRY

The EBC security officers guard all church property against fire, theft, vandalism, illegal entry or other violations of state, county or organizational rules of misconduct. The Security Ministry is responsible for maintaining, safe and secures grounds and buildings for EBC ministries; and coordinates any emergency assistance needed on EBC property.

1. Focus mainly, but not limited to, security and safety for members, visitors, church building and the surrounding grounds.
2. Maintain anonymity and confidentiality as its highest priority and focus.
3. Be present but not overly visible in order to observe and prevent incidents. Some situations call for privacy.
4. Be self-sufficient, accountable and responsible to the ministry.
5. Provide support to all using any of the church parking lots and side street parking.

SENIORS MINISTRY

The Senior Adult Ministry (SAM), responding to God's call as revealed in Jesus Christ, is a helping ministry to persons in Emmanuel who are at least 62 years old. Enlivened by the Holy Spirit, SAM seeks to improve the quality of life for senior adults by insuring their acceptance and involvement in all of the ministries, programs and activities of Emmanuel as well as by sponsoring programs and activities that are designed

especially for our seniors. Additionally, the SAM provides direct assistance or referrals to seniors who need advice and help with regard to their personal, spiritual concerns and their financial or other business matters, as well as end-of-life arrangements.

1. To enhance the quality of life for our seniors.
2. To reach older adults with the gospel of Jesus Christ.
3. To increase the church body's awareness of and concern for our older members.
4. To provide seniors with services, fellowship and opportunities in their aging years of life.
5. To assist them their independence through activities, events, workshops and support helps.

STEWARDSHIP MINISTRY

The mission of the stewardship ministry is to create givers, develop Christ-centered stewards; training people to be biblically debt free and become tithers and savers.

1. Review the committee's purpose, areas of concern, and basic responsibilities in the matters of stewardship.
2. Study what the Bible teaches about stewardship including giving.
3. Study, identify, and write out the mission of the church.
4. Seek to understand the church's stewardship needs.
5. Work with Budget (Finance) Committee on proposed annual budget.
6. Plan and calendar the emphases and opportunities that will best help the church promote the annual church budget and faithful giving.
7. Seek the cooperation of other church leaders and use all existing channels of the church to communicate biblical stewardship truths, with emphasis on personal stewardship and spiritual growth.
8. Become familiar with and determine the best available methods and resources for implementing planned stewardship activities.
9. Be sensitive to stewardship needs that are unique or that do not occur regularly.

SUNDAY SCHOOL MINISTRY

The mission of the Sunday School Ministry is to facilitate the opportunity to teach, understand, and apply the vital importance of God's Word, through scripture, to our children, teenagers, and adults of all ages. Under the leadership of the Sunday School Superintendent, our Sunday school focuses on affirming that God's Word is the foundation for living a successful Christian.

1. To encourage members of our Church Family and community (children to adults) to participate in our Sunday School Program.
2. To make our Sunday school fun and spiritually enriching.
3. To establish a consistent and committed educational platform.
4. To provide well rounded and theologically lessons based on the Word of God.

5. To continue to grow/expand a dependable staff, who because of their personal commitment to Christ, is willing to serve as teachers/facilitators.
6. To provide the staff and students with curriculum and other resources which inspire learning, but most importantly make a positive impact on their lives.
7. To prepare ourselves to go and make disciples in accordance with Matthew 28:19

SUNDAY SCHOOL SUPERINTENDENT

The church shall have a Sunday Morning Bible Teaching Ministry under the supervision of a Sunday School Superintendent. The superintendent shall be responsible to the Minister of Christian Education for the operation and administration of the Sunday morning Church School. The Superintendent shall be nominated by the Nominating Committee and elected by a majority vote to serve a three year term.

SUNSHINE CLUB

The mission of the Sunshine Club is to co-labor with all ministries of the church developing group activities, spiritual enrichment, individual development and support of the Emmanuel Baptist Church vision.

TRANSPORTATION MINISTRY

This ministry provides safe and secure transportation for members and guests to and from church related ministry functions and activities.

1. Provide service for individuals who would not otherwise be able to attend Sunday worship services or Bible studies.
2. Provide transportation for church and choir members for other activities away from the church, such as out of town speaking engagements the Pastor has.
3. Thoroughly inspect both the exterior and interior of the church bus prior to departing the Family Life Center
4. Drivers are to obey the posted traffic regulations to include safe driver protocols as well as obeying all posted speed limit requirements.
5. In the unlikely event that any passenger(s) becomes sick while riding on the church bus, the scheduled driver must use common sense when determining whether to call 911 or attempting to transport the sick passenger(s) directly to the nearest fire department or hospital. The scheduled driver is also responsible for notifying the sick passenger's point of contact person, church office and/or deacon ministry chair as soon as possible.
6. If in the unlikely instance of an accident while driving the church bus, the scheduled driver is to contact 911 immediately to report the incident as well as document the situation that caused the accident, to include taking any photographs and/or need for medical assistance. In addition, the driver must notify the director of transportation and/or church office as soon as possible.

TRUSTEE MINISTRY

The mission of the Trustee Ministry is to hold in trust all properties of the church, to act for the church in all legal matters as required, and to oversee the maintenance, repair and enhancement of all real properties of the church. The Trustee Ministry is also responsible for receiving and safeguarding all monies given to the church and in concert with the Church Treasurer for paying all appropriate church bills in a timely manner. In short, the Trustee Ministry represents the church directly or through counsel in all legal, financial and other business matters, being careful to keep the Pastor and church fully informed. This ministry shall consist of at least nine (9) persons, having no power to buy, sell mortgage lease or transfer any property of the church without a specific vote of the church authorizing such action.

1. Act as legal agents or representatives as directed by the church, signing all legal documents involving the purchase, sale, mortgaging and rental church property, only upon direction by the church.
2. Maintain inventory of all legal documents, in conjunction with clerk.
3. Counsel with church staff, key leaders, committees or organizations concerning legal matters.
4. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular or special business meetings.
5. Make recommendations to the church concerning legal documents, property and other legal issues.
6. Oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
7. Make sure that all furnishings and equipment are properly working.
8. Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
9. Make recommendations to the Budget (Finance) Committee as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
10. Take actions in emergency situations regarding church facilities, furnishings and grounds.
11. Serve as a resource team when the church considers securing additional or selling property and furnishings.
12. Serve as a resource team in facility safety, security and crime prevention issues.
13. Conduct annual inventory, inspection and evaluation of all church property and equipment.
14. Make recommendations concerning maintenance and usage of church parking facilities and signage.
15. Assist and support the church custodial personnel in matters related to the building and grounds.
16. Inspect properties and maintain inventory of equipment and furnishings.
17. Conduct annual evaluation of space allocations to determine better uses of property, space and furnishings.
18. Recommend space rearrangements for best usage of facilities.
19. Recommend acquisition and maintenance of mission property.
20. Recommend training and supervision of maintenance personnel.
21. Develop and recommend maintenance policies and procedures.

22. Recommend policies regarding space, properties, and equipment.
23. Develop and recommend insurance plan for buildings and properties.
24. Prepare budget and administer the maintenance budget.
25. Oversee bus and van needs, if such a committee does not exist.
26. Determine needs of, arrange, equip, and administer parking space.
27. Select and maintain adequate furnishings for programs and activities.
28. Assist church committees in responsibilities relating to property.
29. Promote conservation of energy and other natural resources.
30. Recommend survey, planning, and building committee when needed.
31. Evaluate the facilities to ensure that space is accessible to disabled persons and elderly.
32. Evaluate building and grounds security and make recommendations.
33. Evaluate the need for signs and maintain existing signs.

USHER'S MINISTRY

Our mission is to serve as doorkeepers. We are to meet, greet and seat the worshippers before and during the worship experiences. We also help prepare the building for worship. We insure that the church is in proper condition that church literature, bulletins, fans, etc. are in their proper place. We meet the congregation with a pleasant smile and warm welcome while directing them to their seats. We serve at all scheduled worship experiences as well as all special occasions and accompany the Pastor when he is preaching at other local churches. We look to the Pastor and deacons for directions on other ways that we might help.

1. Enlist and recommend ushers and greeters to serve at all services, arriving early for worship services (30 minutes prior is usual).
2. Make sure all doors are opened, lights are on, bulletins in place for distribution.
3. Double check entry ways, sanctuary and restrooms for cleanliness.
4. Assist in the seating of members and visitors
5. Assist in providing care for the needs of members and guest during the service.
6. Attend to the needs of the visiting speaker or guests of honor.
7. Maintain the decorum of the service, according to the church's tradition.
8. Watch for the safety of the congregation and acting as the line of first response to medical emergencies.
9. Receive the offering when baskets are passed or monitor the movement of members from pews to present their offering to the front of the church to the trustees.
10. Attend to altar and/or respond to congregants as they respond to the sermon's invitation.
11. Assist security ministry to be watchful and vigilant when there is something of concern or emergencies.
12. Responsible for attendance counting for all services.
13. Straighten hymnal rack materials and make sure worship center furnishings are in place.

14. Make sure worship guides (bulletins), offering plates, guest cards, and other needed materials are ready and available.
15. Be clear on the order of worship.
16. Greet people with a smile, a warm word of welcome, an introduction of yourself and provide them with a worship guide.
17. Assist people with information, materials, and seating as needed.
18. Assist people as needed after the conclusion of the service.

VOLUNTEER MINISTRY

The Volunteer Ministry encourages volunteerism and provides an opportunity for members to share their gifts and talents by participating in administrative services, projects and special events. Duties may include clerical assignments using various computer software and office equipment and filling in as front office receptionist.

WIDOWS/WIDOWERS SUPPORT GROUP

The Widows/Widowers Support Group is a fellowship of those individuals who have experienced the loss of a loved one. Members are united in their effort to show love, support and concern, as well as share experiences and encourage ongoing faith and hope. Scriptures, books, articles, personal growth and other sources of positive information are shared to further enlighten the members.

WOMEN'S CLUB

Established in 1931 as the first organized club of the church, the Women's Club is a body of Christian women devoted to the spiritual and cultural growth and development of the women of Emmanuel Baptist Church.

As a pattern for Christian living, women are encouraged to adhere to Philippians 4:8, "Finally my brethren whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, if there be any praise, think on these things."

The Women's Club endeavors to be supportive of programs and events sponsored by other clubs and ministries of the church. Our aspirations are to:

1. Support the goals and mission of Emmanuel Baptist Church;
2. Provide a biblical foundation by encouraging women to study and memorize God's word;
3. Support outreach efforts and activities for the youth;
4. Promote love, harmony, unity and fellowship that will ultimately influence the larger congregation;
5. Identify opportunities to support the church, local community and the extended community.

We further desire to demonstrate strength in the Lord by providing more effective service and discipleship.

WOMEN'S MINISTRY

In commitment to Jesus Christ as Savior and Lord and to the mission of the church (Luke 4:18, 19) and through the empowerment of the Holy Spirit, the Women of Emmanuel shall provide opportunities for ALL Women of EBC to become all that God intends them to be. Through personal development the Women of Emmanuel strive to build God's faith community. Personal development includes: bible study, worship, discovering, development and using spiritual gifts, stewardship, physical health, mental health and church and community services. Building God's faith community includes: witnessing, serving in community service projects, adolescent rites of passage, ministry with girls, developing friendships and establishing support groups.

1. Engage women and girls in mission activities
2. Help bridge the gap between younger and older women believers
3. Develop activities and community service projects for encouragement and outreach.
4. Support women in their difficult role as spouse, nurturing parent work and home schedule
5. Undertake projects to help missions, outreach and other ministries
6. Possibly partner with other Women's ministries in the area to provide fellowship and friendship within the wider faith community.
7. Teach, pray for and give support for those who are in need
8. Provide an atmosphere to minister to the distinctive needs women face
9. Develop personal ministry for women and girls.
10. Provide opportunities for fellowship for women and girls each, pray for and give to missions
11. Develop programs such as rites of passage and mentoring services in conjunction with the youth ministry for our younger girls, 12 and over.

YOUTH AND YOUNG ADULT MINISTRY

The mission of Youth and Young Adult Ministry is to embrace and encourage all children (K-5th grade), youth (6th-12th grade) and young adults (18-35 years old) to cultivate a personal relationship with Jesus Christ through relevant teaching, worship, witness, and service and strengthen our relationship with each other. Known collectively as YAM, we choose to rise up against the status quo of this world and stand firm on the word of Jesus Christ. Using the Bible as the ultimate guide and standard of authority, it is the mission of the Youth and Young Adult Ministry to support and promote spiritual growth and development as well as knowledge of Christ as Savior among young people.

The EBC Youth and Young Adult Ministry consist of the following ministries: Girl Scouts; Boy Scouts; prayer and bible study; homework center; Sunday School and the Children's Choir.

1. Love youth and young adults where they are physically, spiritually and emotionally;
2. Encourage members in developing their relationship with God.
3. Provide opportunities for nurture and growth.
4. Challenge members to respond to God's call to serve in Emmanuel and their communities.



Guidelines

PREFACE

The procedures and programs of the Emmanuel Baptist Church (hereinafter referred to as (“Emmanuel”)) are designed to:

1. Equip the saints for the work of the ministry;
2. Set at liberty those who are bound;
3. Serve the present age, our calling to fulfill;
4. Assure fairness and equality in the treatment of all members and organizations and
5. Give each member every opportunity to reach his or her full potential in service to God, the Emmanuel family and mankind.

These guidelines are designed to give general guidance and instructions on the major recurring events and programs at Emmanuel. Special circumstances may require a variance to these guidelines and procedures. It must also be recognized that, for any given occasion, the pastor reserves the right to direct a different procedure from those spelled out in this manual. Indeed, the Holy Spirit may well lead the Pastor to structure a specific program or activity in a manner that is totally different from the procedures set forth in this document.

However, unless directed otherwise by the Pastor or the Chairman of the Deacon Ministry in the Pastor’s absence all servant leaders, members and ministries of Emmanuel are expected to follow the procedures outlined herein. From time to time, this manual may be revised or amended in order to take into account new experiences or requirements. In this regard, servant leaders and members are encouraged to suggest appropriate changes to this basic document.

In addition, the ministries, committees and clubs of Emmanuel are expected to amend their by-laws or procedures to conform to this manual.

POLICIES

BABY DEDICATIONS

Any member who wishes to have their baby dedicated to the Lord and/or prayed for should contact the church office to schedule. Baby dedications will be held on 1st Sundays at the 10:45am worship service.

BUS AND VAN TRANSPORTATION

It will be the policy of Emmanuel to provide transportation where possible, to her members who need assistance in attending Sunday morning worship services, prayer services, bible study and Sunday school. Priority will be given to members with disabilities and senior members of Emmanuel.

1. The members are responsible for notifying the church office as soon as possible when transportation is needed. They must realize that transportation will be provided in accordance with availability of a vehicle and driver.
2. The transportation ministry will provide trained drivers who will follow the procedures established for this purpose.
3. The Trustee ministry will insure adequate insurance, maintenance, fuel and other care for all vehicles owned or leased by the church.
4. Transportation ministry will assure that appropriate teaching, evangelistic outreach guidelines and coordination of drivers is provided for all vehicles assigned.
5. As appropriate and as vehicles and drivers are available, Emmanuel will provide transportation to members and groups who wish to visit other church sponsored activities.
6. As appropriate and as vehicles and drivers are available, Emmanuel will provide transportation to disabled and senior members for other worthwhile purposes, such as shopping, hospital visits, etc. Such request should be made to the church office of approval by the Transportation ministry in conjunction with the Trustee ministry.

CORRESPONDENCE

It is often necessary and appropriate for the various ministries and committees of Emmanuel to correspond with other churches and organizations external to Emmanuel. Not only is this an appropriate and businesslike activity, it helps to establish and maintain proper records of the life of the church. Accordingly, important communications should be reduced to writing whether internal or external.

Unless otherwise authorized by the Pastor, all external communications should be processed through the church office. The actual processing and mailing should be the responsibility of the church office and all official correspondence should be signed by or for the pastor or his designee.

Incoming correspondence addressed to the organization of the church should be opened and acted upon promptly. Any significant information in such incoming correspondence should be shared with the Pastor, the officials and other appropriate persons as soon as possible.

Letters, cards, announcements and other communications should not be posted on the church's bulletin boards without the expressed approval of the church office. All approved announcements and communications will bear the initials of the Pastor, Administrative Assistant or Church Secretary.

DUES

Dues may be collected by any ministry, choir and/or committee. If and when a ministry, etc. needs funds for any purpose they may submit a voucher to the Trustees for approval. Vouchers can be obtained from the church office.

ENGAGING MINISTERS TO PREACH

The Pastor is the only person responsible for overseeing all preaching activities at Emmanuel. The following steps should be followed in connection with the desire to invite any preacher to speak at Emmanuel:

1. When any ministry considers sponsoring or hosting a worship service requiring a preacher a list of names, church affiliations, telephone numbers and email addresses of those being considered should be given to the pastor three months before the worship service.
2. The pastor will consider the names submitted by the ministry, but he is in no way limited to considering only the names on the list. Once the selection is made, the Pastor will extend a written invitation and notify the concerned group after he has received confirmation of the acceptance.

** Note: Under no circumstance should a member or group invite a speaker directly, ascertain whether a particular speaker is available or interested in accepting an invitation if it is extended or announce its intention to invite a particular speaker without first obtaining approval from the Pastor.*

FUNDRAISING

Fundraising of any kind whether at church or in someone's home should NEVER occur in the name of Emmanuel Baptist Church unless expressed written approval, with proper signatures, is given.

FUNERALS HELD AT EMMANUEL BAPTIST CHURCH

I. BEFORE MAKING ARRANGEMENTS

In the event of a death, where services for the deceased will be held at Emmanuel Baptist Church (EBC), members (or, if applicable, a family member of the deceased) are encouraged to contact the Minister of Bereavement, Pastor or the church office immediately, and prior to making arrangements.

II. SERVICES FOR MEMBERS

Funeral services will be provided for any EBC member who is in good standing. A member in good standing is defined as an individual whose a) membership is held with EBC, and b) has attended church services regularly, and c) has made systematic financial contributions within the last year.

III. SERVICES FOR AN IMMEDIATE FAMILY MEMBER OF AN EBC MEMBER

When an EBC member is in good standing, the church will provide funeral services for an immediate family member who does not have a home church of their own. Immediate family members are limited to: spouse, child, parent, sibling, grandparent, or grandchild.

IV. SERVICE INCLUSION

Services for EBC members and their immediate family members will include:

1. Consultation with and guidance from the Minister of Bereavement or Pastor;
2. The assistance of the church secretary;
3. Use of the church sanctuary;
4. Program participants, including: minister, deacons, deaconesses, missionaries, choir, musicians, nurses, ushers, audio/visual staff, parking and security staff;
5. Use of the church fellowship hall;
6. Preparation of a repast by the culinary staff;
7. Servers for dinner at the repast;
8. Services of the custodial staff.

V. SERVICES FOR OTHERS

Families are encouraged to utilize the services of a local mortuary when the deceased is not a member of a church, and is a relative other than as defined in Sections II and III above. When possible, the pastor and/or church secretary will share information that might aid families in making arrangements.

VI. LOANS FOR FUNERAL EXPENSES

Emmanuel does not pay for funeral services. Emmanuel does not make loans to families for funeral expenses. Individuals are strongly encouraged to proactively plan for funeral and other final expenses by purchasing life insurance, creating a designated savings account, or other financial preparations. Individuals may also wish to consider preparing a will, establishing a trust, or making other estate plans that will provide peace of mind for both you and your surviving family members.

INVITING OUTSIDE SINGING GROUPS

From time to time, the various ministries (including the music ministry) may wish to invite choirs, groups, instrumentalist or soloist to express their spiritual gifting to the Lord. Emmanuel continues to embrace this practice. However, before anyone is invited, the following steps should be followed:

1. All requests must be submitted to the Minister of Music before any formal invitation is extended.
2. All guests must be informed that the services at Emmanuel start promptly on time.

MANAGEMENT OF STAFF AND VOLUNTEERS

All paid staff and volunteers are under the administrative management of the Pastor. Accordingly, he has authority to determine assignments duties responsibilities evaluations tenure and compensation. To assist him in these activities, the Pastor will be assisted by the Personnel Committee. Advice and assistance as appropriate, from the Trustee ministries will be provided. The Pastor may delegate full authority to the Director of Personnel or the Chairman of the Trustees ministry for any aspect of the management and supervision of the staff and volunteers.

OBTAINING COUNSELING AND ASSISTANCE

Members of Emmanuel who wish to obtain Pastoral counselling on any matter should contact the church office to schedule a conference with the Pastor.

Members of Emmanuel who have general questions or concerns about any activity of the church or who have a special prayer request should contact the Deacon or Deaconess Ministry leaders.

It should be * Noted that while the Pastor and officials will gladly and freely offer wise counsel to anyone who seeks it or is willing to listen, the Pastor, the officials and Emmanuel bear no legal responsibility for any action you may or may not take as a result of the counseling that is offered by such persons.

OFFICE SERVICES

The church office is open for business from 10:00am to 5:30pm Tuesday through Friday.

Members are encouraged to adhere to the following:

1. Call the church office as soon as possible to report an illness or death.
2. Call the church office to schedule Pastoral conferences, make funeral arrangements and plan a wedding.
3. Letters and memos to be typed must be received in the office one week before they are to be mailed or distributed.
4. Information for weddings and special programs must be received by the office staff at least 10 business days before the event.
5. Copying services will be provided during the week. However, copying of documents on Sunday will be limited to emergencies. All copying and use of other office equipment will be limited to the office staff and other authorized persons only.
6. Conference rooms and class rooms will be reserved on a first come basis. However, the Deacons have priority of the Deacon's room and the music ministry has priority of the choir room at all times.
7. Mail and other communications will be distributed to the mailboxes of the various ministries, committees and leaders promptly. The leaders of the various ministries are responsible for checking their mail boxes regularly.
8. Requests for supplies for conferences, workshops, etc. should be given to the office staff at least three weeks in advance of an event so as to allow sufficient time to order or otherwise obtain the requested items.

*** Note:** *The office staff will gladly provide any other administrative, art work or secretarial services that any member or group needs in connection with the activities of the church. Members are asked to give their complete requests to the staff two weeks prior to the due date.*

PROCEDURES FOR RECEIPT AND DISBURSEMENT OF FUNDS

All ministry and organization leaders, as well as all disciples of Emmanuel Baptist Church, are required to adhere to the following guidelines:

I. Voucher submittal for reimbursement of payment

- A. All vouchers submitted for reimbursement or payment must be reviewed and approved by the Trustee Ministry Chair. In the chairman's absence, the appointed Trustee Ministry vice Chair will review and approve vouchers.
- B. All vouchers must be submitted on Sunday and after approval, may be picked up the following Sunday (1 week) after the 10:45am worship service.
- C. All vouchers must be within the specific budget of each ministry or individual and must contain the following information:
 1. Name of person/organization/company the check should be made payable to;
 2. Amount the check is to be written for;
 3. Correct ministry/individual account number the funds should be charged to;
 4. Brief description or invoice listing the item(s) purchased and
 5. Date the voucher is submitted and an authorized signature.

II. Purchase of Property and Large Equipment

- A. Only the Trustee Ministry is authorized to purchase property and equipment (large or small) and dispose of same. When the need arises for any purchase, a request should be made to the Trustee Ministry and voted upon by the congregation.
- B. Ministries/individuals are not permitted to purchase property and/or equipment with their personal funds and later submit a request for reimbursement from the church without prior authorization from the Trustee Ministry Chair or the designated Vice Chair.

III. Church Liability of Property and Equipment

- A. Emmanuel Baptist Church will not be liable for damage to, the theft of, or the repair of anyone's personal property while housed or used at Emmanuel such as tools, equipment, instruments, furniture, computers, etc.

IV. Deposit of Funds

- A. Ministries and committees of Emmanuel may, from time to time, raise funds through the collection of membership dues or through other fundraising activities. Monies raised are the property of Emmanuel Baptist Church.
- B. The secretary/treasurer of a ministry should keep itemized records of all monies raised. Funds exceeding \$50.00 should be submitted to the church Treasurer. To deposit funds with the Trustee Ministry, the following information must be furnished:
 1. Name of Ministry;
 2. Correct ministry account number;
 3. Amount to be deposited and
 4. Date and signature of individual(s) submitting the deposit.
- C. A receipt will be given to the person making the deposit.

V. Church Treasurer

- A. The Church Treasurer is not permitted to write checks for any vouchers unless the voucher has been reviewed and approved by the Trustee Ministry Chair.
- B. The Church Treasurer is not permitted to write checks for any invoices or statements received for purchases or repairs unless the invoices or statements have been reviewed and approved by the Trustee Ministry Chair.

** Note: As in the past, ministry leaders are asked to “pass these procedures on” whenever leadership changes. Your cooperation will ensure the success of receipt and disbursements of your funds by the Trustee Ministry.*

PROCUREMENT AND CONTRACTING

From time to time members and ministries may identify the need for additional equipment, supplies or services for the church. Members and ministries should not make any purchases and charge the costs thereof to the church and any time or expect to be reimbursed by the church except where approval has been obtained in advance. Receipts for expenditures should be presented when requesting reimbursement. Receipts should also be presented to the Trustee ministry when items have been purchased from “advanced funds”.

Members and ministries should not enter into any binding contract on behalf of the church unless specifically approved. Program expenditures will be in accordance with the approved budget with priorities established by the Pastor in concert with the Deacon and Trustee ministries. The Trustees act for the church in all legal matters and execute the church’s decision on how to use its property and other resources.

REPORTING AND SAFEGUARDING FUNDS

The ministries of Emmanuel may from time to time raise funds through the receiving of “dues” from members or through other activities. Generally, such activities are proper and acceptable. However, it must be remembered that by whatever means, for whatever purpose, with whatever intent, all monies raised by an authorized group from Emmanuel. That is to say that if money is given or raised by or for any ministry, club, committee that claims any association or affiliation with Emmanuel, such money is the property of Emmanuel. In light of the above, the following procedures should be followed:

1. All ministries, clubs and committees may determine whether and if so, how much they will require of members as dues. The secretary/treasurer should keep exacting and current records of any and all dues and such monies should be submitted to the church Treasurer through the Trustees for safekeeping when such funds exceed \$50.00. The Trustees will keep exacting records of such funds and give the secretary/treasurer of the ministry a receipt for such funds.
2. Support of the church will be through tithes and offerings. Ministries may undertake special fundraising efforts above and beyond individual obligations only after special approval. Such special fundraising activities may be for specific items, projects or general fund usage. Should the funds raised be designated for a specific usage, this usage must be identified in the organization’s

program for the year and approved accordingly. Projects submitted after initial annual program submission will be submitted to the Pastor through the Deacon Ministry.

3. Determinations of allowable fundraising activities will be in accordance with written church policy. In absence of specific policy determinations will be made by the Pastor in concert with the Deacon Ministry. After permission has been obtained to pursue the special activity or project, arrangements should be made with the Trustee Ministry chairman for safekeeping of any special funds that will be raised or realized in connection with the special project or activity.
4. Each ministry of the church should have two separate people (a financial secretary and a treasurer) accounting of funds raised by the ministry: one person to keep the books and records and another person to count and safeguard the actual funds until presented to the Trustees for safeguarding. No member of the church should be responsible for safeguarding money or keeping record of funds for more than one ministry.

USE OF CHURCH FACILITIES & SECURING DATES

The scheduling of meetings and rehearsals must be cleared by the administrative assistant. Likewise, all other ministry-related activities, whether internal or external, must be communicated to the church secretary who will seek final approval from the Pastor. This includes special events, activities in the fellowship hall, and use of the kitchen. Prior to accepting engagements or sending representation in support of ministries at another church, the EBC ministry president must inform our church secretary of such intentions. This information is not for the purpose of denial or permission, but so that the church is aware of such representation. However, if the whole ministry, such as nurses, ushers, etc. wishes to accept an invitation, it is required to first seek permission. It is against the policy of EBC for a ministry to sponsor any type of event using either the names of the church or the ministry without the express approval of the church. All gatherings in said names shall be cleared through the church office.

USE OF KITCHEN

Any ministry or individual requiring use of the kitchen for receptions, banquets, etc. must request the presence a certified food handler during the event. The names of EBC's certified food handlers are located in the church office and a copy is posted in the kitchen. Prior approval is required from the Kitchen Manager. Forms may be found in the church office.

*** Note:** *Presidents and chairpersons are responsible for conveying these policies to ministry members.*

SUBSTANCE ABUSE

Any illegal drug use is quite simply contrary to God's will, incompatible with Christian ethics and beliefs and in violation of Federal and local statues. The use of alcohol as an intoxicating beverage violates the church covenant. Therefore, the policy of Emmanuel is to offer a helping hand to those who will accept it while holding person responsible for their acts while under the influence of illegal drugs or alcohol.

Our ultimate objective is to create a drug-free environment for that part of Southeast Washington in which the church is located. The basic approach will be the employment of individuals, facilities and agencies. Our intermediate objective is to create a drug-free environment for the members and facilities

of the church. Our short-term objective is to (a) make the membership aware of the consequences of substance abuse, (b) develop a program for the prevention and intervention of substance abuse and (c) to identify or if necessary, establish treatment facilities of the substance abusers who seek or are willing to accept help.

In order to achieve our objectives, we will:

1. Fervently pray for God's help and guidance.
2. Establish a core group that is to be called CASTT (the Caring and Sharing Together Team) that will consist of the Pastor, Chairman of the Deacon Ministry, the Minister (Director) of Christian Education and such other officials and persons as evidence a concern about and willingness to devote necessary time and effort to solving the substance abuse problem.
3. Obtain the advice and assistance of concerned professional health organizations, such as Progressive Health Associates.
4. Elicit the support and cooperation of other concerned churches in the area.
5. Seek the involvement and assistance of law enforcement and governmental agencies, as appropriate.

The CASTT will develop programs, procedures and practices that will enable the church to achieve the above stated objectives, such as by obtaining appropriate training, networking with a hotline, delivering required services, including counselling and most importantly evangelizing.

USE OF CHURCH FACILITIES

Disciples of EBC may use the Kitchen and Fellowship without a charge but there is a \$50.00 refundable clean-up fee. An additional \$50.00 fee is charged for activities that require extra work for the custodial staff. Fees must be paid in advance on Sundays between 1:00pm – 2:00pm.

These fees are not applicable to Church-wide activities such as church and pastor anniversaries, revivals, Sunday school repast, YYAM Night, After-school programs, VBS, Summer Day Camp, Bible Study Repast, SHARE, funeral repasts.

Non-members must pay \$125 for use of the Fellowship Hall, \$125 for use of the kitchen, and a \$100 refundable deposit on the kitchen. Non-members must pay an additional \$50.00 custodial fee. Fees are to be paid at least 2 weeks in advance when possible.

VISITING SICK & SHUT IN MEMBERS

Not only does the Bible contain many examples of the sick being healed by our Lord and Savior Jesus Christ, it also instructs us on the importance of visiting the sick (Matthew 25:31-36) and on the importance and results of praying for the sick (James 5:14-16). In addition, our church covenant obligates us to "watch over one another in brotherly love and to aid each other in sickness and distress".

The following procedures are suggested for guidance in visiting the sick and shut-in:

1. Use sound judgement...when sick yourself, stay home and reschedule your visit.

2. Keep the visits short, staying just a few minutes in a sick room. At the same time, avoid giving the impression that you are in a great hurry or have more important things to do.
3. Read an appropriate scripture and pray, but avoid loud songs and long prayers.
4. Invite but don't insist that others present join in the devotional period.
5. Go in the sick room trying to uplift, while determining if there is a need that you can meet and depart.
6. Sit so as to be close to and on the same level with the sick individual but avoid sitting on the person's bed unless invited to do so by the individual.
7. Keep in mind that you have no authority to tell others about a sick person's ailment. Allow the patient or the patient's family to reveal the nature or seriousness of the illness if they wish.
8. Never tell the sick person that you know of other who died with the illness they have. Tell them that Dr. Jesus has never lost a patient and they must pray for God's will be done.
9. Remind those who know and inform those who don't know that God loves them and that the brother and sisters of Emmanuel love them as well.

*** Note:** *In order to ensure that members who are ill and shut in may receive prompt and regular visits, it is imperative that all members file a revised membership form when they move or change telephone numbers.*

WEDDINGS

Weddings are sacred and serious events. Moreover, weddings are very personal events. Therefore, in order to meet the needs of the wedding party and in order to protect the interest of Emmanuel, the following steps would be followed when a couple wishes to get married at Emmanuel:

1. The church office should be notified as soon as possible of an engagement to schedule marriage counseling with the Pastor.
2. The wedding coordinator will advise the couple on church policy that must be adhered to by the wedding party. The church Wedding Coordinator will advise on such matters as rehearsal, the appropriateness of decorations, use of church facilities, requirement for food and beverage served on Emmanuel's premises, etc.;
3. Church office should be contacted to obtain a date and time that are suitable to Emmanuel's schedule.
4. Bride may select a wedding coordinator other than Emmanuel's but such person must adhere to the general guidelines of Emmanuel.
5. The Minister of Music should be contacted by the Bride to coordinate the selection of appropriate music and performance of such music at the wedding.
6. The wedding coordinator will maintain ongoing contact with the newlyweds to (a) assure that if they have any concerns or problems they may be addressed by the Pastor or designated leadership and (b) to assure that important future events (wedding anniversaries, birth of children, etc.) are properly * Noted and recorded in the official records of the church.

MINISTRY'S MEETING SCHEDULE

Missions Ministry	1 st Saturday	10:00am
Women's Ministry	2 nd Saturday	9:30am
Men's Ministry	2 nd Saturday	9:30am
Ushers Ministry	2 nd Saturday	1:00pm
Women's Club	3 rd Saturday	1:00pm
Progressive Club	4 th Saturday	1:00pm
Sunshine Club		
Helping Hand Club		
YYAM	2 nd & 4 th Friday	6:30pm
Volunteer Choir & Men's Chorus	Monday	6:30pm
Senior Choir	Wednesday	1:15pm
Choraleers	Wednesday	6:30pm
Children's Choir	Wednesday	5:30pm
Nurses	1 st Saturday	1:00pm

MINISTRY GUIDELINES AND RULES

APPROVAL GUIDELINES FOR MINISTRY AND COMMITTEE ELECTIONS

Elected Presidents and Vice-Presidents must meet the approval of the Pastor before they officially take office. The election of officers will be conducted as usual. However, names of the president and vice-president must be submitted to the Pastor who will provide final approval within 31 days of receiving the submission.

The following guidelines are recommended for nominating presidential and vice-presidential candidates for office:

1. Candidates must regularly attend worship services – both morning worship, and other services.
2. Candidates must regularly attend Bible Study, Sunday school, or both.
3. Candidates must be a tither, consistently bringing 10% of his or her income to the work of EBC.
4. Candidates should be followers. Those who cannot follow cannot lead.
5. Candidates must understand the function and the purpose of the ministry. Nominees must have been a participant in the ministry for no less than two (2) years and a member of EBC no less than three (3) years, unless otherwise approved by the Pastor.
6. Presidents cannot serve more than two (2) consecutive years, except by appointment of the Pastor.
7. Presidents who have served two-year tenure cannot be re-elected until they have been out of office for at least two years. The Pastor can waive this requirement.
8. Presidents are required to provide ministry rules and by-laws to each new member. In addition, the President or their designee is required to review the rules periodically to ensure they are understood by members of the ministry.
9. Presidents are required to submit a copy of any ministry-specific addenda to the church secretary.
10. Presidents and vice-presidents are required to attend all church-sponsored leadership training sessions, and all meetings of the Leadership Council.

*** Note:** *Each ministry should provide position descriptions for all elected officers within 30 days of elections.*

EMMANUEL BAPTIST CHURCH

MINISTRY LEADERS COVENANT

At Emmanuel Baptist Church our desire and commitment is to cultivate the highest quality of Christ like leadership in and among our people. Our purpose statement reminds us that our church exists “to help people find and follow Christ”.

This Leadership Covenant serves as a guide for all our leaders and ministry volunteers in the personal pursuit of this purpose. It also serves as a guardrail for the spiritual and moral health of our ministry community as we seek to “*spur one another on toward love and good deeds.*” Hebrews 10:24

As a servant of Jesus Christ and a leader at Christ Journey Church, I will endeavor:

1. Covenant of Personal Integrity

I will strive to represent myself, the ministry of Emmanuel Baptist Church, and God with integrity (Romans 14:12). I will do my best to live, speak, and act in a manner “*worthy of the calling I have received*” (Ephesians 4:1) *and pleasing before God* (Romans 12:1), aligning my lifestyle with Biblical principles and avoiding ungodly situations (Ephesians 4:17-32; I Corinthians 10:13).

2. Covenant of Availability

I will commit to give my time, energy, and insight to the work of the ministry in the course of genuine need (Colossians 3:23). Including:

- Being present, on time, prepared, and focused for all meetings and ministry opportunities, as possible.
- Making a one-year commitment to serve in this ministry.
- Contributing ideas, energies, talents and abilities as needed.
- Fulfilling tasks that may be asked of me to the best of my ability.

3. Covenant of Accountability

I recognize that I am accountable for my words and actions before Jesus, scripture, Church leadership, and my ministry team. I will strive to receive criticism and rebuke in love, as coming from a brother/sister in faith. Also, I will endeavor to lovingly hold others on my ministry team accountable for their integrity and conduct for the sake of the ministry (James 4:7, II Timothy 3:16-17).

4. Covenant of Loyalty

I covenant with the Pastor and Ministry Leaders to hold their reputations in the highest regard. I won't entertain a conversation from any source that is derogatory to their personal character or integrity. If such a situation arises, I will express my support for the leader(s) and communicate my intention to share negative comments with them. (Ephesians 4:29)

5. Covenant of Humility

I realize that I won't always agree with the actions or decisions of leadership, yet I commit to do my best to love them with God's affirming love and to continue to strive toward their expectations (Colossians 3:12-14), recognizing that it is my responsibility to submit to the authorities that God has placed over me (Romans 13:1).

6. Covenant of Openness

I promise to strive to be open with my leaders and teammates about my hurts and joys. Doing this implies my trust in the team and my desire for growth. (1 Corinthians 12:26). If I have a problem with anyone on the team, I will follow Biblical guidelines for conflict, neither avoiding it nor engaging in gossip (Matthew 18:15-17).

7. Covenant of Confidentiality

I promise to keep sensitive matters that have been entrusted to me within the confines of confidentiality. However, if I learn of or suspect that a team member is in danger of doing serious harm to self or others, or of committing a serious crime, I understand that I must report it to my ministry leader who will deal with the situation appropriately.

8. Covenant of Sensitivity

I will be sensitive toward others and live as the Apostle Paul did: not to offend anyone. Understanding that all things are permissible, but not all beneficial (1 Corinthians 10:23), I will deny myself of certain privileges or personal freedoms that would damage the name of this ministry or cause someone to stumble in his/her faith journey (1 Corinthians 9:19).

9. Covenant of Prayer

Recognizing that prayer is key to unlocking ministry potential (Colossians 4:2-4), I commit to pray for the ministry of our church and those we are serving. I will pray for the leadership and my teammates, coveting their prayers in return, that we may be mutually built up (James 5:16).

Name: _____

Signature: _____

Date: _____ / _____ / _____

The commitments we ask leaders to make at Emmanuel Baptist Church are very serious. This covenant is grounded in the Biblical expectations for those who take on the awesome responsibility of serving Christ in the church.

NOTES

Leadership in church is one of the biggest challenges that the Church is facing because without strong leadership, the church rarely lives out its redemptive potentials.