

Trinity Missionary Baptist Church Ministry Handbook



Ministry Handbook

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MINISTRY HANDBOOK

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Trinity M. B. Church

Mission, Vision and Core Values

The Mission of Trinity M.B. Church:

“To be conformed to the image of Christ
and to help others be conformed to the same image.”

Based on Matt. 28:19-20 and Rom. 8:29

The Vision of Trinity M.B. Church:

- We envision the proclamation of God’s Word through preaching and teaching in order to provide a healthy foundation for continual growth and transformation.
- We envision families being enriched and empowered to overcome cursed relationships that are performance based and engage in relationships that are full of grace and rooted in God’s love, grace, and Christian service.
- We envision outreach to those who are poor, widowed, orphaned and in need of relief from severe and chronic circumstances.
- We envision expansion of our facilities to accommodate numerical growth as well as to provide amenities and services for all age groups with varying needs.
- We envision a wide variety of educational opportunities that can enhance our understanding and provide the basis for needed change in our lives.
- We envision opportunities for service, employment, and mentoring.
- We envision sharing the good news locally and globally through cross-cultural communication of the gospel of Jesus Christ.
- We envision full participation as each person embraces and implements Christ’s mandate to share the gospel as ambassadors for Christ.
- We envision financial security and stability and economic equipping and empowerment for every individual.

- We envision spiritual, mental, emotional, physical, and social stability for every individual.

The Core Values of Trinity M.B. Church:

- Worship: We value attributing value and worth to God (Ps. 86:10).
- Biblical Instruction: We value familiarity with and desire to know the truths of Scripture for transformation and change (2 Tim. 3:16-17).
- Family: We value relationships between husbands and wives and their children (Gen. 2:24; Josh. 24:25; Ps. 127:3-5; Eph. 6:1-2, 4).
- Excellence: We value maintaining the highest of ministry standards, which brings glory to God (Col. 3:23).
- Encouragement: We value giving hope to people who at times need hope (1 Thess. 5:11).
- Obedience: We value a willingness to do what God or others ask of a person (1 Pet. 1:14).
- World Missions: We value spreading the gospel of Christ around the globe (Acts 1:8).
- Cooperation: We value the act of working together in the service of the Savior (Ps. 133:1-3; 1 Cor. 12:14-20; Eccl. 4:9-12).
- Community: We value the desire to reach out to the people who live within driving distance of the church (our Jerusalem) (Heb. 10:24-25).
- Evangelism: We value telling others the good news about Christ (Matt. 28:19-20).
- Innovation: We value making changes that promote the ministry as it serves Christ (Mk. 2:21-22).

Acknowledgements/Explanation

Acknowledgements

- Petersville Missionary Baptist Church: The place where the idea for a ministry team handbook was first envisioned.
- Resource Materials: These tools provided helpful insight for the development of Trinity Missionary Baptist Church ministry handbook. Four books that I consider to be valuable tools for church ministry and team development are:
 1. Robert A. Young, *The Development of a Church Manual*
 2. Bruce P. Powers, *Church Administration Handbook*
 3. Larry Gilbert and Cindy Spear, *The Big Book of Job Descriptions for Ministry*
 4. Stan Toler, *Church Operations Manual: A Step-by-Step Guide to Effective Church Management*
- Trinity Missionary Baptist Church:
 - For allowing time and effort, for the continuation and completion of this vision.
 - For the ministry and team leaders who helped to bring this project to fruition.
 - For the Trinity Missionary Baptist Church Editorial Team (Sis. Nell P. Hogan, Leader and Sis. Diane Westfield, Asst. Leader) and their careful inspection of the ministry handbook.
 - For love, patience and understanding, as this project was in process until completion.

Explanation of Ministry and Teams

Within this manual, the terms “boards” and “auxiliaries” have been replaced with “ministry” or “ministries”. The term “committee” has been replaced with “team”. Larry Gilbert and Cindy Spears said,

“In team ministry, every Christian has a place in the ministry of the church. When you clarify each ministry position and spell out the responsibilities of the position beforehand, each person—whether paid or volunteer—can understand what is expected and serve more effectively. A written description also leaves less room for misunderstanding. It reduces the possibility of mistakes attributed to ‘I don’t know’ and decreases confrontational incidents due to lack of direction or policy.” ---*The Big Book of Job Descriptions for Ministry*

I pray that everyone will be blessed by the hard work and dedication that went into producing this ministry handbook.

Pastor Trevor M. Crenshaw

INDIVIDUAL STAFF PROFILES

Ministry Area: Leadership and Administration

Position: Pastor

Accountable to: Church

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Have and display good leadership skills
5. Have good people skills
6. Be a good communicator
7. Be a good encourager
8. Be able to engage in good conflict management
9. Have at least a BA in a field that will help in leading God's people
10. Have at least five years of pastoral experience
11. Be able to help maintain a sense of community within the church

Responsibilities:

A. PREACHING AND TEACHING

1. Preach the Word (Acts 14:15; 2 Tim. 4:2)—It will be the responsibility of the pastor to be the principal "preacher," discharging this duty with love, faithfulness, impartiality, and fearfulness, knowing that he or she will be held accountable for the welfare of the flock (Heb. 13:17).
2. Teach the Word (2 Tim. 2:2)—It will be the responsibility of the pastor to be the principal "teacher," teaching the truth in love, imparting truth to those who will pass truth on to others (Eph. 4:15; 2 Tim. 2:2).

B. PASTORAL CARE

1. Intercessory Prayer (Acts 6:4; Eph. 6:18)
 - a. Every effort will be made by the deacons to assist the senior pastor with the work of the ministry so that sufficient time can be given to this responsibility.
 - b. The Leadership will cooperate with the pastor further in engaging and promoting special times of prayer.
2. Calling on the Sick
Priority will be given to church members.
4. Counseling
 - a. Priority will be given to members of the church.
 - b. Decisions as to the amount of time and persons to be counseled will be at the discretion of the pastor.
5. Directing Public Worship
 - a. The pastor is responsible for the order of worship and arrangement of special services.
 - b. The pastor is expected to be sensitive to the Holy Spirit, striving to maintain a balance between the mental and emotional, objective and subjective aspects of worship.

6. Administering the Sacraments
 - a. The sacrament of the Lord's Supper will be administered through the direction of the pastor.
 - b. Baptism will be administered by the pastor.
 - c. Dedication of infants will be administered by the pastor.
7. Performing Weddings
 - a. The pastor will have the right to grant or refuse the ceremony of marriage according to biblical interpretation.
 - b. It will be the pastor's task to develop a wedding policy concerning counseling, and so forth.
8. Conducting Funerals
 - a. The Pastor will conduct all funerals as requested.
 - b. It will be the pastor's task to develop a funeral policy.
9. Managing Conflict
 - a. The pastor will work to facilitate peace among members of the staff and the congregation.
 - b. The pastor will seek to win back the estranged and to reconcile those with broken relationships, particularly when such conflicts threaten the welfare of the church.

C. OUTREACH

1. Administration (Heb. 13:17)

- a. The pastor will have general oversight of the church, acting as a catalyst for the future direction of the church and facilitator of existing ministries and programs. He will have the privilege of forming teams, such as he deems necessary for the purpose of researching, brainstorming, and so forth. Such teams will not have legislative power, but will serve strictly in the advisory capacity.
- b. The pastor will be responsible for supervising the office and pastoral staff.
 - (1) He will bring recommendations to the Deacon, Finance, and Trustee Ministries for the hiring and retiring of all hired personnel.
 - (2) Any problems concerning the staff should be reported directly to the pastor, who in turn will review such concerns with the Deacon, Finance, and Trustee Ministries.
- c. The pastor will be considered an ex officio member of all church ministries and teams.

2. Equipping (Eph. 4:11-12)

- a. The pastor will be expected to fulfill his scriptural calling to equip the saints for the work of ministry.
- b. The pastor will seek out those filled with the Holy Spirit and train them to minister.
- c. The pastor will work with the Deacons to insure spiritual care for the total constituency.

3. Evangelism (Matt. 28:19-20)

The pastor will lead by example and evangelistic lifestyle through a variety of ways such as:

- person-to-person contact in soul winning,
- giving an invitation at the main services and small-group meetings of the church,
- personally conducting revival meetings within the church or using other qualified speakers to direct such meetings,
- media outreach (such as radio, television, and newspaper), and
- training others to win souls.

4. Learning/Writing

- a. The pastor will engage in continual learning through personal study, schools and colleges of higher learning, seminars, and conferences.
- b. The pastor will be responsible for writing literature that reflects the church's vision, mission, and theme, through policies, procedures and curriculum.

The overall salary and scheduled payment for the *Pastor* will be negotiated by the Trustee Ministry and Finance Ministry, before presentation to the church body.

Ministry Area: Leadership, Discipleship, and Administration

Position: Associate Minister

Accountable to: Pastor

Qualities and Abilities Needed

1. Possess godly character and integrity
2. Compatible / team player
3. Gifted in organization
4. Committed to reaching the unchurched
5. Ability to teach effectively
6. Ability to lead and direct a team of volunteers

Responsibilities may include:

1. Participate in designated meetings
2. Fill in when the pastor is ill or out of town
 - a. Assist in handling emergency situations
 - b. Preach/teach/lead services
3. Preach when called upon at times designated by the pastor
4. Assist, or lead when necessary in the administration of the ordinances, reception of members, and other services of the church
5. Be involved in outreach, visitation, and handling special requests from members to visit loved ones they are concerned about
6. Visit hospitalized members
7. Be available to conduct funerals and weddings
8. Pray for the pastor, other staff members, volunteer workers, members and the church as a whole

The overall salary and scheduled payment for the *Associate Minister* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Administration

Position: Church Secretary/ Administrative Assistant

Accountable to: Pastor

Requirements:

1. Must be a Christian and a member of the church
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Enjoy doing office and administrative work
5. Clerical skills such as filing and typing
6. Pleasant phone manner
7. Good organizational skills
8. Computer knowledgeable: Microsoft Office (Excel, Word, and PowerPoint) and Membership Plus

Responsibilities:

1. Write letters and prepare mail for mailing
2. File all important documents
3. Process telephone messages
4. Prepare invitations
5. Set up reservations
6. Complete a new member form whenever a person joins the fellowship
7. Keep a record of member and visitor attendance
8. Type miscellaneous items as directed
9. Record minutes in church Conference and Leadership meetings
10. Prepare weekly bulletin, sick list and prayer list
11. Notify membership and leaders concerning meetings
12. Maintain dates for Pastor and be knowledgeable of pastor's itinerary
13. Perform other duties as assigned

The overall salary and scheduled payment for the *Church Secretary/ Administrative Assistant* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Administration

Position: Assistant Church Secretary/ Assistant Administrative Assistant

Accountable to: Pastor

Requirements:

1. Must be a Christian and a member of the church
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with church secretary and others
4. Enjoy doing office and administrative work
5. Clerical skills such as filing and typing
6. Pleasant phone manner
7. Good organizational skills
8. Computer knowledgeable: Microsoft Office (Excel, Word, and PowerPoint) and Membership Plus

Responsibilities:

1. Write letters and prepare mail for mailing
2. File all important documents
3. Process telephone messages
4. Prepare invitations
5. Set up reservations
6. Complete a new member form whenever a person joins the fellowship
7. Keep a record of member and visitor attendance
8. Type miscellaneous items as directed
9. Record minutes in church Conference and Leadership meeting
10. Prepare weekly bulletin, prayer list and sick list
11. Notify membership and leaders concerning meetings
12. Maintain dates for pastor and be knowledgeable of pastor's itinerary
13. Perform other duties as assigned

The overall salary and scheduled payment for the *Assistant Church Secretary/ Assistant Administrative Assistant* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Buildings/Church Grounds

Position: Church Custodian

Accountable to: Trustee Ministry

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Enjoy working with hands
5. Be able to do physical labor necessary for cleaning the church building
6. Maintain a clean and orderly church

Responsibilities:

1. Empty all wastebaskets weekly; more often if necessary
2. Dust furniture in offices, reception areas, sanctuary and entrances
3. Vacuum offices and carpeted areas weekly, or more often if needed.
Dust mop, sweep or vacuum other areas as needed
4. Clean/disinfect drinking fountains and telephone mouthpieces weekly
5. Clean cobwebs from ceilings, corners, vents, fans, etc. as needed
6. Thoroughly clean restrooms weekly. Check after each event and reclean if necessary—includes cleaning toilet bowls, urinals, partitions, tiled walls, mirrors and floors and refilling soap, towel and toilet paper dispensers, making sure toilet paper and paper towels are available and emptying trash and sanitary containers.
7. Clean windows and glass doors as needed
8. Pick up litter
9. Check all areas for odors. Clean/disinfect as necessary
10. Clean up after church-sponsored special events
11. Non-church sponsored events will be negotiated by the church's wedding and funeral policies. Any other non-sponsored church event will be negotiated by the church's trustee ministry.

The overall salary and scheduled payment for the *Church Custodian* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Buildings/Church Grounds

Position: Church Grounds Keeper

Accountable to: Trustee Ministry

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Ability to use lawn equipment
5. Enjoy working with hands, working outside, lawn and garden task
6. Be able to do physical labor
7. Maintain a beautiful lawn, and contribute to the beauty and physical appearance of the church grounds.

Responsibilities:

1. Cut the grass weekly or as needed, depending on the seasons.
2. Trim around shrubs, foundations—anywhere needed.
3. Spread fertilizer, weed and crabgrass preventer as necessary.
4. Weed and water flower gardens.
5. Clear snow/ice/debris from walkways; put down ice-melting crystals to prevent slick spots when necessary.
6. Pick up litter from grounds.
7. Maintain lawn and garden equipment; arrange for repairs when needed.
8. Order/pick up lawn and garden supplies when needed.

The overall salary and scheduled payment for the *Church Grounds Keeper* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Church Grounds

Position: Assistant Church Grounds Keeper

Accountable to: Trustee Ministry

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Ability to use lawn equipment
5. Enjoy working with hands, working outside, lawn and garden task
6. Be able to do physical labor
7. Maintain a beautiful lawn (sod area in the front of the church), and contribute to the beauty and physical appearance

Responsibilities:

1. Cut the grass weekly or as needed, depending on the seasons.
2. Trim shrubs as needed.
3. Remove weeds and water flower gardens.
4. Clear snow/ice/debris from walkways; put down ice-melting crystals to prevent slick spots when necessary.
5. Pick up litter from the grounds.
6. Maintain lawn and garden equipment; arrange for repairs when needed.
7. Order/pick up lawn and garden supplies when needed.

The overall salary and scheduled payment for the *Assistant Church Grounds Keeper* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Music

Position: Singing Ministry Director

Accountable to: Pastor and Trustee Ministry

Requirements:

1. Mature and growing Christian
2. Gift of Exhortation
3. Gift of Discernment
4. Passion for singing, worshipping, and praising God
5. Passion for encouraging the saints
6. Passion for influencing the lost
7. Servants' heart
8. Dependable and committed with good character
9. Organized with ability to lead the music ministry
10. Understand the overall mission of the church as it relates to music

Responsibilities:

1. Teach choir etiquette.
2. Work with the musician on song coordination for services.
3. Provide vocal training for the Singing Ministry.
4. Work with the pastor for preparation of worship services.
5. Be willing to work with Singing Ministry on song choice.
6. Inform Singing Ministry Leader if there is a conflict with rehearsal.
7. Inform Singing Ministry Leader about any absences.
8. Work with the Choir Assistant when leader is not present.
9. Be at all engagements thirty-minutes before time to ensure that all choir members are present, and for any adjustments to the musical aspect of the service.

The overall salary and scheduled payment for the *Singing Ministry Director* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

Ministry Area: Music

Position: Church Musician

Accountable to: Pastor and Trustee Ministry

Requirements:

1. Mature and growing Christian
2. Gift of Exhortation
3. Gift of Discernment
4. Passion for singing, worshipping, and praising God
5. Passion for encouraging the saints
6. Passion for influencing the lost
7. Servants' heart
8. Dependable and committed with good character
9. Organized and supportive of music ministry
10. Understand the overall mission of the church as it relates to music

Responsibilities:

1. Lead the music program at the church.
2. Teach choir members musical arrangements.
3. Provide audio discs for rehearsals.
4. Work with Singing Ministry Director on song selections for each Sunday.
5. Work with Singing Ministry Leader and Director on musical arrangements.
6. Be at all engagements thirty-minutes before time (to ensure proper functioning of equipment, to ensure that choir members are present, and for any adjustments to the musical aspect of the service.
7. Inform Singing Ministry Leader in regards to any absences.
8. Ensure that piano or other instruments are properly maintained.
9. Work with the Pastor for preparation of worship services.
10. Play for weddings, funerals, and banquets, as employed by the individual(s) requesting such services.

The overall salary and scheduled payment for the *Church Musician* will be negotiated by the Pastor, Trustee Ministry, and Finance Ministry.

INDIVIDUAL PROFILES

Ministry Area: Service
Position: Church Announcer
Accountable to: Pastor

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Pleasant speaking presentation
5. Good communication skills

Responsibilities:

1. Collect all announcements prior to worship service.
 2. Check with the Pastor, church secretary, church leaders to ensure that all announcements are collected.
 3. Present announcements in a clear, concise, and informative manner.
 4. If unavailable to present announcements, have the Assistant Church Announcer fulfill the responsibilities.
 5. Keep a file of all announcements.
 6. To gather information for Public broadcast of Church events
 7. To lead in the promoting of the Church slogan and the church vision for the year.
- **All announcements must be signed or initialed by the administrative assistants before reading during any service.**

Ministry Area: Service

Position: Assistant Church Announcer

Accountable to: Pastor

Requirements:

1. Must be a Christian and a dependable, responsible, dedicated, and committed person
2. Be willing to work with others
3. Pleasant speaking presentation
4. Good communication skills

Responsibilities:

1. Be available each Sunday to work with the Church Announcer for coordinating church announcements (if needed).
2. Be available each Sunday to present church announcements (in the absence of the Church Announcer).
3. One Sunday per month, be available to present the church announcements.

- **All announcements must be signed or initialed by the administrative assistants before reading during any service.**

Ministry Area: Service

Position: Guest Speaker Attendant

Accountable to: Pastor

Requirements:

1. Must be a Christian
2. Be a dependable, responsible, dedicated, and committed person
3. Be willing to work with others
4. Ability to travel at least 2.5 hours outside city limits
5. Enjoy driving and traveling

Responsibilities:

1. Secure information or itinerary concerning guest evangelist or speakers, for programs, services, conferences, and revivals.
2. Be knowledgeable of the travel areas and destinations.
3. Determine if the individual will need transportation to and from the church.
4. Be on time to secure the individual from their place of departure for personal needs and church programs/events.
5. Be courteous and respectful to the individual to which service is provided.
6. Provide quality transportation and service to the individual while expecting nothing in return for the service provided.
7. Be knowledgeable of program/event times.
8. Always be sure to ask the individual concerning his/her needs before and after each service.
9. Save receipts for reimbursement (gas, food, and travel expenses).

LEADERSHIP MINISTRY PROFILES

Trinity MBC Leadership Ministry Team

The Leadership Ministry Team serves as a forum for the church's leaders to guide planning, coordination, and evaluation of the total work of the church. The Leadership Ministry Team depends on various church ministries and teams to implement the church's program according to assigned tasks. As the leader of the Leadership Ministry Team, the pastor is able to lead in the development of a unified program that gives major attention to priority needs.

Mission, Responsibilities, and Duties of the Trinity M.B.C. Leadership Ministry Team

Mission: To fulfill the overall mission of the church as commanded by the Great Head of the Church, Jesus Christ. In addition, through representation of all areas of the congregation, ensure that the church participates in a well balanced and purpose driven ministry through various ministry channels, which are as follows: *Evangelism and Outreach, Worship, Fellowship, Christian Education and Discipleship, and Christian Service.*

Responsibilities and Duties of TMBC Leadership Ministry Team:

- 1) Become familiar with the Team Philosophy of ministry. (There are no "I's" in Team.)
- 2) Know the spiritual and physical requirements of ministry.
- 3) Help the church understand its mission and define its priorities.
- 4) Provide input before all major decisions and recommendations are made.
- 5) Keep accurate records of all meetings and decisions before recommendations are made to the church. (Church Secretary)
- 6) Meet on a monthly basis. (More if needed)
- 7) Be accountable to the church body.
- 8) Overall: to assist the church to determine its course, and to coordinate and evaluate its work.

Membership

Church leaders become members of the Leadership Ministry Team as a result of serving in leadership positions.

Members of the Leadership Ministry Team

The Leadership Ministry shall consist of the Pastor, Administrative Assistants, Ministry and Team Leaders.

Meetings

In the absence of the pastor, the pastor may appoint another leader of the Leadership Ministry to facilitate the Leadership Ministry Team Meeting. The number of leaders necessary to carry on the official business of the Leadership Ministry Team meeting shall be at least half of the total number of leaders. No meeting shall take place unless all members of the Leadership Ministry Team have been properly informed. Any member of the TMBC may attend the Leadership Ministry Team meeting only after they have contacted the Church Secretary and made it known of their intentions to attend. The Leader of the Leadership Ministry Team will need to be informed of the attendance of anyone who is not a member of the Leadership Ministry Team. (An email address will be secured for all Leadership Members to receive announcements, communications, and memos.)

Filling Vacancies

The Pastor may select replacements for all Leadership Ministry Positions.

Limits of Authority

At no time shall the Leadership Ministry view itself or act in a manner which projects to the church body that it is the final authority in the church. The Church Body still holds the right to vote on all major decisions involving the church.

Slogan for the Trinity MBC Leadership Ministry Team:

“ One body **working** together,
suffering together and
rejoicing together
through the Spirit of God.”

I Cor. 12:26

Name of Ministry: Certain Sound Of the Trumpet Becoming Ministry

Mission Statement:

The mission of the *C.S.O.T. Becoming Ministry* is:

- To be willing servants of God united in the Spirit of love,
- To proclaim the Good News of Jesus Christ through preaching, teaching, witnessing and outreach,
- To strive to set the example of unity, accountability, fellowship and kingdom building,
- By challenging the unchurched to receive Jesus Christ and the saints of God to be more like Jesus Christ the proclamation of the gospel.

Scripture Basis For Mission Statement:

1 Corinthians 14:8 (KJV) "For if the trumpet give an uncertain sound, who shall prepare himself to the battle?"

Meeting Date: 2nd & 4th Sunday

Meeting Time: 7:00 A.M.

Meeting Place: Fellowship Hall (unless otherwise specified)

Members: Pastor and Associates of the Trinity M.B. Church

Principal Function of *C.S.O.T. Leader*: The Leader of the *C.S.O.T. Becoming Ministry* is responsible for the planning and directing of the *C.S.O.T. Becoming Ministry*.

Responsibilities:

1. Coordinate and plan opportunities for associates to develop and sharpen their ministry gifts and their abilities in the proclamation of the Word of God.
2. Provide insight into the art of preaching: the manner, matter and purpose of preaching.
3. Provide insight into the available material and literature to help promote physical, spiritual, and psychology growth in ministry.
4. Provide insight into the five-fold purpose of the church.
5. Stress the need for soul winning on behalf of the Kingdom of God and edification of the Body of Christ.
6. Stress the need for continual spiritual formation through prayer, devotion, and daily absorption of the Word of God.
7. Stress the need for continual humility as we provide service to the church and community at-large.
8. Stress the need for continual evaluation of individual and collective performance in ministry.

Name of Ministry: Church Marketing Ministry

Mission Statement:

The mission of the **Marketing Ministry** is:

- To promote the assembling of ourselves together; working wholeheartedly promoting the Kingdom of God.
- To use marketing tools and mediums, to help change the life of the church, and impact the surrounding community through strategic marketing, design, and technology.
- To reach out to the saints of God, the community of God and the unchurched; while extending the invitation to be a part of the Kingdom's fellowship.

Scripture Basis For Mission Statement:

*"So wherever you go, make disciples of all nations" **Matthew 28:19a***

*"Forsaking not the assembly of ourselves together" **Hebrews 10:25***

Meeting Date: Designated by Team Leader

Meeting Place: Designated by Team Leader

Meeting Time: Designated by Team Leader

Responsibilities of Church Marketing Ministry Leader:

1. To be Spirit led and able to work with staff.
2. To lead the Church Marketing Ministry in creating and establishing strategic marketing plans for the Trinity M.B. Church.
3. To develop and maintain a yearly budget from which to start and complete Church Marketing task.
4. To work with and be available to assist each personnel in coordinating and performing Church Marketing Ministry task.
5. To keep the Church Marketing Ministry informed of any changes that need to be implemented for the success of the Church Marketing Ministry.
6. Be able to perform any of the Church Marketing Ministry task should the need arise.
7. To promote the vision, mission, and theme of Trinity M.B. Church.

Responsibilities of Church Marketing Ministry Assistant Leader:

1. Serve as a spiritual leader.
2. Understand the overall mission of the Church Marketing Ministry.
3. Facilitate meetings in the leader's absence.
4. Be able to perform any of the Church Marketing Ministry task should the need arise.

5. Work with the ministry or team leader in planning and coordinating group activities.
6. Assist in group training sessions.
7. Assist with group motivation.
8. Work to foster the church's interest and goals.

Responsibilities of Church Radio Coordinator:

1. To be Spirit led in interacting with marketing ministry.
2. To provide the Christian and mass community with news concerning the present ministry activities, spiritual achievements, and goals for the future.
3. To send encouraging messages and Biblical information to the Christian and mass community.
4. To gather information for publication of church programs, church events, and church activities.
5. To gather information from all ministries and teams for publication.
6. To promote the vision, mission, and theme of Trinity M.B. Church.

Responsibilities of Church Marketing News Paper Coordinator:

1. To be Spirit led in interacting with Marketing Ministry.
2. To provide the Christian and mass community with news concerning the present ministry activities, spiritual achievements, and goals for the future.
3. To send encouraging messages and Biblical information to the Christian and mass community.
4. To gather information for publication of church programs, church events, and church activities.
5. To gather information from all ministries and teams for publication.
6. Contact Photographer for photo needs.
7. To promote the vision, mission, and theme of Trinity M.B. Church.

Responsibilities of Church Marketing Internet Coordinator:

1. To be Spirit led in interacting with Marketing Ministry.
2. To develop and maintain internet website.
3. To develop and maintain Facebook postings.
4. To provide the Christian and mass community with news concerning the present ministry activities, spiritual achievements, and goals for the future.
5. To send encouraging messages and Biblical information to the Christian and mass community.
6. To gather information for publication of church programs, church events, and church activities.
7. To gather information from all ministries for publication.

8. Contact Photographer for photo needs.
9. To promote the vision, mission, and theme of Trinity M.B. Church.

Responsibilities of Church Marketing Television Coordinator:

1. To be Spirit led in interacting with Marketing Ministry.
2. To provide the Christian and mass community with news concerning the present ministry activities, spiritual achievements, and goals for the future.
3. To send encouraging messages and Biblical information to the Christian and mass community.
4. To gather information for publication of church programs, events, and church activities.
5. To gather information from all ministries for publication.
6. Contact Photographer for photo needs.
7. To promote the vision, mission, and theme of Trinity M.B. Church.

Church Marketing Ministry Training Info:

1. Read and review Church Marketing Ministry Profile.
2. Church Marketing 101 – Preparing Your Church for Greater Growth, Richard L. Reising

(10) Ten training sessions to broaden ministry members on Church Marketing tools and techniques:

Session 1: What Is Church Marketing?

Session 2: How Marketing Affects Every Area of Your Church

Session 3: Perceiving Their Perception

Session 4: Understanding Your Target Markets

Session 5: Fundamentals of Growth

Session 6: Creating an Atmosphere That Fosters Growth

Session 7: Marketing Secrets of the Big Boys

Session 8: The Branding Iron

Session 9: A Vision for the Future

Session 10: Putting It All Together

Name of Ministry: Deacon Ministry

Mission Statement:

The mission of the **Deacon Ministry** is:

- To know and understand the biblical mandate for congregational care.
- To work and develop the necessary skills to engage in congregational care.
- To engage in congregational care, by being persons of good reputations, full of the Holy Spirit, and full of wisdom.

Scripture Basis For Mission Statement:

"Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business." **Acts 6:3**

Meeting Date: 1st & 3rd Sunday

Meeting Time: 7:00 A.M.

Meeting Place: Fellowship Hall

Deacon Ministry Requirement:

- All deacons must be a Christian and a member of the church

Principle Function of Deacon Ministry Leader: The Leader of the Deacon Ministry is responsible for ensuring that the deacon's ministry supports the overall vision and goals of the church and engages in congregational care.

Deacon Leader's Responsibilities:

1. Maintain personal spiritual development and growth.
2. Resolve to submit to the authority of the Word of God.
3. Strive to follow and work under the authority of the pastor and the congregation.
4. Know and understand the various missions of the church and the various ministries it is seeking to carry out.
5. Engage in Christian Education with other members of the deacon's ministry.
6. Ensure that the pastor has the necessary time for study, prayer and meditation for teaching and preaching.
7. Seek to understand the needs of the pastor and his family.
8. Give biblically, and teach the members of the deacon's ministry to give according to the biblical patterns.
9. Meet with the pastor periodically, to prepare for church meetings and regular meetings of the deacon's ministry.
10. Periodically check to ensure that deacons are following through with their individual ministry assignments.
11. Make sure that other deacons are present for weekly meetings and know their assignments within these meetings.
12. Encourage other leaders in the church to attend and give support to the

spiritual life of the church.

13. Seek to resolve all minor conflicts without involving the pastor. All major conflicts should be immediately brought to the pastor.
14. Ensure that the widows, the sick and those who are hurting are given the necessary spiritual support and comfort.

Assistant Deacon Ministry Leader:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Preside at meetings in the leader's absence.
5. Work with the ministry leader in planning and coordinating group activities.
6. Assist in group training sessions.
7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interest and goals.

Deacon Ministry Secretary:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes.
4. Prepare and read the minutes of previous business meetings.
5. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
6. Contact group members to pass along important information regarding the group.
7. Maintain a current file of the group member's addresses and telephone numbers.
8. Work with the ministry leader.

Deacon Ministry Responsibilities:

1. Assist the pastor in the conduct of the church's mission.
2. Care for the church's membership.
3. Look after the church's widows and orphans.
4. Assist the pastor in conflict resolution.
5. Help the congregation to support the pastor's vision.
6. Model spiritual conduct and behavior.
7. Assist in the teaching ministry of the church.
8. Provide spiritual leadership in the church's ministry.
9. Assist in the care of the pastor and his family.

Name of Team: Drama Ministry

Mission Statement:

The Mission of the ***Drama Ministry*** is:

- To present God's message through drama and creative arts in an organized, detailed, and enthusiastic manner which will enhance the word of God visually as well as inspire, encourage, and edify the people of God in their faith walk with the Lord.

Scripture Basis For Mission Statement:

Ezekiel 4:4 "Lie thou also upon thy left side, and lay the iniquity of the house of Israel upon it: according to the number of the days that thou shalt lie upon it thou shalt bear their iniquity."

Drama is a Biblical form of expressing God's Word. Jeremiah, Ezekiel, Hosea and other prophets "acted" out God's message to the people. Jesus' own parables were a dramatic presentation of God's truth. Drama has power in worship. It reveals our inner desires and passions. It draws us into the story of Scripture. It can help us see our sin. It can motivate us to change.

Meeting Date: Every Wednesday (unless otherwise specified)

Meeting Time: 5:30 P.M.

Meeting Place: Sanctuary

Members: (1) Leader (1) Assistant Leader and other Ministry members.

Principal Function of Leader: To oversee all aspects of the church drama ministry to ensure that presentations are as excellent and inspirational as possible.

Responsibilities of Leader:

1. Oversee and pray for all aspects of the Drama Ministry.
2. Participate in training yearly, or as presented. Plan training sessions for Drama Ministry volunteers.
3. Research community for resources—libraries, fine arts centers, colleges, bookstores, local theaters—to locate sources of props, costumes, etc. for drama presentations. Keep a log of suppliers and whether you rent, borrow or buy from them.
4. Look for new ideas and scripts to use in the church's Drama Ministry. Select scripts, or work with a creative writer within the church to write scripts, for skits, seasonal programs, plays, etc.
5. Recruit volunteers for the Drama Ministry: actors, actresses, narrators, etc.
6. Work to obtain props or materials needed for drama productions.

7. Organize and schedule drama teams for skits, illustrated sermons, mimes, storytelling, and clowning.

Responsibilities of Assistant Leader:

1. Assist the Leader of the Drama Ministry and serve in the absence of the Drama Ministry Leader.
2. Participate in training opportunities yearly, or as presented.
3. Look for new ideas and scripts to use in drama ministry. Work with Drama Ministry Leader to select new ideas and scripts for the ministry's skits, sermon illustrations, etc.
4. Help recruit volunteers for the Drama Ministry.
5. Work to obtain and construct props or materials needed for the Ministry.
6. Meet monthly with Drama Ministry to discuss upcoming skits, sermon illustrations or other drama productions. Assign parts and duties. Set up rehearsals.
7. Inform Drama Ministry Leader of any special needs.
8. Help to lead the Drama Ministry in presentations in worship services or other special occasions.

Responsibilities of Team Members:

1. Pray for the drama team.
2. Participate in training opportunities yearly, or as presented.
3. Study and memorize assigned scripts.
4. Rehearse skits.
5. Meet monthly with the drama ministry to discuss upcoming skits, sermon illustrations or other drama productions. Perform drama presentations in worship services or other events.

Name of Ministry: Finance Ministry

The Vision of the Finance Ministry is:

"To be good stewards of God's resources!"

Mission Statement:

The mission of the **Finance Ministry** is:

- To know, understand, and take serious the Biblical mandate for accountability in Christian stewardship and church financial matters
- To ensure that the financial contributions are collected and accounted for in an orderly and efficient manner
- To monitor the faithful and generous giving of the church to ensure that the church's income is adequate for budgeted and approved expenses

Scripture Basis For Vision & Mission Statement:

*"Instruct them to do good, to be rich in good works, to be generous and ready to share, storing up for themselves the treasure of a good foundation for the future, so that they may take hold of that which is life indeed." **I Timothy 6:18-19***

Meeting Date: 2nd Monday

Meeting Time: 7:00 P.M.

Meeting Place: Finance Room

Finance Ministry Requirement:

1. All members of the Finance Ministry must be members of the church.

Principal Function of Finance Ministry Leader: The Leader of the Finance Ministry is to ensure that the collecting, recording and reporting of the church's finances are legal, accurate, and ethical according to biblical standards.

Finance Leader's Responsibilities:

1. Maintain personal and spiritual development through prayer, Bible Study and worship.
2. Encourage and challenge members of the finance ministry to contribute to overall financial success of the ministry.
3. Promote continued financial enlightenment in the area of church finances.
4. Develop policies and procedures to help keep the church's financial ministry legal, accurate, and ethical according to biblical standards.
5. Ensure that one of the finance ministry members is available each year to develop a budget for the ensuing year.

Financial Secretary's Responsibilities:

1. Keep an accurate record of all envelope receipts.
2. Responsible for the filing of financial records.
3. Assist in counting offerings received when needed.
4. Prepare and present annual financial reports to the church.
5. Prepare and present annual individual financial statements for members.
6. Assist in the duties of other members in their absence.

Assistant Financial Secretary's Responsibilities:

1. Be knowledgeable of the responsibilities of the financial secretary and be able to serve in the absence of the financial secretary.
2. Communicate and work with the financial secretary on a weekly basis.
3. Be available if needed to assist in the finance office.

Treasurer Responsibilities:

1. Responsible for calculation of total offering in preparation for weekly deposit.
2. Responsible for preparation of all check disbursements.
3. Responsible for assistance with weekly bank deposits.
4. Responsible for ordering and maintaining of financial office supplies.
5. Receive and approve invoices.
6. Responsible for accurate account of operating expenses (record and report).
7. Responsible for accounts payable and accounts receivable.
8. Assist in counting of money.
9. Responsible for preparation of weekly income report.
10. Responsible for preparation and maintenance of financial tracking log.

Assistant Treasurer's Responsibilities:

1. Be knowledgeable of the responsibilities of the treasurer and be able to serve in the absence of the treasurer.
2. Communicate and work with the treasurer on a weekly basis.
3. Assist in counting of money.
4. Assist in weekly deposit of money.

Advisors Responsibilities:

1. To advise the finance ministry in:
 - maintaining financial records that reflect accountability and integrity.
 - making financial decisions that show a responsibility toward Christian stewardship.
 - working with banks, businesses, ministries, and government agencies.

Responsibilities of Financial Ministry:

1. Direct the development of an effective financial program in order to assure adequate funds meet the budget needs of the church.
2. Supervise the proper handling and disbursements of funds.
3. Study the financial standing and needs of the church and recommend a long-range financial plan to the church.
4. Plan periodic meetings on stewardship for the members of the church.
5. Attend yearly church financial training events.
6. Be able to answer questions related to church finances.

Name of Ministry: H-3 Becoming Ministry (Health, Heart & Healing)

The Vision of the H-3 Becoming Ministry is:

"To help the body of Christ to develop and maintain physical wellness."

Mission Statement:

The mission of the ***H-3 Becoming Ministry*** is:

1. To learn to strengthen and maintain excellent health through physical wellness attentiveness, physical wellness training and physical wellness activities.
2. To share how to treat and prevent common chronic diseases through scripture, prayer, and lifestyle changes; while maintaining a godly attitude about health.
3. To learn from God's Word His eternal desire and goal for our physical wellness.

Scripture Basis For Mission Statement:

"A cheerful look brings joy to the heart; good news makes for good health"

Prov. 15:30 NLT

"A cheerful heart is good medicine, but a broken spirit saps a person's strength"

Prov. 17:22 NLT

*"Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body" **1 Cor. 6:19-20 NLT***

Ministry Meeting Date: 4th Sunday Monthly

Ministry Meeting Time: 4:00 P.M.

Ministry Meeting Place: Fellowship Hall or Designated Area Determined By Ministry Leader

Physical Wellness Date: Mondays & Thursdays

Physical Wellness Time: 7:00 P.M.

Physical Wellness Meeting Place: Fellowship Hall

Principal Function of H-3 Becoming Ministry Leader: The Leader of the H-3 Becoming Ministry is responsible for planning, training, and directing.

H-3 Becoming Ministry Leader Responsibilities:

1. Develop a personal relationship with God through prayer, Bible study and worship.
2. Pray with and for the members of the H-3 Becoming Ministry.
3. Plan and organize monthly H-3 Becoming Ministry meetings.
4. Secure special speakers or trainers for monthly H-3 Becoming Ministry Meetings.
5. Plan and organize health fairs, screenings, walk-a-thons and mission trips.

6. Plan and organize physical training opportunities (Zumba, Zumba Gold (for "seniors"), Insanity Workout, Jillian Michaels, etc.) for H-3 participants.
7. Arrive at least 30 minutes prior to physical wellness training to ensure proper arrangement room for physical wellness activities.
8. Ensure that the facility is returned to proper arrangement after physical wellness activities.
9. Ensure that each participant reads, understands, and signs a H-3 physical wellness disclaimer form to be obtained for the H-3 Becoming Ministry secretary.
10. Work with Kitchen Ministry Leader to provide healthy meals for diabetes and high blood pressure patients.

H-3 Assistant Leader Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and H-3 Becoming Ministry.
3. Help maintain Christian fellowship.
4. Preside at meetings in the leader's absence.
5. Work with the ministry leader in planning and coordinating ministry activities.
6. Assist in ministry training sessions.
7. Assist with ministry motivation.
8. Understand the needs of the ministry participants.
9. Work to foster the church's interest and goals.

H-3 Becoming Ministry Secretary Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all meetings.
4. Prepare and read the minutes of previous meetings.
5. Maintain and preserve the group meeting minutes for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact group ministry participants to pass along important information regarding the ministry.
8. Maintain a current file of the ministry member's addresses and telephone numbers.
9. Work with the ministry leader.

H-3 Becoming Ministry Responsibilities:

1. Promote two-way communication between the church community and the H-3 Ministry.
2. Increase understanding of health and wellbeing by providing education programs, guest speakers, trainers, and printed materials.

3. Improve the health and wellbeing of individuals within the church and community by providing useful resources and connections to service that help people to become physically well.
4. Meet regularly for physical wellness attentiveness, physical wellness training and physical wellness activities.

Name of Team: Kitchen Ministry

Mission Statement:

The mission of the ***Kitchen Ministry*** is:

- To know that Jesus is concerned about the physical and the spiritual well-being of all of humanity.
- To know that Jesus provides the necessary provision needed to feed the hungry.
- To serve others in an orderly, safe and sanitary manner, ensuring that no one is left to hunger.

Scripture Basis For Mission Statement:

"And Jesus took the loaves and distributed them to the disciples; and the disciples to those setting down; and likewise of the fish, as much as they wanted." **John 6:1**

Meeting Date: Designated by Ministry Leader

Meeting Time: Designated by Ministry Leader

Meeting Place: Designated by Ministry Leader

Principal Function of Leader:

- Plan ahead for future events which require food service,
- Educate ministry members about proper food preparation,
- Implement new ways and means of providing better food services for the church and the community.
- Determine the food service needs of the church.
- Order proper amount of food to be served.
- Take necessary precautions to ensure the most sanitary means of service.

Assistant Kitchen Ministry Leader: To serve in the absence of the Kitchen Ministry Leader.

Responsibilities of Kitchen Ministry Members:

1. Dress appropriately for food preparation and food service.
2. Serve with a spirit of thankfulness and gratitude.
3. Make sure that each person has everything that is needed to properly enjoy their meal.
4. Make sure the food service line maintains a spiritual and Christian atmosphere.
5. Make sure the kitchen area is always clean, neat, and organized.
6. Follow all church polices.

Name of Ministry: Life After Loss Becoming Ministry (L.A.L. Becoming Ministry)

Mission Statement:

The mission of the ***L.A.L. Becoming Ministry*** is:

- To *enlighten* participants, through Biblical based teaching, that highlights the potential for grief recovery.
- To *encourage* participants to work through the process of grief recovery.
- To *empower* participants through the indwelling work of the Holy Spirit to provide strength, comfort, guidance and encouragement.

Scripture Basis for Mission Statement:

"But I do not want you to be ignorant, brethren, concerning those who have fallen asleep, lest you sorrow as others who have no hope" 1 Thess. 4:13 (KJV)

"Blessed be God, even the Father of our Lord Jesus Christ, the Father of mercies, and the God of all comfort; Who comforteth us in all our tribulation, that we may be able to comfort them which are in any trouble, by the comfort wherewith we ourselves are comforted of God" 2 Cor. 1:3-4 (KJV)

Meeting Date: Every 1st Sunday

Meeting Time: 5:00 pm – 6:30 pm

Meeting Place: Fellowship Hall

Principal Function of Leader: The L.A.L. Becoming Ministry leader is responsible for helping to ensure that the L.A.L. Becoming Ministry stays focused on meeting the needs of those who have suffered loss through death.

L.A.L. Becoming Ministry Leader's Responsibilities:

1. Be a spiritual leader.
2. Be committed to helping participants to work through the process of grief recovery.
3. Consistently pray for L.A.L. Becoming Ministry participants.
4. Organize and plan special speakers and activities for L.A.L. Ministry.
5. Make the membership aware of the available resources provided through L.A.L. Becoming Ministry.
6. Keep the participants informed as to any changes in scheduled meetings.
7. Be involved in all aspects of Christian Education.

L.A.L. Becoming Ministry Assistant Leader's Responsibilities:

1. Perform the responsibilities of the leader in their absence.
2. Assist the leader in ensuring the success of the L.A.L. Becoming Ministry.
3. Be involved in all aspects of Christian Education.

L.A.L. Becoming Ministry Secretary's Responsibilities:

1. Keep an accurate and up-to-date record of all participants along with their addresses and phone numbers.
2. Inform participants about any meeting changes.
3. Provide any correspondence on behalf of the L.A.L. Becoming Ministry.

Participant's Responsibilities:

1. Seek the grace, love and power of God for strength and healing during grief recovery.
2. Be committed to participating in at least 11 monthly sessions that will help participants to work through grief recovery.
3. Trust God to work through L.A.L. Becoming Ministry and any additional resources that are provided for grief recovery.

Name of Team: Media Ministry

Mission Statement:

The mission of the **Media Ministry** is:

- To operate the church's video and audio equipment and record services, singing, and sermons in a quality manner for the glory of God.

Scripture Basis For Mission Statement:

"A Poem of David; [probably] intended to record memorable thoughts." Psalms 16:1 (AMP)

Meeting Date: Designated by Ministry Leader

Meeting Time: Designated by Ministry Leader

Meeting Place: Media Area

Principal Function of Media Ministry Leader: To be certain that the church's video and audio equipment are operated in a professional manner for the glory of God.

Responsibilities of Media Ministry Team Members:

1. Have at least one person available to operate and record at any given service.
2. Arrive early for each service to ensure sufficient time for equipment checks.
3. Prior to worship services double-check and ensure that all equipment is working properly.
4. Operate sound recording equipment to record church services, singings, and sermons in a professional manner.
5. Maintain equipment and arrange for repairs as necessary. Report equipment and supply replacement needs or recommendations to the Pastor and Trustees.
6. Ensure that equipment is arranged and monitored so that no one who is unauthorized may tamper with equipment.
7. Label each master CD or DVD appropriately with content, date and speakers, etc.
8. Keep an organized library of CD and DVD masters.
9. Duplicate recordings as needed.
10. Set a price for each Audio CD and DVD.
11. Maintain an accurate record of all sales and receipts through the Finance Ministry.

Responsibilities of Media Ministry Support Technician:

As a member of the Media Ministry, the Support Technician is responsible for the routine maintenance and support of the standard hardware/software technology in use at Trinity Missionary Baptist Church including:

1. Configuring and moving workstations.
2. Inventorying all technological equipment within the ministry.
3. Performing builds of new and/or upgraded PCs.
4. Performing basic PC and peripheral repairs.
5. Performing basic printer troubleshooting.
6. Performing basic network connectivity troubleshooting.
7. Performing basic software installation processes.
8. Performing some AV support may be required.

Name of Ministry: Men's Ministry (V.A.L.O.R. Becoming Ministry)

Mission Statement:

The mission of the **Men's Ministry** is:

- To bring men into an enlightenment of the presence, the character, and the power of God,
- To build the character, confidence, and morale of men in the 21st century, to challenge men to be committed to a relationship with God, a relationship with family, a relationship with other Christian men, and a relationship with the Word of God and the body of Christ.

Scripture Basis For Mission Statement:

*"And the angel of the Lord appeared to him and said to him, 'The Lord is with you, O mighty man of valor.'" **Judges 6:11-12 (ESV)***

Meeting Date: 2nd Saturday in the Month

Meeting Time: 8:00 A.M.

Meeting Place: Fellowship Hall

Principal Function of V.A.L.O.R. Becoming Ministry Leader: The Leader of the Men of V.A.L.O.R. Becoming Ministry is responsible for planning, training, and directing.

V.A.L.O.R. Leader Responsibilities:

1. Continue to develop a personal relationship with God through prayer, Bible study and worship.
2. Pray with and for the members of the V.A.L.O.R. Becoming Ministry.
3. Plan and organize training opportunities for men to become spiritual leaders in the home, church, and community.
4. Plan yearly conferences and retreats for prayer, fellowship, and encouragement of men.
5. Plan special activities and special projects for men: prayer breakfasts, church improvement day, father/son events, sports outings and recreational events.
6. Develop a mentoring network where spiritually mature men can identify with and give guidance/support to men going through similar situations.
7. Lead men in biblical discussion groups.
8. Lead men to share concerns, answers to prayer, struggles, biblical advice and how others have effectively handled temptations and situations.
9. Lead men to share their faith with others for the advancement and enlargement of the kingdom of God.

Assistant Leader Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Preside at meetings in the leader's absence.
5. Work with the ministry leader in planning and coordinating group activities.
6. Assists in group training sessions.
7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interest and goals.

V.A.L.O.R. Secretary Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintain and preserve the group meeting minutes for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact group members to pass along important information regarding the group.
8. Maintain a current file of the group member's addresses and telephone numbers.
9. Work with the ministry leader.

Ministry Responsibilities:

1. Partner to promote the presence, the character, and power of God.
2. Partner to produce character, confidence, and morale, for men in the 21st century.
3. Partner to propel men into a relationship with God, a relationship with family, a relationship with other Christian men, and a relationship with the Word of God and the body of Christ.

Men's Ministry

Vision Statement:

*The men of
Trinity Missionary Baptist Church
are seeking to be men of
"V.A.L.O.R."*

V	ictory	(Rom. 8:37)
A	ccountability	(Rom. 14:12)
L	ove	(Rom. 13:8)
O	rder	(Rom. 15:5)
R	ecovery	(Rom. 5:8)

Name of Ministry: Senior Adult Becoming Ministry (S.A.B.M.)

Mission Statement:

The mission of the **S.A.B.M.** is:

- To recognize and understand the spiritual and physical needs of senior adults and to know that God is concerned about senior adults.
- To teach the value and worth of senior adults in the life of the church.
- To be committed to providing a venue where senior adults can build relationships with persons of their own peer group.

Scripture Basis For Mission Statement:

"And even in your old age I am he..." Is. 46:4

"Cast me not off in the time of old age; forsake me not when my strength faileth." Ps. 71:9

Meeting Date: 3rd Sunday

Meeting Time: After Morning Service

Meeting Place: Fellowship Hall

Principal Function of Leader: To ensure that the senior adults engage in opportunities of worship, fellowship, Christian education, and Christian service.

S.A.B.M. Leader Responsibilities:

1. Serve as a spiritual leader.
2. Give direction to and oversee the senior ministry.
 - Identify the needs and interest of seniors within the church and community.
 - Plan and develop programs for the senior's ministry, making sure they agree with the senior ministry mission statement.
 - Identify and provide ministry opportunities for senior adults.
3. Meet monthly with senior adult ministry members to pray and to discuss challenges, solutions and praises.
4. Visit with and minister to senior adult members in their homes and when they are hospitalized or moved to a nursing home.
5. Participate in outreach ministry to senior adult guests who have visited the church.
6. Lead prayer and devotional discussion in appropriate senior adult meetings.
7. Pray daily for needs and concerns of senior adults.

S.A.B.M. Assistant Leader Responsibilities:

1. Serve as a spiritual leader.
2. Preside at meetings and perform the duties of ministry leader in the absence of ministry leader.
3. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
4. Help maintain Christian fellowship.
5. Work with the ministry leader in planning and coordinating group activities.
6. Assist in group training sessions.

7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interests and goals.

S.A.B.M. Secretary Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes.
4. Prepare and read the minutes of previous business meetings.
5. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
6. Contact group members to pass along important information regarding the group.
7. Maintain a current file of the group member's addresses and telephone numbers.
8. Work with the ministry leader.

Ministry Responsibilities:

1. Provide an opportunity for spiritual growth within the lives of senior adults.
2. Provide an opportunity for social interaction among senior adults.
3. Provide service opportunities for senior adults.

Name of Ministry: Singing Ministry

Vision Statement: To glorify and magnify God through inspirational singing and music

Mission Statement:

The mission of the *Singing Ministry* is:

- To exalt God by lifting our voices through praise
- To encourage believers to worship God as a unified body
- To encourage the distressed, suffering, and lost souls to surrender to the will of God

Scripture Basis for Mission Statement:

“O magnify the LORD with me, and let us exalt his name together” Psalms 34:3 (KJV)
“But the hour cometh, and now is, when the true worshippers shall worship the Father in spirit and in truth: for the Father seeketh such to worship him. God is a Spirit: and they that worship him must worship him in spirit and in truth” John 4:23-24 (KJV)

Meeting Date: TBA

Meeting Time: TBA

Meeting Place: Sanctuary

Principal Function of Leader: The choir leader is responsible for helping to ensure that the choir is ready to engage in praise and worship during scheduled times for praise and worship.

Singing Ministry Leader’s Responsibilities:

1. Be a spiritual leader.
2. Encourage discipline, commitment and dedication to the singing ministry and overall ministry of the church.
3. Consistently pray for each choir member’s spiritual, mental, and physical well being.
4. Organize and plan for rehearsals in conjunction with the musician.
5. Work with the musician to facilitate rehearsals.
6. Recruit new members for the choir.
7. Keep members informed as to any changes in scheduled practices and inform other ministry leaders whose ministry schedule may be affected by cancellation.
8. Be involved in all aspects of Christian Education.

Singing Ministry Assistant Leader’s Responsibilities:

1. Perform the responsibilities of the leader in their absence.
2. Assist the leader in ensuring the success of the singing ministry.
3. Be involved in all aspects of Christian Education.

Singing Ministry Secretary’s Responsibilities:

4. Keep an accurate and up-to-date record of all members along with their addresses and phone numbers.
5. Call choir members for rehearsals and meeting times.
6. Inform members about changes of rehearsals and meetings.
7. Keep accurate phone numbers and addresses of all choir members.
8. Prepare memo style announcements only.
9. Show memos to the pastor before given to the announcer.
10. Inform choir leader of any other business concerning the choir.

Member's Qualities and Responsibilities:

1. Have a passion for singing and music.
2. Be dedicated to the singing ministry.
3. Have a desire to encourage the saints and enlighten the lost.
4. Worship God through praise.
5. Be considerate and encourage one another.
6. Pray for each other and cooperate with one another.
7. For Sunday morning worship and other engagements: arrive at least (30) minutes prior to service time.
8. Contact the ministry leader if you cannot make it to rehearsals.
9. Contact the ministry leader if you cannot make it to any scheduled or planned service.
10. Attend the Christian Education Program of the church.
11. Participate in business, planned, and service meetings.

Trinity MBC Singing Ministry

Covenant Agreement

We make a covenant with God, our church, and with the other members of the Trinity MBC Singing Ministry; to be persons of good character, neat, dependable and dedicated to Christian service. We make a commitment to develop our love for praise and worship of God. We make a commitment to influence the lost through singing. We also want to encourage the saints through song and praise. In all that we do, we plan to glorify God who is worthy of our praise. If we fail to carry out the tenants of this covenant, we jeopardize our privilege to participate and be a part of the Trinity MBC Singing Ministry.

Name of Ministry: Trinity M.B. Church Ensemble

Mission Statement:

The mission of the *TMBC Ensemble* is:

- To know and understand the importance of praise and worship, by realizing that God created us with the capacity to offer Him praise.
- To have a willingness to offer praise in the presence of God, with an attitude of thankfulness.
- To lead others in praise and worship by encouraging others to rejoice and to thank God for His goodness and His mercy.

Scripture Basis For Mission Statement:

Ps. 100:1-5 "Enter into his courts with thanksgiving and into his courts with praise..."

Meeting Date: Every Thursday before the 2nd Sunday

Meeting Time: 6:30 pm

Meeting Place: Church Sanctuary

Members: (5) Members (1) Leader (1) Assistant (1) Secretary

Principal Function of Leader: To organize and lead the *TMBC Ensemble* in presenting songs and worship music to the congregation and leading the congregation in praise and worship.

Leader's Responsibilities:

1. Serve as a spiritual leader in the church.
2. Pray for the members of the ensemble.
3. Be responsible, dependable, and accountable to other ensemble members.
4. Seek God's guidance in the selection and preparation of songs for praise and worship.
5. Schedule ensemble rehearsals.
6. Lead the ensemble in leading the congregation in praise and worship.
7. Ensure that ensemble members are prompt for rehearsals and any time when the ensemble must lift up praises to the Lord.

Assistant Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Fulfill the duties the leader in the leader's absence.
5. Work with the ministry leader in planning and coordinating ensemble activities.
6. Assists in ensemble training sessions.
7. Assist with ensemble motivation.
8. Understand the needs of ensemble members.
9. Work to foster the church's interest and goals.

Secretary's Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintains and preserves the ensemble meetings for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact team members to pass along important information regarding the group.
8. Maintain a current file of the team member's addresses and telephone numbers.
9. Work with the Ensemble Leader.

Responsibilities of Ensemble:

1. To develop and maintain a spiritual, physical and mental plan that promotes readiness for service within signing, praising, and worshiping God and beyond.
2. To live and act in a way that corresponds to the divine call to glorify God through song and praise.
3. To be active in the life of the overall church ministry.
4. To inspire others to sing and offer up praises unto God.
5. To sing and offer praises with the anointing of the Spirit of God.
6. To edify the body of Christ and promote the agenda of the Kingdom of God through song and praise.

Name of Ministry: Trinity M.B. Church Children Choir (S.W.A.G.G. Choir)**SINGING
WORSHIPPING AND GLORIFYING GOD**

Mission Statement:

The mission of the *TMBC SWAGG Choir* is:

- To know and understand the importance of praise and worship, by realizing that God created us with the capacity to offer Him praise.
- To have a willingness to offer praise in the presence of God, with an attitude of thankfulness.
- To lead others in praise and worship by encouraging others to rejoice and to thank God for His goodness and His mercy.

Scripture Basis For Mission Statement:

Matthew 21:16 "Out of the mouth of babes and nursing infants You have perfected praise..."

Meeting Date: Every Saturday before the 4th Sunday

Meeting Time: 1:00 p.m.

Meeting Place: Church Sanctuary

Members: Participants Ages 4-12

Principal Function of Leader: To organize and lead the *SWAGG Choir* in presenting songs and worship music to the congregation and leading the congregation in praise and worship.

Leader's Responsibilities:

1. Serve as a spiritual leader in the church.
2. Pray for the members of the ensemble.
3. Be responsible, dependable, and accountable to other ensemble members.
4. Seek God's guidance in the selection and preparation of songs for praise and worship.
5. Schedule ensemble rehearsals.
6. Lead the ensemble in leading the congregation in praise and worship.
7. Ensure that ensemble members are prompt for rehearsals and any time when the ensemble must lift up praises to the Lord.

Assistant Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Fulfill the duties the leader in the leader's absence.
5. Work with the ministry leader in planning and coordinating ensemble activities.
6. Assists in ensemble training sessions.
7. Assist with ensemble motivation.

8. Understand the needs of ensemble members.
9. Work to foster the church's interest and goals.

Secretary's Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintains and preserves the ensemble meetings for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact team members to pass along important information regarding the group.
8. Maintain a current file of the team member's addresses and telephone numbers.
9. Work with the Ensemble Leader.

Responsibilities of Ensemble:

1. To develop and maintain a spiritual, physical and mental plan that promotes readiness for service within signing, praising, and worshiping God and beyond.
2. To live and act in a way that corresponds to the divine call to glorify God through song and praise.
3. To be active in the life of the overall church ministry.
4. To inspire others to sing and offer up praises unto God.
5. To sing and offer praises with the anointing of the Spirit of God.
6. To edify the body of Christ and promote the agenda of the Kingdom of God through song and praise.
7. To enjoy the opportunity to praise God.

Name of Ministry: Trustee Ministry

Mission Statement:

The mission of the ***Trustee Ministry*** is:

- To understand the Biblical mandate for Christian stewardship
- To be spiritually sensitive to the needs of the church property and the property laws of the church
- To become better skilled in property and financial matters of the church
- To know and engage in ministry team concepts and work together to fulfill the agenda of the church and of the Kingdom of God

Scripture Basis For Mission Statement:

"Well done thou good and faithful servant: thou hast been faithful over a few things, I will make thee ruler over many things: enter thou into the joy of thy Lord."

Matthew 25:21

*"Moreover, it is required in stewards, that a man be found faithful." **I Corinthians 4:1***

Meeting Date: Second Sunday/Monthly

Meeting Time: After Morning Service

Meeting Place: Sanctuary

Trustee Ministry Requirements:

- All trustees must be a Christian and a member of the church

Principal Function of Leader: The leader of the Trustee Ministry is to ensure that the trustees serve in the best interest of the congregation, follow the by-laws, and allow ministry to function under the leadership of the Holy Spirit.

Trustee Leader's Responsibilities:

2. Work under the leadership of the pastor to ensure that the personal property, financial resources, and human resources of the church are properly cared for.
3. Help mentor and develop future ministry workers and leaders along with the pastor.
4. Seek to promote the spiritual growth and mission involvement and support of the trustees.
5. Ensures that the church has the resources necessary to carry out the mission mandates of the church.
6. Work with the Financial Ministry Leader to ensure that the church stays financially solvent.

Assistant Trustee Leader's Responsibilities:

1. Preside at meetings and fulfill the duties of the Trustee Ministry Leader in the leader's absence.

2. Assist the Trustee Ministry leader in ensuring that Trustee Ministry serves the best interest of the congregation, follow the by-laws, and allow ministry to function under the leadership of the Holy Spirit.

Trustee Secretary's Responsibilities:

1. Record the minutes of all business meetings.
2. Prepare and read the minutes of previous business meetings.
3. Maintain and preserve the group meeting minutes for future use.
4. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
5. Contact group members to pass along important information regarding the group.
6. Maintain a current file of the group member's addresses and telephone numbers.
7. Work with and assist the ministry leader.

Trustee Ministry Responsibilities:

1. Serve as spiritual leaders in the church.
2. Understand the overall mission of the church and help to maintain Christian fellowship in the church.
3. Serve as legal representatives of the church.
4. Hold title and deed to all church property.
5. Sign all documents relating to the purchase, sale, mortgaging and rental of church property.
6. Maintain church property, buildings, grounds, and equipment in a state of proper repair.
7. Responsible for conducting annual inventory and survey property for damaged and/or missing items.
8. Periodically review and update all church insurance policies.
9. Be familiar with the local zoning codes that impact the church in the municipality where they are located.
10. Be knowledgeable of all tax laws, state, and federal, and how they impact the church.
11. Be familiar with all state and federal laws that relate to employee/employer relations.
12. Be familiar with the church policy file and personnel policy.

Name of Ministry: Usher Ministry

Mission Statement:

The mission of the ***Usher Ministry*** is:

- To know and understand the significance and importance of ushers to the worship experience
- To develop and maintain a proper attitude for Christian service
- To be committed to helping others have healthy attitudes as they enter the sanctuary

Scripture Basis For Mission Statement:

"I had rather be a doorkeeper in the house of the Lord..." Ps. 84:10

Meeting Date: A.N.

Meeting Time: A.N.

Meeting Place: Sanctuary/ Fellowship Hall

Principal Function of Usher Leader: To make sure that those who come into the house of worship feel the love, the presence, and the unity of the Holy Spirit as they enter and leave the sanctuary.

Usher Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Teach and train other members of the usher ministry in regards to the position and function of church ushers.
3. Ensure that all guests and members are assisted in their seating.
4. Ensure that all literature is available and ready for handout before service begins.
5. Be able to communicate with other ushers within service without making a disturbance.
6. Make sure that all doors are opened and closed at appropriate times.

Assistant Usher Leader's Responsibilities:

1. Preside at all meetings and perform the leader's duties in the leader's absence.
2. Assist the leader in working with all members of the usher ministry.

Usher Secretary's Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintain and preserve the group meeting minutes for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections, and any necessary signatures.

7. Contact group members to pass along important information regarding the group.
8. Maintain a current file of the group member's addresses and telephone numbers.
9. Work with the ministry leader.

Responsibilities of Usher Ministry:

1. Be spiritually and physically fit for service within the worship experience.
2. Be neat and uniform as possible with dress and outward appearance.
3. Greet people before and after worship services.
4. Try to learn names so that people may be called by their name as they enter the sanctuary.
5. Be knowledgeable of the seating procedure during the worship service.
 - Seat people only at times when their entrance will not disturb the service.
 - Seat people near the front and center, if possible.
 - Walk slowly down the aisle.
 - Stop at the pew where the people are to be seated and form a gate into the pew by placing the hand on the back of the pew in front.
 - Give the church bulletin or other materials to the worshiper.
 - Be aware of places to seat people.
6. Provide information to people concerning the church. Be able to provide people with information about the church.
 - Church facilities such as restrooms, the church office, and telephones.
 - Schedules for Sunday School, worship services, and other ministries.
 - First-aid equipment and necessary procedures in case of emergency.
7. Receive the offerings and direct the people as to how the offerings will be received.
8. Get an accurate count of worshipers at each service. Give a copy to church secretary and to the pastor.
9. Be alert as to the needs of persons conducting the services.
10. Be sensitive to the room temperatures so people will be comfortable.
11. Help maintain order in the worship service. Help to limit walking during the worship experience.

Name of Ministry: Women's Ministry (Women of W.O.R.T.H.)

Mission Statement:

The mission of the **Church Women's Ministry** is:

- To help bring women into a more intimate relationship with God.
- To recognize and understand God's awesome power more clearly while growing in the knowledge of Him.
- To teach godly morals and principles to young women through the Word of God.

Scripture Basis For Mission Statement:

*"Now I have given up everything else--I have found it to be the only way to really know Christ and to experience the mighty power that brought him back to life again, and to find out what it means to suffer and to die with him. So whatever it takes, I will be one who lives in the fresh newness of life of those who are alive from the dead. I don't mean to say I am perfect. I haven't learned all I should even yet, but I keep working toward that day when I will finally be all that Christ saved me for and wants me to be. No, dear brothers, I am still not all I should be, but I am bringing all my energies to bear on this one thing: Forgetting the past and looking forward to what lies ahead, I strain to reach the end of the race and receive the prize for which God is calling us up to heaven because of what Christ Jesus did for us." **Philippians 3:10-14 (TLB)***

Meeting Date: 4th Saturday

Meeting Time: 3:00 P.M.

Meeting Place: Designated Area

Principal Function of Women of W.O.R.T.H. Becoming Ministry Leader: The Leader of the Women of W.O.R.T.H. Becoming Ministry is responsible for planning, training, and directing.

W.O.R.T.H. Leader Responsibilities:

1. Continue to develop a personal relationship with God through prayer, Bible study and worship.
2. Pray with and for the members of the Women of W.O.R.T.H. Becoming Ministry.
3. Plan and organize training opportunities for women to become spiritual leaders in the home, church, and community.
4. Plan yearly conferences and retreats for prayer, fellowship, and encouragement for women.
5. Plan special activities and special projects for women: prayer luncheons, mother/ daughter brunches and recreational events.
6. Develop a mentoring network where spiritually mature women can identify with and give guidance/support to women going through similar situations.
7. Lead women in biblical discussion groups.

8. Lead women to share concerns, answers to prayer, struggles, biblical advice and how others have effectively handled temptations and situations.
9. Lead women to share their faith with others for the advancement and enlargement of the kingdom of God.

W.O.R.T.H. Assistant Leader Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Preside at meetings in the leader's absence.
5. Work with the ministry leader in planning and coordinating group activities.
6. Assist in group training sessions.
7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interest and goals.

W.O.R.T.H. Secretary Responsibilities:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintain and preserve the group meeting minutes for future use.
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact group members to pass along important information regarding the group.
8. Maintain a current file of the group member's addresses and telephone numbers.
9. Work with the ministry leader.

W.O.R.T.H. Becoming Ministry Responsibilities:

1. Unite in order to bring women into a more intimate relationship with God.
2. Unite to recognize and understand God's awesome power more clearly.
3. Unite to study and understand God's Word for spiritual growth and maturity.
4. Unite to teach godly morals and principles to young women through the Word of God.

Women's Ministry

Vision Statement:

*The women of
Trinity Missionary Baptist Church
are seeking to be women of
"W.O.R.T.H."*

- | | | |
|----------|--|-----------------------------|
| W | Women working in | (Prov. 31:17 - TLV) |
| O | Order to have a | (I Cor. 14:40 - KJV) |
| R | Relationship with God, while giving | (Ps. 133:1 - TNLV) |
| T | Thanks for the past, and | (Ps. 34:1-3 - TLV) |
| H | Hope for the future | (I John 3:2-3 - AMP) |

Name of Ministry: Youth and Children Becoming Ministry

Vision Statement: To bring youth and children to Christ and to make Christ known to the world.

Mission Statement: Youth and Children Becoming Ministry mission is:

- To partner with parents in the spiritual education of youth and children.
- To teach them the foundation of the Christian faith.
- To show youth and children how to apply principles learned for life.

Scriptural Basis:

"Teach your children to choose the right path and when they are older, they will remain upon it" **Proverbs 22:6 (NLT)**

"Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to such as these" **Matthew 19:14 (NLT)**

Youth and Children Becoming Ministry Leader Responsibilities:

1. Give direction to and oversee the Youth and Children Becoming Ministry.
2. Identify the needs and interest of youth and children within the church and community
3. Plan and develop programs for youth and children
4. Evaluate existing programs to determine effectiveness
5. Identify and provide ministry opportunities for youth and children
6. Meet periodically with Youth and Children Becoming Ministry leaders to pray and to discuss upcoming events, challenges, solutions and praises.
7. Recruit youth and children workers as needed - Provide training for youth and children workers as needed
8. Provide counseling and spiritual direction for youth and children on an individual basis
9. Extend outreach ministry to youth and children who visit the church
10. Lead midweek Bible study for youth and children
11. Plan at least one yearly youth retreat for the purpose of spiritual edification
12. Visit youth and children who are hospitalized
13. Participate in training opportunities yearly, or as needed
14. Develop a Youth and Children Becoming Ministry budget and track expenditures throughout the year
15. Compile a Youth and Children Becoming Ministry directory, have copies made and distribute to youth and children workers.

Youth and Children Becoming Ministry Assistant Leader Responsibilities:

1. Serve as a spiritual leader
2. Understand the overall mission of the church and the vision and mission of the Youth and Children Becoming Ministry
3. Help maintain Christian fellowship
4. Preside at meetings in the leader's absence
5. Work with the ministry leader in planning and coordinating group activities
6. Assist in group training sessions
7. Assist with group motivation
8. Understand the needs of group members
9. Work to foster the church's interest and goals

Youth and Children Becoming Ministry Secretary's Responsibilities:

1. Serve as a spiritual leader
2. Help maintain Christian fellowship
3. Record the minutes of all business meetings
4. Prepare and read the minutes of previous business meetings
5. Maintain and preserve the group meeting minutes for future use
6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures
7. Contact group members to pass along important information regarding the group
8. Maintain a current file of the group member's addresses and telephone numbers
9. Work with the ministry leader

Youth and Children Becoming Ministry Youth Encourager's Responsibilities:

1. Provide a good role model for youth and children
2. Be available for encouragement and support throughout the week
3. Pray regularly for youth and children
4. Share life experiences and lessons with youth and children
5. Send cards when appropriate: birthday, get well, sympathy, congratulations, etc.
6. Participate in training opportunities
7. Greet youth and children before service and before events
8. Deal with disciplinary problems in a discreet manner – call parents if needed – inform Youth and Children Becoming Ministry leader of any problems
9. Pray for wisdom before every event, activity or trip

Responsibilities of the overall Youth and Children Becoming Ministry:

1. **Evangelism - Introducing youth and children to Jesus.** We want all youth and children to be able to experience Jesus' love for them. In addition, we want them to discover the happiness, joy and peace that come from living a life with Jesus as their Savior and Lord.

2. **Fellowship - Our aim for fellowship with our youth and children is to create an environment of fun and excitement about being a part of God's family.** We believe in building honest relationships that lead to friendships of mutual encouragement that help our youth and children achieve their best.
3. **Discipleship - Helping each child to grow spiritually.** We strive to teach the Bible in a relevant way, so that our youth and children can understand the importance for living for Christ. Our focus is to present Christ in clear and creative ways that impact and transforms lives. We want all the youth and children to find success in becoming all that God wants them to be.
4. **Ministry - Encouraging youth and children to serve others.** We believe in teamwork. The key to effective ministry and the fulfillment of God's plans is the wholehearted involvement of every person. We desire to invest our lives and resources in our youth and children. Our ministry to them is a priority.
5. **Worship - Giving youth and children opportunities to start and grow in their relationship with God.** Sunday Worship brings together all the other aspects of the Youth and Children Ministry. We endeavor to offer activities during worship that involve the youth and children, such as praying, singing praises to God and hearing His Word.

Teacher Responsibilities

Each teacher is responsible for:

- Training opportunities
- Working with Sunday School Director & Youth/Children's Ministry Leader
- Seeking the guidance of God in preparation for class
- Studying and preparing for each weekly lesson
- Praying for class members
- Arriving at least 15 Min. before class
- Leading each week's class, and involving participants in studying and learning God's Word through various teaching methods
- Promoting spiritual growth and unity among class
- Organizing class in a way that leads to harmony in the class
- Focusing on building relationships
- Communicating clear ideas to students
- Teaching with objectives in mind
- Evaluating progress
- Having clear visions for class and individual students
- Knowing each student by name
- Teaching with the spirit of love and compassion

If you will not be able to teach your class, please call ahead and inform your assistant and the pastor, to ensure that students have a teacher for their class.

Name of Team: Nursery Team

Mission Statement:

The mission of the ***Nursery Team is:***

- To show God's love to babies and toddlers by providing a loving, nurturing, and caring service for parents.

Scripture Basis For Mission Statement:

*"...and said to them, "Anyone who takes care of a little child like this is caring for me! And whoever cares for me is caring for God who sent me. Your care for others is the measure of your greatness." **Luke 9:48 (TLB)***

Meeting Date: As Needed

Meeting Time: As Needed

Meeting Place: Church Nursery

Principal Function of Leader: Ensure that proper care and nurturing is provided for babies/toddlers during services and special events.

Responsibilities of Nursery Team Members:

1. Arrive at least 30 minutes prior to service or event—earlier if expecting a larger crowd for special services or events.
2. Become familiar with nursery policies and facilities.
3. Greet parents and sign in/out babies/toddlers.
4. Take care of babies/toddlers in the nursery, following nursery policies for safety and proper care:
 - a. Change diapers/clothing as necessary; check diapers near end of service.
 - b. Have activities available for the babies/toddlers.
 - c. Feed babies/toddlers when needed or as requested by parents.
 - d. Give proper snacks to toddlers.
5. Change crib sheets after babies/toddlers have been picked up.
6. Place dirty toys in container to be cleaned and disinfected.

Name of Team: Preschool Team

Mission Statement:

The mission of the ***Preschool Team*** is:

- To show God's love to parents and preschoolers, by providing a loving, nurturing, and caring service.

Scripture Basis For Mission Statement:

*"...and said to them, "Anyone who takes care of a little child like this is caring for me! And whoever cares for me is caring for God who sent me. Your care for others is the measure of your greatness." **Luke 9:48 (TLB)***

Meeting Date: As Needed

Meeting Time: As Needed

Meeting Place: Church Fellowship Hall and lower level

Principal Function of Preschool Team Leader: Ensure that proper care and nurturing is provided for preschoolers during services and special events.

Responsibilities of Preschool Team Members:

1. Participate in Christian Education meetings and training opportunities.
2. Choose a curriculum for the class that corresponds to the vision and theme for each month.
3. Pray for class members and visitors.
4. Promote spiritual growth and unity among class members.
5. Study and prepare for weekly lessons and activities. Gather necessary materials; handouts, crafts supplies, etc.
6. Arrive at least 30 minutes prior to service, event, and class sessions, to make sure classroom is prepared and to greet children as they arrive—earlier if expecting a larger crowd for special services or events.
7. Lead each week's class and involve children in studying and learning God's Word through various teaching methods and activities.
8. Greet parents and sign in/out preschoolers.
9. Keep children informed about topics and themes being studied and special events. Call or send cards to children on special occasions or when a child is sick.
10. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, displays, postcards and calls.

Name of Team: Preteen Team (ages 7-11)

Mission Statement:

The mission of the ***Preteen Team*** is:

- To show God's love to parents and preschoolers, by providing a loving, nurturing, and caring service.

Scripture Basis For Mission Statement:

"...Yet I your servant have worshiped the LORD since my youth." ***I Kings 18:12 (NIV)***

Meeting Date: As Needed

Meeting Time: As Needed

Meeting Place: Church Fellowship Hall and lower level

Principal Function of Preteen Team Leader: Ensure that proper care, nurturing and guidance are provided for preteens during services and special events.

Responsibilities of Preteen Team Members:

1. Participate in Christian Education meetings and training opportunities.
2. Choose a curriculum for the class that corresponds to the vision and theme for each month.
3. Pray for class members and visitors.
4. Promote spiritual growth and unity among class members.
5. Study and prepare for weekly lessons and activities. Gather necessary materials; handouts, crafts supplies, etc.
6. Arrive at least 30 minutes prior to service, event, and class sessions, to make sure classroom is prepared and to greet students as they arrive—earlier if expecting a larger crowd for special services or events.
7. Lead each week's class and involve students in studying and learning God's Word through various teaching methods and activities.
8. Keep students informed about topics and themes being studied and special events. Call or send cards to students on special occasions or when a student is sick.
9. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, displays, postcards and calls.

Name of Team: Teenage Team (ages 12-16)

Mission Statement:

The mission of the ***Teenage Team*** is:

- To build godly character in teens from ages 12-16.
- To help continue the maturation process of teenagers into responsible adults.
- To help impart, knowledge, wisdom and skills needed to transition into high school.

Scripture Basis For Mission Statement:

"Train up a child in the way he should go, even when he is old he will not depart from it." **Proverbs 22:6**

Meeting Date: Wednesday

Meeting Time: 6:30 P.M.

Meeting Place: Lower Level

Teenage Team Leader Responsibilities:

1. Help Teenage Team participants develop a personal relationship with God through prayer, Bible study and worship.
2. Pray with and for the members of the Teenage Team.
3. Plan and organize training opportunities for Teenage Team members to become spiritual leaders in the home, church, and community.
4. Plan special activities and special projects for Teenage Team members to improve leadership skills, mentoring skills (to children), relationship skills, and evangelistic skills, teaching and learning skills.
5. Lead Teenage Team members in Biblical discussion groups.
6. Lead Teenage Team members to share concerns, answers to prayer, biblical advice, how others have effectively handled temptations and struggles.
7. Lead Teenage Team members to share their faith with others for the advancement and enlargement of the kingdom of God.

Teenage Team Assistant Leader Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular team in which leadership is rendered.
3. Help maintain Christian fellowship.

4. Act as the Teenage Team Leader in the leader's absence.
5. Work with the team leader in planning and coordinating group activities.
6. Assist in group training sessions.
7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interest and goals.

Teenage Team Responsibilities:

1. Provide an opportunity for spiritual growth within the lives of Teenage Team members.
2. Provide an opportunity for social interaction among Teenage Team members.
3. Provide service opportunities for Teenage Team members.

Name of Team: G.R.E.A.T. Becoming Ministry (ages 14-19)

Mission Statement:

The mission of the ***G.R.E.A.T. Job and Career Development Ministry*** is:

- To *enlighten* participants on the necessary skills needed to be proficient and efficient in the area of work and employment.
- To *encourage* participants to do their best no matter the area of work or employment.
- To *empower* participants to move forward with confidence, courage, commitment, and a Christ-centered focus, as they strive to fulfill their God ordained purpose in life.

Scripture Basis for Mission Statement:

"And Jesus increased in wisdom and stature, and favor with God and men." **Luke 2:52**

"Therefore . . . whatever you do, do all to the glory of God." **1 Cor. 10:31**

"And whatever you do, do it heartily, as to the Lord and not to me." **Col. 3:23-24**

Meeting Date: Every 4th Sunday

Meeting Time: Immediately following morning worship. Duration: 1 hour

Meeting Place: Fellowship Hall

Participant Age: 14-19

Principal Function of Leader: The *G.R.E.A.T. Job and Career Development Ministry* leader is responsible for helping to ensure that *G.R.E.A.T. Job and Career Development Ministry* stays focused on preparing young people to be proficient and efficient in their area of work and employment.

G.R.E.A.T. Job and Career Development Ministry Leader's Responsibilities:

1. Be a spiritual leader.
2. Be committed to helping participants gain the skills needed to be capable and competent in the area of work and employment.
3. Consistently pray for G.R.E.A.T. Job and Career Development Ministry participants.
4. Organize and plan activities for G.R.E.A.T. Job and Career Development Ministry.
5. Prepare presentations that will meet the needs of the participants.
6. Make the membership aware of the available training opportunities provided through G.R.E.A.T. Job and Career Development Ministry.
7. Keep the participants informed as to any changes in scheduled meetings.
8. As much as possible, be involved in all aspects of Christian Education.

G.R.E.A.T. Job and Career Development Ministry Coordinator's Responsibilities:

1. Perform tasks as requested and assigned by G.R.E.A.T. Job and Career Development Ministry leader.
2. Consistently offer prayer and support for the success of G.R.E.A.T. Job and Career Development Ministry.
3. Work with the G.R.E.A.T. Job and Career Development Ministry leader to encourage and motivate G.R.E.A.T. Job and Career Development Ministry participants to understand spiritual and non-religious concepts in order to promote development of life skills.
4. Work with the G.R.E.A.T. Job and Career Development Ministry leader to build loving, trusting, caring, and nurturing relationships with G.R.E.A.T. Job and Career Development Ministry participants.
5. As much as possible, be involved in all aspects of Christian Education.

G.R.E.A.T. Job and Career Development Ministry Secretary's Responsibilities:

1. Keep an accurate and up-to-date record of all participants along with a mailing address and a working phone number.
2. Inform participants about any meeting changes.
3. Provide any correspondence on behalf of the G.R.E.A.T. Job and Career Development Ministry.

G.R.E.A.T. Job and Career Development Ministry Participant's Responsibilities:

1. Be on *time*.
2. Be willing to *talk* openly.
3. Be willing to embrace *teaching*.
4. Be willing to *think* constructively.
5. Be willing to accomplish assigned *tasks*.
6. Be willing to work with others in *team* oriented activities.
7. Be willing to *travel* to various locations for instruction and training.
8. Be willing to *transfer* learned skills through leadership implementation.
9. Be willing to *tell* others about G.R.E.A.T. Job and Career Development Ministry.
10. Be willing to work toward the *transformation* of any negative behavioral conduct.

G.R.E.A.T. Job and Career Development Ministry Skill Focus:

1. Communication Skills
2. Presentation Skills
3. Team Work Skills
4. Reading Skills
5. Continuing Education Skills
6. Behavioral Skills
7. Financial Skills
8. Business Skills
9. Leadership Skills
10. Writing Skills
11. Technology Skills
12. Community Involvement

TEAM PROFILES

Name of Team: Baptismal Team

Mission Statement:

The mission of the ***Baptismal Team*** is:

- To obey the divine mandate of the Lord Jesus Christ
- To help make disciples in the name of Jesus Christ
- To help make Christian baptism a memorable event

Scripture Basis For Mission Statement:

"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:" **Matthew 28:19-20**

Meeting Date: As needed for baptisms and for any future training in Christian Baptism

Meeting Time: To be set by the Pastor or the Team leader

Meeting Place: The church sanctuary and baptismal pool

Principal Function of Baptism Team Leader: To assist the pastor in preparing for and administering Christian baptism.

Responsibilities of Baptismal Team:

1. See that all necessary baptismal equipment and facilities are available, and ready prior to each baptismal service. This would include robes, towels, handkerchiefs, equipment movers, and other supplies needed in the baptismal area.
2. See that candidates are notified for baptism well in advance of the scheduled baptism and make sure that a list is provided of all those who will be present for baptism.
3. Arrange with the pastor and candidates for a period of instruction.
4. Keep an official record of baptisms.
5. Assist candidates at baptism times.
6. Assist the pastor at baptismal time.

Team members should help the candidate enter and leave the pool and dressing room. One team member should assist the pastor in getting dressed for the baptismal service. The team members should be available to help the baptismal candidates until they are completely dressed and are ready to enter the worship service. Team members should make sure that the baptismal area is always ready for the next baptismal service. There should be a place for storage of robes, towels, and other supplies needed for the baptismal service.

Name of Team: Budget Team

Mission Statement:

The mission of the ***Budget Team*** is:

- To understand the nature and importance of financial vision
- To implement the financial vision of the church for coming year

Scripture Basis For Mission Statement:

"Where there is no vision, the people perish:" (Prov. 29:18)

"For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to finish it?" (Luke 14:28)

Meeting Date: 1st Sunday October

Meeting Time: 5:00 P.M.

Meeting Place: Fellowship Hall

Budget Team Requirement:

1. All Budget Team members must be members of the church

Responsibilities of Finance Team Members:

1. Use the previous year's tracking log and other financial records to anticipate estimated income and prevailing economic condition, for the coming year's budget.
2. Prior to Budget Team meeting, request from ministry and team leaders any proposed budgeted items which need to be included in the budget for the coming year.
3. After evaluation and necessary adjustments are made, prepare budget for presentation to Leadership Ministry for review and then presentation to church body for approval.
4. After church approval, administration of the budget becomes the responsibility of the Finance Ministry to monitor the expenditure of allocated funds.

Name of Team: Calendar Team

Mission Statement:

The mission of the ***Calendar Team*** is:

- To work constructively and efficiently to produce a yearly church calendar.
- To construct a church calendar that imparts weekly services, important dates, events, and special services.
- To present a church calendar that will promote and reflect the overall vision of the church and the kingdom of God.

Scripture Basis For Mission Statement:

"Write the vision and make it plain..." (Hab. 2:3)

Meeting Date: A.N.

Meeting Time: A.N.

Meeting Place: Administrative Office

Principal Function of Calendar Team Leader: To ensure that the church calendar is ready for presentation to the church family each year.

Calendar Team Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Work with the pastor and other church leaders to gather important dates to be included in church calendar.
3. Develop and maintain a system of gathering important dates and scheduled programs for the church calendar.

Calendar Team Assistant's Responsibilities:

1. Assist the church calendar leader in the planning and preparation of the church calendar.
2. Assist in the reviewing and editing of the church calendar before final presentation to the church.

Responsibilities of Calendar Team Members:

1. Plan, organize, and prepare church calendar for each year.
2. Be sure to ask all ministry leaders and program leaders concerning reoccurring dates and important dates to be listed on the calendar.
3. Strive to present a church calendar that will not only inform, but also enlighten.

Name of Team: Editorial Team

Mission Statement:

The mission of the ***Editorial Team*** is:

- To review and edit church documents presented by the Pastor, Administrative Assistants and Ministry and Team Leaders.
- To work constructively and efficiently through an editorial process to review and edit church documents presented by the Pastor, Administrative Assistants and Ministry and Team Leaders.
- To present reviewed and edited church documents to the Administrative Assistants for final review by the Pastor.

Scripture Basis For Mission Statement:

"Write the vision and make it plain..." **(Hab. 2:3)**

Meeting Date: Designated by Team Leader

Meeting Time: Designated by Team Leader

Meeting Place: Designated by Team Leader

Members (3): (1) Team Leader (1) Assistant Leader (1) Team Member

Principal Function of Editorial Team Leader: To ensure that necessary church documents are reviewed and edited for presentation to the Administrative Assistants for review by the Pastor.

Editorial Team Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Work with the Administrative Assistants and the Pastor to secure, review, and edit, necessary church documents.
3. Maintain and update a system of gathering necessary church documents for review and correction.

Editorial Team Assistant's Responsibilities:

1. Assist the Editorial Team Leader in securing, reviewing, and editing of necessary church documents.
2. Assist in maintaining and updating a system of gathering necessary church documents for review and correction.

Responsibilities of Editorial Team Members:

1. Plan, gather, review, edit, and present church documents such as:
 - a. Special Programs
 - b. Conference Manuals
 - c. Invitations

- d. Brochures
 - e. Flyers
 - f. Marketing Documents
2. Be sure to follow a writing and editing style from the following sources:
 - a. *Chicago Manual of Style: Essential Guide for Writers, Editors and Publishers*, Chicago Editorial Staff
 - b. *The Christian Writer's Manual of Style*, Robert Hudson (Gen. Ed.)
 - c. *Common Errors in English Usage*, Paul Brians
 3. Strive to present all necessary church documents in a timely, efficient and productive manner.
 4. Be sure to work in a confidential manner and refrain from sharing any church documents or information from church documents that are not ready for presentation to the church. If a team member does not maintain confidentiality, then that team member will be removed from the Editorial Team.
 5. At least two Editorial Team members need to review a document before final approval by the Pastor. Only in emergency situations, and at the discretion of the Editorial Team Leader and the Pastor, can one Editorial Team member review, edit, and finalize a document with the Pastor.

Name of Team: Lord's Supper Team

Mission Statement:

The Mission of the ***Lord's Supper Team*** is:

- To examine personal spiritual attitudes and personal spiritual progress while preparing and partaking of the Lord's Supper
- To be mindful of the symbolic significance of the Lord's Supper
- To prepare the supper in such a way that it promotes individual and collective reflection on the death, burial, and resurrection of Jesus Christ

Scripture Basis For Mission Statement:

"For as often as ye eat this bread, and drink this cup, ye do show the Lord's death till he come." ***I Cor. 11:23-34***

Meeting Date: As needed for communion and for any future training concerning the Lord's Supper

Meeting Time: To be set by the Pastor or the Team leader

Meeting Place: The church sanctuary

Principal Function of Lord's Supper Leader: To ensure that the Lord's Supper is prepared and served accordingly and in a safe and sanitary manner.

Assistant Lord's Supper Leader: To serve in the absence of the Lord's Supper Team Leader.

Responsibilities of Lord's Supper Team Members:

1. Prepare the table prior to the observance. This includes:
 - A. The acquisition and maintenance of sufficient bread and grape juice.
 - B. Preparing of the trays and plates.
2. Clean up table after the observance. (trays, plates, cups and table cloths)
3. Inform one another of any changes, special services or unusual procedures.

Name of Team: Parking and Transportation Team

Mission Statement:

The mission of the ***Transportation and Parking Team*** is:

- To ensure that members, visitors, and people in need are made to feel welcome and offered appropriate assistance within the designated areas for parking.

Scripture Basis For Mission Statement:

"When God's people are in need, be ready to help them, always be eager to practice hospitality." **Romans 12:13 (NLT)**

Meeting Date: A.N.

Meeting Time: A.N.

Meeting Place: A.N.

Principal Function of Parking and Transportation Leader: Make sure that members, visitors, and people in need, are made to feel welcome and offered appropriate assistance within designated parking areas.

Parking and Transportation Leader's Responsibilities:

1. Serve as the Team's spiritual leader.
2. Lead by example.
3. Study and analyze the church's parking lot and additional parking areas for most maximum an efficient use of parking area.
4. Understand the overall mission of the church and the particular team in which leadership service is rendered.
5. Be prepared to wear any additional attire to identify Parking and Transportation Team affiliation (if needed).
6. Be prepared to direct and help people secure a parking space.
7. Make sure that people park in a way that ensures the most efficient use of available parking spaces.
8. Secure identification of special guest when possible.
9. Notify neighbors of any activities that will possibly affect parking around homes adjacent to the church.

Assistant Parking and Transportation Leader's Responsibilities:

1. Preside at meetings in the leader's absence.
2. Assume parking and transportation responsibilities in the leader's absence.

Responsibilities of Parking and Transportation Team Members:

1. Be prepared to wear any additional attire to identify Parking and Transportation Team affiliation (if needed).
2. Be prepared to direct and help people secure a parking space.
3. Make sure that people park in a way that ensures the most efficient use of available parking spaces.
4. Be available during worship service to assist people in finding their cars and in case of inclement weather, inform people who have windows rolled down. Be prepared to assist and transport, if needed, any handicapped guest, officials, and dignitaries.
5. Make sure that all special guests have a parking space.
6. Be sure that all cars are safe concerning parking allowance for streets adjacent to the church.

Name of Team: Prayer Team

Mission Statement:

The Mission of the ***Prayer Team*** is:

- To understand the importance and power of intercessory prayer.
- To encourage and promote prayer within the life of the church.
- To be open and responsive to the working of the Holy Spirit.
- To pray for the spiritual, physical, and emotional needs of the church body and beyond.

Scripture Basis For Mission Statement:

"And this is the confidence that we have in him, that, if we ask any thing according to his will, he heareth us: And if we know that he hear us, whatsoever we ask, we know that we have the petitions that we desired of him." **1 John 5:14-15**

Meeting Date: A.N.

Meeting Time: A.N.

Meeting Place: Fellowship Hall

Responsibilities of Prayer Team Leader:

1. Serve as the Prayer team spiritual leader.
2. Understand the overall mission of the church and the Prayer team in which leadership service is rendered.
3. Organize a contact list for the prayer chain for emergency requests.
4. Develop a rotation schedule for prayer warriors to pray during services and special events.
5. Contact appropriate leaders to share praise reports and prayer request.
6. Provide a phone number for emergency prayer request.
7. Provide a prayer request box for prayer request cards.
8. Be aware of all national and local annual calendar dates for prayer.
9. Lead and conduct team meetings.
10. Engage and lead group training sessions and workshops to build the confidence of team members.
11. Delegate tasks to other Prayer team members.
12. Coordinate group activities with church calendar.
13. Insure confidentiality of confidential requests.
14. Work with the pastor of the church.

Responsibilities of Prayer Warriors:

1. Be spiritual, dependable and teachable.
2. Be easily accessible by phone.
3. Pray for emergency prayer requests.
4. Pray for needs such as salvation, commitment and dedicated lives, protection from evil, wisdom and safety for leaders and international concerns, including missions.
5. Be available to pray during church services and special occasions.
6. Do not share confidential information with those outside the prayer ministry.

Name of Team: Scholarship Team

Mission Statement:

The mission of the **Scholarship Team** is:

- To work constructively and efficiently to provide scholarships annually that are in accordance with a designated amount.
- To present scholarships in an appropriate manner during a scheduled date and time.

Scripture Basis For Mission Statement:

"But continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them; And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works" (II Tim. 3:14-17).

Meeting Date: Designated by Team Leader

Meeting Time: Designated by Team Leader

Meeting Place: Designated by Team Leader

Principal Function of Leader: To ensure that the Trinity M.B. Church Scholarship Fund is maintained and managed with godly standards of excellence.

Scholarship Team Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Work with the Assistant Leader and Church Treasurer to provide scholarships in accordance with Scholarship Fund guidelines.
3. Maintain and update a system of determining qualified scholarship recipients.
4. Determine the proper date and time for scholarship presentations.
5. Ensure that the process has been done in an unbiased and Christian manner.

Assistant Scholarship Team Responsibilities:

1. Assist the Scholarship Fund Leader in planning and preparation of scholarships.
2. Assist in securing, reviewing, and presenting of all scholarships awarded.

Responsibilities of Scholarship Team Members:

1. Plan, organize, and prepare scholarship presentations each year.
2. Be sure to secure and review all applications before determining scholarship recipients.
3. Strive to present all scholarships with godly standards of excellence.

Name of Team: Welcome Team

Mission Statement:

The mission of the ***Welcome Team*** is:

- Be hospitable and gracious.
- Be knowledgeable of church facilities.
- Be able to give good directions.
- Be able to guide visitors through the church facilities.

Scripture Basis For Mission Statement:

*"Don't forget to show hospitality to believers you don't know. By doing this some believers have shown hospitality to angels without being aware of it." **Hebrews 13:2 (GW)***

Meeting Date: A.N.

Meeting Time: A.N.

Meeting Place: A.N.

Principal Function of Welcome Team Leader: To ensure that all visitors are treated graciously and with a friendly attitude, as guests are made to feel welcome.

Welcome Team Leader's Responsibilities:

1. Serve as the Team's spiritual leader.
2. Understand the overall mission of the church and the Welcome team in which leadership service is rendered.
3. Greet all guests entering and before their departure from the church.
4. Answer questions regarding church facilities and locations of specific places.
5. Present a positive image of the church.
6. Distribute church literature to all guests.
7. Lead and conduct group meetings.

Assistant Welcome Team Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Preside at meetings in the leader's absence.

Responsibilities of Welcome Team Members:

1. Greet all guests before their departure from the church.
2. Answer questions regarding church facilities and locations of specific places.
3. Present a positive image of the church.
4. Distribute church literature as needed.

CHRISTIAN BECOMING MINISTRY

Christian Becoming Ministry

Mission Statement:

The mission of the **TMBC Christian Becoming Ministry** is:

- To help facilitate the spiritual education and maturation of the members of the body of Christ.
- To impart the wisdom of God through the Holy Scriptures for Christian doctrine, admonition, improvement, and holiness.
- To ensure that each believer is prepared and equipped to the work of ministry.

Scripture Basis for the Mission Statement:

"But continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them; And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the men of God may be perfect, thoroughly furnished unto all good works" (2 Timothy 3:14-17).

Meeting Date: Every 1st Tuesday

Meeting Time: 6:00 P.M. – 7:00 P.M.

Meeting Place: Fellowship Hall

Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the mission of Christian Becoming Ministry.
3. Pray daily for each person's spiritual growth and maturity.
4. Be aware of the Christian Education needs of the body of Christ.
5. Lead the Christian Becoming Ministry Meeting.
6. Keep the Christian Becoming Ministry informed of any changes to Christian Becoming Ministry.
7. Plan and coordinate events that pertain to Christian Becoming Ministry.

Assistant Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the mission of Christian Becoming Ministry.
3. Help maintain Christian fellowship.
4. Serve in the leader's absence.
5. Work with the ministry leader in planning, coordinating and maintaining Christian Becoming Ministry.

Secretary's Responsibilities:

1. Maintain attendance record.
2. Send monthly reminder of upcoming meeting to all required attendees.
3. Retain copies of handouts from instructor.
4. Order books/materials as directed.
5. Make copies and assist instructor as necessary.
6. Remind class attendees of upcoming ministry moment and/or sermon assignments.
7. Have good organizational skills.
8. Perform other duties as assigned.

Team: Wednesday Evening Becoming Team

Mission Statement:

The mission of the ***Wednesday Evening Becoming Team*** is:

1. To reach people with the Word of God.
2. To teach people the Bible.
3. To care and shepherd people.
4. To witness to people.
5. To fellowship with people.
6. To lead people to worship.

Scripture Basis for Mission Statement:

"Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. And be sure of this: I am with you always, even to the end of the age." **Matthew 28:19-20 (NLT)**

"All Scripture is given by God and is useful for teaching, for showing people what is wrong in their lives, for correcting faults, and for teaching how to live right. Using the Scriptures, the person who serves God will be capable, having all that is needed to do every good work." **2 Timothy 3:16-17 (NCV)**

Class Meeting Date: Every Wednesday (unless otherwise specified)

Class Meeting Place: Designated areas for classes

Class Meeting Time: 6:30 P.M.

Wednesday Evening Becoming Team Meeting: 1st Monday in each month @ 6:00 P.M. (Fellowship Hall)

WEDNESDAY EVENING BECOMING CLASS: LEADER RESPONSIBILITIES

Wednesday Evening Becoming Leader and Assistant Leader should:

- Arrive early for Christian Education Classes.
- Help all team members to see the importance of involving people in Bible Study.
- Help develop and lead team members to become effective witnesses.
- Lead team members to set challenging but attainable goals, and develop and maintain a Christian Education meeting.
- Give direction in selecting and using appropriate Bible study material for each age group.
- Determine the financial and physical resources needed for Christian Education and recommend these resources to the church.
- Along with the help of the church secretary, maintain and use records for Christian Education, and report to the church on the progress of Christian Education classes.
- Help in evaluating the work and effectiveness of Christian Education.

- Ensure that all teachers know, understand, and perform their responsibilities.

WEDNESDAY EVENING BECOMING CLASS: TEACHER RESPONSIBILITIES

Each Teacher and Assistant Teacher is responsible for:

- Seek and promote Training opportunities.
- Seek the guidance of God in preparation for class.
- Study and prepare for each weekly lesson.
- Pray for class members.
- Arrive at least 15 minutes before class.
- Lead each week's class, and involve participants in studying and learning God's Word through various teaching methods.
- Promote spiritual growth and unity among class.
- Organize class in a way that leads to harmony in the class.
- Focus on building relationships.
- Communicate clear ideas to students.
- Teach with objectives in mind.
- Evaluate progress.
- Have clear visions for class and individual students.
- Know each student by name.
- Teach with the spirit of love and compassion.

If you will not be able to teach your class, please call ahead and inform your assistant and the pastor, to ensure that students have a teacher. If you are at least 10 minutes late arriving to class, please do not try to transition students from one class to another class; however, let students remain where they are to limit distraction and disorder.

Team: Christian Growth Becoming Team

Mission Statement:

The mission of the ***Christian Growth Becoming Team*** is:

- To introduce new members to the Word of God; expounding on scriptures for understanding and illumination.
- To allow those joining the local body an opportunity to receive the doctrine and knowledge of Jesus Christ's ministry.
- To help equip members of the Body of Christ to become effective servants of God.
- To assist members of the Body of Christ in bringing forth their God given gift(s) and potentials.
- To prepare members for the five-fold mission of the Church.
- To acquaint new members with the direction and vision of the church.

Scripture Basis for Mission Statement:

"All Scripture is given by God and is useful for teaching, for showing people what is wrong in their lives, for correcting faults, and for teaching how to live right. Using the Scriptures, the person who serves God will be capable, having all that is needed to do every good work." **2 Timothy 3:16-17 (NCV)**

Class Meeting Date: Every Sunday (unless otherwise specified)

Class Meeting Place: Designated areas for classes

Class Meeting Time: 8:00 A.M.

Christian Growth Becoming Team Meeting: 1st Monday in each month (Fellowship Hall)

Members:

- Christian Growth Becoming Team Leader / Assistant Leader
- Adult Teacher / Assistant Teacher / Age: 18 - Above
- Youth Teacher / Assistant Teacher / Age: 13 - 17
- Junior & Children Teacher / Assistant Teacher / Age: 4 - 12

CHRISTIAN GROWTH BECOMING CLASS: LEADER RESPONSIBILITIES

Christian Growth Becoming Leader and Assistant Leader should:

- Arrive early for Christian Education Classes.
- Help all Team Members to see the importance of involving people in Bible Study.
- Help develop and lead Team Members to become effective witnesses.
- Lead Team Members to set challenging but attainable goals, develop and maintain a Christian Education meeting.
- Give direction in selecting and using appropriate Bible study material for each age group.
- Determine the financial and physical resources needed for Christian Education and recommend these resources to the church.
- Along with the help of the church secretary, maintain and use records for Christian Education, and report to the church on the progress of Christian Education classes.
- Help in evaluating the work and effectiveness of Christian Education.
- Ensure that all teachers know, understand, and perform their responsibilities.

CHRISTIAN GROWTH BECOMING CLASS: TEACHER RESPONSIBILITIES

Each Teacher and Assistant Teacher should:

- Seek and promote training opportunities.
- Seek the guidance of God in preparation for class.
- Study and prepare for each weekly lesson.
- Pray for class members.
- Arrive at least 15 minutes before class.
- Lead each week's class, and involve participants in studying and learning God's Word through various teaching methods.
- Promote spiritual growth and unity among class.
- Organize class in a way that leads to harmony in the class.
- Focus on building relationships.
- Communicate clear ideas to students.
- Teach with objectives in mind.
- Evaluate progress.
- Have clear visions for class and individual students.
- Know each student by name.
- Teach with the spirit of love and compassion.

If you will not be able to teach your class, please call ahead and inform your assistant and the pastor, to ensure that students have a teacher. If you are at least 10 minutes late arriving to class, please do not try to transition students from one class to another class; however, let students remain where they are to limit distraction and disorder.

Name of Ministry: Trinity M.B. Church R.E.F.U.G.E. Becoming Ministry
"Reading and Evaluating For Understanding, Growth and Empowerment"

Mission Statement:

The mission of the *TMBC R.E.F.U.G.E. Becoming Ministry* is:

- To read and discuss books (from various authors), that are conducive to theological and spiritual growth.
- To be consistent in reading and understanding all designated books and reading material.
- To take part with other *R.E.F.U.G.E.* participants in wholesome discussion that emerges from critical reading of all assigned books and reading material.

Scripture Basis for the Mission Statement:

"But grow in grace, and in the knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever. Amen" (2 Peter 3:18).

Meeting Date: Every Wednesday

Meeting Time: 5:30 pm – 6:30 pm

Meeting Place: Fellowship Hall

Participants:

- Participation will be limited to 25 participants.
- Must sign the *R.E.F.U.G.E. Becoming Ministry* Sign-Up Sheet.
- Must obtain the assigned book or reading material (all assigned books and reading material will be ordered or obtained by the *R.E.F.U.G.E. Becoming Ministry* Secretary).

Principal Function of Leader: To ensure that the *TMBC R.E.F.U.G.E. Becoming Ministry* ministers to the needs and concerns of all participants.

Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Pray daily for each participant.
4. Be aware the overall needs of each participant.
5. Assign one person to lead the discussion each week.
6. Seek to include all participants in each discussion.
7. Develop a list of various books and material that will be read and discussed each month (\$20 max per book).
8. Plan, coordinate and maintain *R.E.F.U.G.E. Becoming Ministry*.

Assistant Leader's Responsibilities:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry in which leadership is rendered.
3. Help maintain Christian fellowship.

4. Serve in the leader's absence.
5. Work with the ministry leader in planning, coordinating and maintaining *R.E.F.U.G.E. Becoming Ministry*.

Secretary's Responsibilities:

1. Record any important information that is necessary for planning, coordinating and maintaining *R.E.F.U.G.E. Becoming Ministry*.
2. Contact participants to pass along important information regarding *R.E.F.U.G.E. Becoming Ministry*.
3. Maintain a current file of participant's telephone number and email address.
4. Work with the ministry leader to assist in recoding all important documentation.
5. Order all assigned books or reading materials.

Responsibilities of Ministry Participants:

1. Be dedicated to critical reading of any books or reading material for *R.E.F.U.G.E. Becoming Ministry*.
2. Be prepared to share and participate in fruitful discussion with other *R.E.F.U.G.E. Becoming Ministry* participants.
3. Have a spiritual mind that is open to gaining new information for the purpose of transformation.
4. Seek to learn valuable information from various books, reading material and other *R.E.F.U.G.E. Becoming Ministry* participants.

Helpful Advice for Ministry Leaders:

Ministry Leaders:

1. Serve as the ministry or team spiritual leader.
2. Lead by example.
3. Understand the overall mission of the church and the particular ministry or team in which leadership service is rendered.
4. Maintain Christian fellowship within the group.
5. Lead and conduct group meetings.
6. Plan the meeting agenda.
7. Lead group discussion during meetings.
8. Lead in planning group activities and tasks.
9. Engage and lead group training sessions and workshops to build the confidence of ministry or team members.
10. Leads group in developing group goals.
11. Delegate tasks to other group members.
12. Coordinate group activities with church calendar.
13. Motivate group members to achieve group goals.
14. Understand the needs of group members.
15. Appoint teams and assigns work task.
16. Work with the pastor of the church.

Assistant Ministry Leaders:

1. Serve as a spiritual leader.
2. Understand the overall mission of the church and the particular ministry or team in which leadership is rendered.
3. Help maintain Christian fellowship.
4. Preside at meetings in the leader's absence.
5. Work with the ministry or team leader in planning and coordinating group activities.
6. Assist in group training sessions.
7. Assist with group motivation.
8. Understand the needs of group members.
9. Work to foster the church's interest and goals.

Ministry or Team Secretary:

1. Serve as a spiritual leader.
2. Help maintain Christian fellowship.
3. Record the minutes of all business meetings.
4. Prepare and read the minutes of previous business meetings.
5. Maintain and preserves the group meeting minutes for future use.

6. Prepare a copy of the minutes prior to the meetings for review, corrections and any necessary signatures.
7. Contact group members to pass along important information regarding the group.
8. Maintain a current file of the group members addresses and telephone numbers.
9. Work with the ministry leader.

Helpful Advice For Developing Ministries and Teams:

1. Pray for God's direction.
2. Develop a name.
3. Develop a purpose or mission statement.
4. Develop a vision statement (optional).
5. Decide how many leaders will be needed and what spiritual gifts are needed by this/these person/s to lead this ministry or team.
6. Discover the target audience for the ministry or team.
7. Discover the needs of the target audience (Observation, Research, Survey, and Personal Reflection).
8. Develop strategies to fulfill the purpose and needs of the target audience.
9. Decide what structure will work best for the ministry or team.
10. Decide what resources will be needed to meet the needs identified.
11. If needed, secure the assistance of the pastor.
12. Make time for pastoral review of the ministry or team.

Helpful Advice For Successful Leadership:

1. Learn your communication style.
2. Learn the ministry or team member's communication style.
3. Develop an acceptance of authority.
4. Expect good performance.
5. Make meetings productive.
6. Communicate.
7. Build consensus.
8. Create a positive climate.

Helpful Advice for Meetings:

1. Have a regular time and place (and try not to cancel!).
2. Start (and end) on time.
3. Have an agenda and stick to it (most of the time).
4. Be prepared.
5. Have an established leader.
6. Maintain task orientation (with human sensitivity).
7. Be realistic.

8. Set aside additional time for experiences and long-term thinking.
9. Keep confidentiality when needed.