

**POLICIES AND PROCEDURES MANUAL
FOR PROGRAM MINISTRIES AND
STANDING MINISTRY TEAMS
OF
LIBERTY BAPTIST CHURCH OF FAYETTE COUNTY, INC.**

Effective April 7, 2010

Liberty Baptist Church (hereinafter sometimes referred to as the "Church") established, approved and will maintain, through its Constitution and Bylaws Ministry Team, the within and foregoing policies and procedures for Program Ministries, Standing Ministry Teams and other ministries and matters not covered or fully described in the Church Bylaws, provided that such policies and procedures conforms to the Constitution and Bylaws of the Church. In the event of conflict, the Bylaws shall take precedence over this Policies and Procedures Manual and the Constitution shall take precedence over the Bylaws.

The purpose of this Policies and Procedure Manual is to provide the Church membership and its leaders with clarity and direction for carrying out the Church's mission in a responsible, accountable, and effective manner through such ministries as it deems appropriate.

Copies of the Constitution, the Bylaws, and the Policies and Procedures Manual shall be made available to all members of the Church, and shall be kept in a binder in the Church office.

Any section of this Policies and Procedures Manual may be changed, modified or updated from time to time without affecting or causing the Constitution and Bylaws to be amended. Any member of the Church may initiate changes to any policy or procedure outlined in the manual by making a written recommendation to the appropriate Program Ministry Team or Standing Ministry Team responsible for administration of the policy or procedure. The Program Ministry Team or Standing Ministry Team responsible for its administration may recommend changes to the Policies and Procedures Manual after consultation with the Constitution and Bylaws Ministry Team.

This Policies and Procedures Manual describes the Program Ministries and Standing Ministry Teams in existence and functioning at Liberty Baptist Church on the effective date of this Manual.

ARTICLE I

PROGRAM MINISTRIES

General. The Church shall maintain program ministries to carry out the work of the Church as set forth in the New Testament, including Bible teaching, Christian discipleship, evangelism, missions, music, and prayer. All Program Ministries shall be

under Church control. All Program Ministry directors, officers and teachers shall be nominated by the Nominating Ministry Team and elected by the Church, unless otherwise specifically set out herein. Each Program Ministry Director shall report regularly to the Church. Program activities shall be subject to Church approval, and shall be supervised and coordinated through the Senior Pastor or other ministerial staff as appointed. The Church shall provide the human, physical, and financial resources for the appropriate advancement of these programs.

Duties of Directors: The Program Ministry Directors for each of the Program Ministries described herein and in Article X of the Bylaws, except those ministries that are under the direct supervision and control of Ministerial Staff as a result of their position, shall have the following duties:

- Provide general supervision and leadership for their respective program ministries.
- Recommend officers, teachers, and/or other program ministry leaders to the Nominating Committee, except as where otherwise specified.
- Present budget recommendations to the Finance/Budget-Stewardship Ministry Team.
- Arrange for space and equipment as needed, in cooperation with such ministry team or person designated for this purpose.
- Serve as members of the Church Council, and coordinate ministry activities with the Council and with other ministries and ministry teams of the Church.
- Submit activity reports at regular church conferences, and present plans and recommendations for advancing the work of the Church through their respective program ministries.
- Interpret, promote, and coordinate with association, state convention, and Southern Baptist activities and emphases related to their respective program ministries.

Program Ministries.

1. **Sunday School Ministry.** The Sunday School shall be the basic organization for Bible teaching. Its tasks shall be to reach persons for Bible study, teach the Bible, witness to persons about Christ, and lead persons into church membership; minister to Sunday School members and non-members; lead members to worship; and interpret and support the work of the Church and the denomination.

- (a) The Sunday School Director, Assistant Sunday School Director and Sunday School Officers shall be nominated by the Nominating Ministry Team and elected annually by the Church membership.
 - (b) The Director of Children's Ministries, the Minister or Director of Students and the Sunday School Director, Assistant Director, and Sunday School Department Directors, with the aid and assistance of the Nominating Ministry Team shall provide a slate of teachers to serve for the coming year for election by the Church membership. Teachers are elected annually.
 - (c) The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director, the Assistant Sunday School Director and the Minister or Director in responsible charge of each division.
2. **Discipleship Ministry.** The Church shall provide training in Christian discipleship to new believers and in church membership to persons who are new to our Church and denomination. The Church shall also provide opportunities for members to learn about Christian theology and Baptist doctrine, Christian ethics, Christian history, and church and denominational polity. The Discipleship Ministry shall be led by a Director nominated by the Nominating Ministry Team and elected by the Church.
3. **Music Ministry.** The Music Ministry of the Church shall provide music in areas of service that will promote worship and fellowship. This ministry shall be organized to train church members to develop and utilize their musical talents. The music ministry shall be conducted under the direction and supervision of the Worship Pastor. The Music Ministry shall have such officers as the program requires.
4. **Preschool Ministry.** The Church will provide a comprehensive Preschool Ministry composed of a sufficient number of members selected to serve by the Director of Preschool Ministries and elected by the Church. The Preschool Ministry shall enlist volunteers to serve on a rotating basis. In accordance with the policies and procedures outlined in the Preschool Ministry Handbook (a copy of which is on file in the Church office), the Preschool Ministry is responsible for the following:
- (a) Enlist, assign, schedule, and supervise nursery workers for all services.
 - (b) Recommend policies to the Church regarding planning and operation of the nursery program.

- (c) Arrange for maintenance and sanitation of the nursery facilities.
5. **Children's Ministry.** The Church will provide a comprehensive children's program composed of a sufficient number of members selected to serve by the Director of Children's Ministries and elected by the Church. The purpose of the Children's Ministry is to meet the spiritual needs of children from first to sixth grade by providing opportunities to know Jesus Christ as their personal Savior through Bible teaching, prayer, missions and special events. The Children's Ministry will be under the general direction and supervision of the Director of Children's Ministries. Other responsibilities of the Children's Ministry include the following:
- (a) **Children's Church Ministry.** The Children's Church program shall provide Bible teaching and worship experiences for children from kindergarten age through fourth grade, who will be dismissed at the appropriate time in the Morning Worship service. The Children's Church program shall be planned and conducted under the direction and supervision of the Director of Children's Ministries. The Children's Church director may enlist volunteers to serve on a rotation basis.
 - (b) **Vacation Bible School Ministry.** A Vacation Bible School shall be conducted to teach the Bible to children and youth in the Church and the community, and to reach children, youth, and their families for Jesus Christ. The Vacation Bible School shall be conducted under the direction of a Vacation Bible School director selected by the Director of Children's Ministries. The Vacation Bible School Director shall be aided and assisted by the Director of Children's Ministries and may enlist volunteers.
6. **Student Ministry.** The Church will provide a comprehensive student program to meet the spiritual needs of young people from grades 7 through 12. The purpose of this program will be to reach students for Christ, to help them grow in understanding and in Christian maturity, and to provide opportunities for service and recreation. The Student Ministry will be under the general direction and supervision of the Minister or Director of Students elected by the Church.
7. **College Age Ministry.** The College Age Ministry serves young adults who are 18-25 years old. Its focus is relevant small group Bible study and authentic Christian fellowship while preparing and assisting young adults as they transition from student to adult within the church body.
8. **Single Adult Ministry.** The Church will provide a comprehensive Single Adult program to meet the needs of single adults. The purpose of this

program will be to reach those who are divorced, single parents, never married, or widowed to provide opportunities for spiritual growth, service, and fellowship. The Single Adult Ministry shall be led by a Director nominated by the Nominating Ministry Team and elected by the Church.

9. **Senior Adult Ministry. (J.O.Y. Club)** The Church will provide a comprehensive Senior Adult program (J.O.Y. Club) to meet the needs of adults who are over the age of 55. The purpose of this program is to provide opportunities for spiritual growth, service, and Christian fellowship. The J.O.Y. Club shall be led by a Director nominated by the Nominating Ministry Team and elected by the Church.
10. **CARE Ministry.** This ministry shall act as care givers to the shut-ins, widows, widowers and other members within the Church needing assistance by making frequent contact with them to determine needs. It shall investigate the need and secure the persons to meet those needs. It shall have a Director and shall enlist as many volunteers as the ministry deems necessary.

ARTICLE II

STANDING MINISTRY TEAMS

General. The Church shall elect and maintain such standing ministry teams as are necessary to meet the needs of the Church. All Standing Ministry Team members shall be nominated by the Nominating Ministry Team and elected by the Church. Each Standing Ministry Team has a Director, unless otherwise specifically set out herein, and operates under the supervision of the Senior Pastor or other ministerial staff as appointed. The general responsibilities of the Standing Ministry Teams are to aid and assist the Senior Pastor and the Ministerial Staff; to prepare and execute work as prescribed by the Church; and report results and/or recommendations to the Church.

Standing Ministry Teams

1. **Baptismal Ministry.** The Baptismal Ministry shall make all necessary arrangements for the ordinance of baptism such as preparation of the baptistery, rooms, and robes. It shall render such assistance to the Senior Pastor, or whomever he shall authorize, and to the candidates as is necessary to make the ordinance comfortable and meaningful. This Ministry Team shall be responsible for the care of the baptismal rooms, robes and baptistery.
2. **Benevolence Ministry.** This ministry team shall gather information concerning members and others within and outside of the Church who need emergency assistance; it shall investigate the need and take action;

it shall approve disbursements from the benevolence funds as are necessary to those who need assistance.

3. Budget & Finance Ministry Team.

- (a) Shall consist of seven members, four of whom will deal with the day-to-day financial business affairs of the Church (referred to as the Finance Ministry Team) and an additional three members to assist in the preparation of the annual budget. Three of the four members of the Finance Ministry Team and the Budget & Finance Ministry Team shall be the Church's financial secretary, the treasurer, and the assistant treasurer.
- (b) The Budget & Finance Ministry Team shall manage all Church finances, receipts, and disbursements and will be responsible for financial planning, budgeting, accounting, and issuing financial reports.
- (c) The Budget & Finance Ministry Team shall recommend to the Church the expenditure of any funds not included in the budget.
- (d) All other ministry teams, organizations, and personnel of the Church shall confer with the Budget & Finance Ministry Team in any matter dealing with finances.
- (e) The Budget & Finance Ministry Team is responsible for developing and recommending an overall stewardship plan, an annual unified church budget, and utilizing all channels of the Church to communicate and promote Biblical stewardship truths.
- (f) The Budget & Finance Ministry Teams operate in accordance with the "Financial Policies & Guidelines" (a copy of which is on file in the Church office).

4. Christian Life Ministry. The Church shall provide Christian education and information on social and moral issues. This team will assist the Senior Pastor with identifying such issues, distributing information, informing the church, and leading the church to adopt a biblical response.

5. Community Multi-Media Ministry Team. The Community Multi-Media Ministry Team shall promote the Church, and its message of Christ's love, to the community through media outlets including but not limited to newspaper, radio, television, and the internet. Other publicity responsibilities include designing advertising materials to create a consistent image of the church, creating a community awareness of special events, and assisting other Standing Ministry Teams. This ministry

shall also design and maintain Church signage, including highway, parking, and directional signage.

- 6. Constitution and Bylaws Ministry Team.** This Ministry Team shall maintain a current and accurate record of the Church's Constitution, Bylaws and Policies and Procedures Manual. It shall consist of five members and serve as a source of information to the Church membership and staff in matters relating to the Church's Constitution and Bylaws. The Constitution and Bylaws Team shall provide council and guidance, if and as needed, to the Program Ministries and the Standing Ministry Teams in matters pertaining to the Constitution and Bylaws as it relates to their overall purpose and function.
- 7. Counting Ministry Team.**

 - (a)** The Counting Ministry Team shall consist of seven or more members. The treasurer, assistant treasurer, Finance Ministry Team and Staff are excluded from membership on this ministry team. Scheduling is the responsibility of the Counting Ministry Team Director.
 - (b)** The duties of this Standing Ministry Team are as follows:

 - Count, record, and deposit all funds received during regular and special offerings of the Church.
 - Secure, properly handle, and account for all offerings, deposit records, and offering envelopes.
 - Provide required reports, bank receipts and contribution envelopes to the Church financial secretary to be posted and reported on the Church records.
 - Develop and recommend procedures to the Church to ensure that all cash and negotiable instruments designated or undesignated are properly counted, documented, and deposited.
- 8. Evangelism and Community Outreach Ministry.** Evangelism is a central purpose of the Church and of all of its regular and special emphasis ministries. Each ministry program shall work to reach persons for Christ, to lead members in sharing their faith, and to extend the Gospel to all nations, in ways appropriate to its respective ministry functions. This ministry shall establish and maintain an enthusiastic assimilation and outreach program for the Church. It shall be responsible for evaluation

and implementation of community outreach strategies and follow-up on prospects for visitation.

(a) **Coffee Ministry.** This team shall support the work of the Evangelism and Community Outreach Ministry Team with an Act-of-Kindness ministry to local businesses and community groups. It is led by a director and may enlist as many volunteers as deemed necessary. All volunteers must be church members.

9. **Facilities and Grounds Ministry Team.** This Ministry Team shall be responsible for maintaining all Church facilities and grounds. It shall serve to assure the upkeep and repair of all buildings, equipment, and grounds. The Facilities and Grounds Ministry Team shall work closely with contracted personnel, as necessary, to maintain service or repair of facility systems, and to establish and maintain a plan for landscape of Church grounds. This Ministry Team may enlist volunteers as needed to effectively fulfill its responsibilities.

10. **Flowers and Decorations Ministry.** This ministry team shall be responsible for providing flowers and/or decorations in the Church Worship Center and other locations throughout the Church. Such responsibility will include arrangements for memorial flowers, decorations for special observances and any other such appropriate action. It shall approve disbursements of funds budgeted for this purpose.

11. **Guest Relations Ministry Team.** The Guest Relations Ministry Team shall be composed of a Director and those members who assume the directorship of the supporting ministry teams. The responsibilities of this team include serving in various aspects to create a welcoming atmosphere of genuine love, concern, and care while establishing a positive relationship with guests. Supporting ministry teams include:

(a) **Welcome Ministry Team.** This ministry team shall be composed of a Director and three to five member. Volunteers may be utilized as needed. All volunteers must be church members. Responsibilities of this team include greeting guests as they enter and leave the church, obtain appropriate information from guests and assist them in locating a small group bible study.

(b) **Hosts and Hostesses Ministry.** This supporting ministry team shall be composed of a Director and three or more members. Volunteers may be utilized as needed. All volunteers must be church members. Responsibilities of this team include welcoming guests while distributing the Church bulletin and other items,

operating and maintaining the Welcome Desk, maintaining literature rack, and to ensure pens and envelopes are in pew racks.

- (c) **Ushers Ministry.** This ministry team shall be composed of a Director and three or more members. Volunteers may be utilized as needed. All volunteers must be church members. The Usher Ministry Team shall assist people in finding seating in the Church, attend to the needs of the Senior Pastor and the congregation during Church services, receive the Church tithes and offerings, and ensure that the auditorium is orderly before and after each worship service. The Usher Ministry shall be responsible for maintaining safety and securing the building during all public services.
- (d) **Parking Lot Greeters Ministry.** This ministry team shall be composed of a Director and volunteers as needed. All volunteers must be church members. The Parking Lot Greeters Ministry shall assist in traffic control, aid in parking before and after Church services, direct guests to the closest entry, and patrol the parking lots during Church events.

12. Healthcare Professional Ministry. The Church shall provide healthcare ministry to the church and community as a means to promote the love of Christ. This team assumes responsibility for maintaining adequate onsite healthcare supplies and equipment, promoting the stewardship of healthcare, and being available for emergency assistance with health crises during public worship services.

13. History Ministry. This ministry team shall be composed of three members with the Historian being its Director. Responsibilities include collecting and electronically preserving all documents deemed important to the history of the Church; maintaining an archival record about the Church and its members; and arranging for written, photographic, or electronically recorded records of special celebrations and significant events in the life of the Church.

(a) **Historian.** The responsibilities of the Church historian are to keep the historical records current and furnish all archival materials to the Digital Archive Technician member of this ministry team. The Historian shall also serve as the Director for the History Ministry Team.

(b) **Photographer.** The responsibilities of the Church photographer include documenting special celebrations and significant events in the life of the Church for inclusion in the church website, publications, and archives.

- (c) **Digital Archive Technician.** The responsibilities of the Church digital archive technician include developing and implementing a comprehensive electronic data archive for the preservation and access of all documents deemed important to the history of the Church.

- 14. **Human Resource Ministry Team.** In accordance with the Personnel Policies Handbook (a copy of which is on file in the Church office) this ministry team shall:

 - (a) Assist the Senior Pastor and Church in matters related to employed personnel and shall make recommendations in regard to the hiring and dismissal of employed personnel.
 - (b) Assist the Senior Pastor in determining staff needs, employment, salary, benefits (i.e. vacations, sick leave, personal days, staff revivals, staff seminars and conferences, and additional educational training) and evaluate performance, and to provide a means of accountability for employed personnel.
 - (c) Be composed of five members. No spouse or family member of any of the employed personnel shall be allowed to serve on the Human Resource Ministry Team.
 - (d) Establish appropriate employment policies in regard to the Senior Pastor, Other Ministerial and Support Staff, review and update such policies annually and provide each staff member a copy of said policies.
 - (e) Keep an accurate record of staff anniversaries and schedule and plan staff anniversary celebrations in accordance with Personnel Policies.
 - (f) Act as a grievance committee to assist in the resolution of problems with staff personnel.

- 15. **Jail Ministry.** The Church shall provide ministry to jail and prison inmates and their families. The purpose of this ministry is to evangelize lost inmates, minister to their families, and assist with transitional needs.

- 16. **Ladies' Ministry.** This ministry team shall be the basic organization for assisting ladies, to be involved in ministering to the unique needs of ladies through prayer and involvement, and to engage in meaningful fellowship with other ladies. It shall approve disbursements of funds budgeted for this purpose.

- 17. Liberty Legacy Ministry Team.** The Liberty Legacy Ministry Team will administer the Liberty Legacy Fund. It shall also be the duty of the Legacy Ministry Team to keep the activities and advancement of the Liberty Legacy Fund before the church membership throughout the year. This will be accomplished by reports to the church membership, education programs, and other special events. The goal of these activities will be to provide giving opportunities and to show the potential impact of our endowment ministry. This ministry shall consist of six (6) members, including the chairperson. The Nominating Ministry Team shall divide ministry team members into three segments as follows: two (2) members of the Finance Ministry Team elected to the corporate positions of Treasurer and Assistant Treasurer shall be elected annually; two (2) members of the church staff that occupy the positions of Senior Pastor and Business Assistant shall serve until said positions are vacated; and two (2) members at large shall serve three-year terms.
- 18. Men's Ministry.** This ministry team shall be the basic organization for assisting men to be involved in ministering to the unique needs of men, through prayer and involvement, and to engage in meaningful fellowship with other men. It shall approve disbursements of funds budgeted for this purpose.
- 19. Missions Ministry Team.** This Ministry Team shall provide ministries to teach missions, engage in missions action, promote and support all missions through prayer, giving, and going. It shall train the Church membership for mission work and establish mission opportunities locally and worldwide. It shall enlist volunteers as needed.
- 20. Multi-Media Ministry Team.** The Multi-Media Ministry Team shall assist in providing and maintaining the audio, video and lighting ministries of the Church, assist in determining the availability of programs and instructional materials that may require audio, video and lighting and assist in obtaining and utilizing such facilities and equipment. This ministry team shall be under the direction and supervision of the Worship Pastor. It shall enlist volunteers as needed and shall be composed of those members who assume the directorship of the supporting ministry teams as follows:

 - (i) Audio and Lighting Ministry.** This ministry team shall consist of three or more persons, one of whom shall assume the directorship. Responsibilities of the team include, but are not limited to the following:

 - Providing sound and lighting direction to all Sunday services, special events, musical specials, and special rehearsals as required and/or requested.

- Coordinating the purchase, installation, and use of all appropriate sound and lighting equipment in the Church facilities. Maintain a current inventory of all audio and lighting equipment and the care and repair of all such equipment.
- Recruiting and training sound and lighting technicians for providing sound and lighting direction at the services described above.
- Audio taping of services and special projects as requested by the ministerial staff for the purpose of maintaining a tape ministry.
- Duplicating audio resources, as per request, is the responsibility of this ministry and may be fulfilled by a volunteer.

- 21. Nominating Ministry Team.** It shall be the duty of this Ministry Team, unless otherwise stated in the Bylaws, to bring to the Church prior to September 1 in each year a slate of qualified members to fill available positions on the Program Ministries, Standing Ministry Teams and Ad Hoc Ministry Teams of Liberty Baptist Church. This Ministry Team shall conscientiously seek to nominate Church members who are best qualified and willing to serve. This Ministry Team shall obtain permission from the nominees before presenting their names.
- 22. Prayer Ministry.** This ministry team shall maintain the church-wide prayer ministry and shall lead the Church in special prayer emphases. It shall be led by a prayer team elected by the Church. The Prayer Ministry Team shall work with the Senior Pastor and with the other ministry leaders of the Church, and with the Association and State Prayer Coordinators.
- 23. Recreation Ministry Team.** The focus of this ministry team is to reach and minister to people through Christ centered recreational activities. To study the opportunities recreation offers as a method of ministry to all ages within the Church and community.
- 24. Special Events Ministry Team.** The Special Events Ministry Team shall plan, prepare and execute special church-wide activities and events in order to promote fellowship, provide opportunities for outreach, and to promote recreational opportunities for Church members. It shall be composed of five (5) or more members and shall utilize volunteers as needed.

- 25. Transportation Ministry.** This ministry team shall be responsible for the upkeep, inspection and servicing of church owned vehicles. It shall be responsible for purchasing vehicle tags and the placement of tags, registrations and insurance cards in and on the vehicle. Requests for use of church owned vehicles must be made through the Church office. Only qualified and properly licensed drivers on file in the Church office and with the Church's insurance agency can operate church owned vehicles. It shall approve disbursements of funds budgeted for this purpose.
- 26. Wedding Ministry.** Handbook (a copy of which is on file in the Church office), this ministry team shall coordinate all weddings and related events, schedule the meetings and provide copies of the Church's wedding policies to all prospective wedding applicants. At least one member of the Wedding Ministry Team shall be available for assistance to the wedding party at each and every wedding. Final arrangements should be agreed on between this ministry team and the assigned ministerial staff.

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