



Emmanuel Baptist Church Operations Manual

Our Mission:

Reach our community and develop mature followers of Jesus Christ

Table of Contents

1. <u>DOCUMENT INFORMATION & REVISION HISTORY</u>	3
2. <u>INTRODUCTION</u>	4
2.1 PURPOSE	
2.2 ROBERT'S RULES OF ORDER	
2.3 NOMINATING SCHEDULE & TERM LIMITS	
3. <u>MEETING GUIDELINES</u>	
3.1 MEETING TIMETABLE	5
3.2 COMMITTEE STRUCTURE	5
3.3 MINISTRY STRUCTURE	5
3.4 ORGANIZATION STRUCTURE	6
3.5 AD HOC COMMITTEES	6
3.6 MEETING MINUTES	6
3.7 MEETING SCHEDULING	6
3.8 BUDGET SUBMISSION FOR COMMITTEES AND MINISTRIES	6
4. <u>COMMITTEE & CHURCH BUSINESS OPERATION GUIDELINES</u>	
4.1 CHURCH MODERATOR	7
4.2 PARLIAMENTARIAN	7
4.3 CHURCH CLERK	8
4.4 CHURCH TRUSTEES	8&9
4.5 ADMINISTRATIVE COMMITTEE	9,10,11
4.6 LONG RANGE PLANNING COMMITTEE	11
4.7 FINANCIAL SECRETARY (EBC STAFF)	11&12
4.8 COUNTING COMMITTEE	12,&13
4.9 NOMINATING COMMITTEE	13&14
4.10 CHURCH PASTOR SEARCH COMMITTEE (AS HOC COMMITTEE)	14
4.11 WEEKDAY EDUCATION COMMITTEE	15&16
5. <u>MINISTRY OPERATON GUIDELINES</u>	
5.1 CHURCH PRESCHOOL MINISTTY	16
5.2 TRANSPORTATON MINISTRY	16&17
5.3 CHURCH USHERS MINISTRY	17
5.4 AUDIO VISUAL MINISTRY	17&18
5.5 BENEVOLENCE MINISTRY	18&19
5.6 BUILDING AND GROUNDS MINISTRY	19
5.7 DECORATING MINISTRY	20
5.8 HOSPITAL MINISTRY	20
5.9 HOSTESS MINISTRY	20&21
5.10 MISSIONS MINISTRY	21&22
5.11 INFORMATION MINISTRY	22
5.12 DIVORCE CARE MINISTRY	22& 23
5.13 FURNITURE MINISTRY	23
5.14 NEW MEMBERS MINISTRY	23
5.15 SUNDAY SCHOOL DIVISION DIRECTORS	24
5.16 SAN JUAN BAPTIST ASSOCIATION	25
5.17 WOMEN'S MISSIONARY UNION	25
6. <u>ORGANIZATIONS OPERATIONS</u>	
6.1 RESPONSIBILITIES OF SUNDAY SCHOOL MINISTRY TEACHERS	25
6.2 CHILDREN'S CHURCH MINISTRY	26

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Contact for Inquiries	Nominating committee Chairperson

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2 INTRODUCTION

2.1 Purpose

The purpose of this document is to define the general operating guidelines for Emmanuel Baptist church committees and ministry groups supported by the overarching Constitution Requirements. These guidelines provide the spiritual foundation for consistency in the way Emmanuel Baptist Church manages required business and ministries efficiently and effectively.

In the event of conflict the Emmanuel Baptist Church Constitution will prevail.

2.2 Robert's Rules of Order

The Emmanuel Baptist Church Constitution Article VI requires all meetings to proceed under the guideline of the 10th Edition or current "Robert's Rules of Order".

It is the Nominating Committee's responsibility to maintain an active Operations Manual and to provide the manual to each of the elected committee members and to Ministry Chairs.

2.3 Nominating Schedule & Term Limits

- All Committees Members, Ministry Chairs and directors will serve terms from January through December and will be elected in the December Business Meeting.
- All Sunday School leadership will serve one-year term and will be elected in the regular monthly business meeting before the new Sunday school year begins.
- Committee, Ministry, and Sunday School Terms are;
 - Church Moderator-elected annually
 - Parliamentarian-elected annually
 - Church Clerk-elected annually
 - Long Range Planning-staggered three year term
 - Trustees-staggered five year term
 - Nominating Committee-staggered three year term
 - Administrative Committee-staggered three year term
 - Counting Committee-staggered three year term
 - Ministry Chairpersons-two year term

- Sunday School Leaders-elected annually
- Sunday School division Directors-three years term
- Weekday Education Committee—staggered three year terms

3. MEETING GUIDELINES

3.1 Meeting Timetable

- Administrative Committee should meet at least once per month on a formal basis and prior to the business meeting.
- Nominating Committee should meet at least once per quarter and more often as business requires.
- Counting Committee should meet as needed.
- All other committees and ministries should meet at least quarterly or as required by their respective functions.

3.2 Committee Structure

Each Member, excluding pastoral staff is eligible for any elected office on or after the six month anniversary of his or her membership except as other wise stated in the By-Laws or Operations Manual. As soon as the Church approves membership of committees, each committee should meet and elect officers. Every committee should have elected officers as follows:

- Chairperson
- Co-Chairperson
- Secretary

Those elections should take place every year. If the committee desires, officers from the proceeding year may be returned in office, but committee leadership should never be assumed.

All Emmanuel Baptist Church Committees shall report to the Church annually the Committee structure at the business meeting directly following election.

3.3 Ministry Structure

Ministry Chairperson and Co-Chairperson are nominated by the Nominating Committee and voted in by the Church body and will serve for a two year term. Ministry Chairpersons are responsible for the stewardship of the ministry they chair. Each ministry chair will enlist members as required to carry out the ministry responsibilities. Ministry Chairperson shall submit names of enlisted members to the Church so that we know who is responsible for the ministry, even when the chairperson is not available.

3.4 Organization Structure

All members of a church organization will be eligible for teaching a Sunday School class, Auxiliary class, or Children's Church after the six month anniversary of his or her membership except as other wise stated in the By-Laws or Operations Manual. Any member will be considered for serving as an assistant in a Sunday School class, Auxiliary class, or Children's Church after being regularly involved in our church for six months or more. Each member of the organization will adhere to the policy manual.

"Guidelines for Ministry Workers, Children and Youth programs". A criminal background check will be required and may be performed through a governmental or accredited agency with respect to any candidate seeking to work with children, youth, or the disabled. (See Volunteer Worker Screening Procedures in the Guidelines for Ministry Workers). Each member of the organization will be nominated annually or as needed by the Nominating Committee and voted on by the church body.

3.5 Ad Hoc Committee

Ad Hoc (for a specific purpose) committee may be formed for a temporary time period to perform specific tasks as outlined by the Constitution

3.6 Meeting Minutes

Meeting minutes should be taken during official Church business meetings and retained in the Emmanuel Baptist Church filing system for a period of three years. The Secretary should record the minutes of the meeting. The detail and content of the minutes is up to the committee or ministry but should at least contain a record of time, place of meeting, all motions made, votes taken and members present. Not keeping minutes can lead to confusion about decisions made or who said what.

3.7 Meeting Scheduling

Each committee should announce the time and place of its meetings. The Emmanuel Baptist Church Constitution and By-Laws do not allow closed meetings. A committee may go into "Executive Session" during an open meeting on discuss certain sensitive matters if the need arises. Non members would need to leave during "Executive Session".

3.8 Budget Submission for Committee and Ministries

All ministries and committees shall formally submit documented budget requirements to the Administrative Committee in accordance with financial year planning. Administrative Committee shall provide to Ministries and Committees a standard template for budget submissions at the start of budget planning.

4. COMMITTEE & CHURCH BUSINESS OPERATION GUIDELINES

4.1 Church Moderator

The Church Moderator is elected annually upon nomination by the Church Nominating Committee

- Responsibilities of Church Moderator include.
- Work with other key leaders and Pastoral Staff to develop an agenda for the business meeting.
- Conduct orderly Church business.
- Execute Church business in a timely manner.
- Clarify Church business for later action.
- Conduct meetings in accordance with “Roberts Rules of Order”.

In the Moderator’s absence, as provided in the Constitution, the Assistant Moderator, Chair of Deacons or an individual elected from the Church body shall preside at the current business meeting.

4.2 Parliamentarian

- The church Parliamentarian is elected annually upon nomination by the Church Nominating Committee.
- Responsibilities of the Church Parliamentarian include.
- The primary function of the Parliamentarian is to advise the moderator, other officers and committees on matters of Parliamentary procedure. This may include assisting in the planning or steering of business to be introduced in order to anticipate and avoid problems.
- The purpose of the Parliamentarian is to help safeguard the rights and privileges of all members equally and to help ensure that the business of the church is conducted legally and efficiently. The Parliamentarian shall base advice and guidance on “Robert’s Rules of Order. 10th Edition” or current edition.
- The Parliamentarian is an advisor and consultant. The moderator or presiding officer alone has authority to rule on questions of order or answer parliamentary inquiries. Other decisions, however, rest with the church.
- The Parliamentarian shall maintain an impartial position and therefore does not make motions, participate in debate or vote on any question except in the case of a ballot vote.

4.3 **Church Clerk**

The Church Clerk is elected annually upon Nomination by the Church Nomination Committee. The Church Clerk may delegate some of the clerical responsibility to the Church's clerical staff if approved by the Sr. Pastor or his designated Administrator. All Church records and Church property should return to the office for permanent filing.

- The Church Clerk's monthly report shall include:
- Business meeting minutes.
- Membership at the beginning of the month.
- Number of additions.
- Number of terminations
- Membership at the close of the month should be designated by the Pastor to one of the secretaries.

4.4 **Church Trustees**

As per section 3.2 of the Operations Manual the Trustees will elect a Chair Person annually. The Trustees shall meet at least twice per year. Meeting minutes shall be recorded as required by the New Mexico Public Regulation Commission and retained as a permanent record of meetings. Trustees shall have been Members for at least three years.

Responsibilities of Church Trustees include:

- Act as legal agents as directed by the Church in compliance with Article 1 of the Constitution and By-Laws of the Church.
- Trustees will monitor the Administrative Committee activities
- The Trustees and Administrative Committee are responsible for having an audit or review performed on the books kept by the Financial Secretary, a minimum of every other year or more often if deemed necessary by such Committee & Trustees.
- In cooperation with the Financial Secretary and Administrative Committee, ensure that all federal, state and local laws are followed. This includes Internal Revenue Service guidelines which are to be monitored, undated and followed regarding the provision of tax credits which involve gifts other than cash to the Church.
- Meet at least twice per year.
- Maintain inventory of all legal documents for the Church.

- Coordinate the initiation and completion of an annual inventory of all new equipment, audit and update of records with all relevant Emmanuel staff, committees and ministries. Annual inventory report should be kept in the safe or safe deposit box.
- Counsel with committees or organizations concerning legal matters.
- A Trustee shall serve in the Administrative Committee in a non-voting, advisory and oversight capacity. The Administrative Committee should send minutes of its meeting to other committees.
- The Trustees, along with each member of the Church, are responsible for making sure the Constitution and By-Laws are followed.
- Shall carry out the direction of the congregation.

4.5 **Administrative Committee**

As per section 3.2 of the Operations Manual, the Administrative Committee will elect a Chair Person annually. Members shall have been members for at least three years and shall be elected for staggered three year terms Responsibilities of Administrative Committee include:

- Members of the Administrative Committee will be asked to sign a covenant agreement with each other and the Senior Pastor, agreeing to submit to one another out of reverence for Christ and obedience to the commands of Christ, for the purpose of administering the monies and staff for the glory of God.
- Act as directed by the Church in compliance with Article III Statement of Faith of the Constitution and By-Laws of the Church.
- Meet at least monthly as outlined in section 3.1 prior to the regular business meeting in order to review receipts and disbursements, analyze (~~British; use~~) revenues and expenditures and monitor the status of the budget. This review and analysis will be based upon reports prepared by the Financial Secretary, in order to ensure that the Church operates in a financially sound manner and within the budget.
- In conjunction with the Financial Secretary, maintain adequate records of all Church funds received and disbursed.
- The Trustees and Administrative Committee are responsible for having an audit performed on the books kept by the Financial Secretary, a minimum of every other year or more often if deemed necessary by such Committee & Trustees.
- Work with the Financial Secretary to prepare an annual budget to be approved by the Church. Administrative Committee shall provide to Ministries and Committees a standard template for budget submissions at the start of budget planning year.
- Make monthly annual financial reports to the appropriate Church committees and at the business meeting.

- In the event, of an emergency, the Administrative Committee in consultation with the Senior Pastor, may approve an expenditure of greater than \$1,000 without consulting the church body. A simple majority of the Administrative Committee members, who can reasonably be contacted at the time the emergency declaration needs to be made, will constitute approval of the expenditure. If the Senior Pastor cannot reasonably be contacted, the pastor serving in his absence will be contacted and consults with the Administrative Committee concerning the expenditure. This expenditure will be reported to the church at the next regular business meeting. An emergency will be any event that in the judgment of the Administrative Committee and Senior Pastor or pastor serving in his absence, will or could cause significant damage of any kind to the church structure or body.

The emergency declaration will include the decision that waiting until the expenditure could be approved as a normal course of business would be unwise.

- Monitor and maximize an accounting system that provides adequate reports, data and internal controls to protect all funds and workers.
- Designate a member of the Administrative Committee annually to Chair the Counting Committee.
- Money or gifts which have been received and accepted by the Church for specific or designated causes may not be borrowed or spent for purposes other than that cause for which they were designated, except by permission of the contributor. When the contributor cannot be contacted, designated monies may be used as needed, upon recommendation of the Administrative Committee, if voted by the Church at a regular business meeting and announced at the last business meeting.
- Create, administer, and close out special funds as needed or requested.
- In cooperation with the Financial Secretary and Trustees, ensure that all federal, state and local laws are followed; this includes Internal Revenue Service guidelines which are to be monitored, updated and followed regarding the provision of tax credits which involve gifts other than cash to the Church.
- Prepare and maintain a current “Personnel Practices and Guidelines” for Church employees and a current “Policy Manual of Guidelines for Ministry Workers” for employees and ministry workers. The manual and any amendments shall be approved by the Church.
- In cooperation with the Senior Pastor or designee (Administrator and approved by Administrative Committee, develop and maintain staff performance plans and goals for each member of Emmanuel Baptist Church staff. Performance plans enable staff to achieve high levels of performance through skills improvement and performance accountability.
- Work with the Senior Pastor to recommend and authorize developmental training for staff.
- Administrative Committee, working with the Senior Pastor or his designated Administrator in accordance with applicable labor laws and prudent business practices, has the authority to hire and fire individuals with previously church approved positions.

- Administrative Committee will appraise the Senior Pastor's pastoral and administrative skills annually and mid-term according to the vision and goals set forth by the Pastor and Biblical qualifications of I Timothy and Titus. In case of unacceptable performance, subsequent appraisals will be conducted as determined by the Administrative Committee.
- Develop and recommend salaries and benefits for all employed personnel.
- Work in cooperation with the Senior Pastor or his designee as Administrator to prepare and update position descriptions for all employed personnel.
- Work in cooperation with the Senior Pastor or his designee as Administrator to survey the need for changes in Church staff positions and make recommendations to the Church.
- In conjunction with Weekday Education Committee, the Administrative Committee will meet once a year prior to the WEC budgeting process review and revise the appendixes found in the document dated April 6th 2015 and entitled "Covenant Agreement between Emmanuel Baptist Church and Emmanuel Baptist Child Development Center and Academy". Any and all changes will be agreed upon by both WEC and the Administrative Committee.

4.6 **LONG RANGE PLANNING COMMITTEE**

Evaluate building needs as the building ages with building and Grounds Committee and Administrative Committee.

Review projected facility needs based on growth or changing needs of the Church.

Obtain information from various committees, ministries and from the staff regarding proposed projects. Determine whether it is feasible to continue based on input from staff and those in key positions who are directly affected.

Assume responsibility for evaluation of ministry expansion in the Church as requests or suggestions are presented to the Church.

4.7 **Financial Secretary (EBC Staff)**

Responsibilities of Financial Secretary include:

- Will report to Senior Pastor or designee (Administrator) for job performance in accordance with Operations Manual duties.
- Following the processes as prescribed by the Administrative Committee, the Financial Secretary will work in close cooperation with the Administrative Committee or its representative to ensure that all financial transactions, records and matters are diligently, accurately and completely documented in accordance with sound business practices and procedures.

- Assist the Administrative Committee to develop and implement the Church budget annually.
- Work in close cooperation with the Counting Committee or its representative to ensure that all monies received, in whatever form, are completely and accurately entered into the Church's financial records. Maintain adequate records of all Church funds received and disbursed.
- Record individual contributions to the Church and provide annual reports.
- Prepare and make monthly and annual financial reports to the Administrative Committee, appropriate committees and Church business meetings.
- Help ensure that funds and gifts are used according to instruction from the congregation or as directed by the contributor(s) and maintain on-going records of these funds and gifts.
- Prepare checks in accordance with Church policies and procedures, providing supporting data for each disbursement. Ensure that checks are signed by authorized persons and issued in accordance with Church policies.
- Serve when necessary as a advisory, non-voting member of Church committees and organizations such as Administrative Committee, Trustees, and /or Deacons.
- Work in cooperation with the Administrative Committee or its representative to recommend policies and procedures to the appropriate Church committees.

4.8 **Counting Committee**

The Counting Committee is under the direction of the Administrative Committee and works with the Financial Secretary.

Qualifications:

- Church Member for at least one year.
- Willingness to serve.
- Honest and capable of keeping information confidential.
- Dependable and reliable.
- Able to operate a calculator.
- Pays attention to detail.

- Able to code deposits correctly on counters report form.

Procedures:

1. Two counters are required each Sunday. This protects both parties.
2. Arrive before Church service, open safe and record all specially designated receipts i.e. BCNM contributions, camp payments, insurance refunds, band receipts, ect.
3. Process offering collection from all services as well as Sunday School classes.
4. Open envelopes and verify that the amount of cash or check matches the amount written on the outside of envelope. If there is more than one check in the envelope or if there is both check and cash, indicate amounts separately on outside on envelope "Check" r "Cash". Any Non-Budget Offering contributions must be indicated on the envelope with yellow highlighter.
5. Record the check on the deposit slip.
6. Endorse the Checks with the endorsement stamp.
7. Record designated cash on cash count slip. Loose cash not designated or included in an offering envelope must be held until the end and record on separate cash count slip. The total of loose cash is then documented on the counters yellow report. That number is needed by the Financial Secretary to balance the envelopes to the deposit slips. **DO NOT DISCARD** any envelopes, even those with no name on them. Cash envelopes with no name are designated "Budget Offerings" and not "loose cash".
8. Complete cash count slips, add cash together and record total cash on the deposit slip. Put all cash together on one deposit slip with any checks not included on separate deposit slips.
9. Total the deposit slip. In the event of more than one deposit slip, total all slips individually, not collectively. Total the checks and cash recorded on the deposit slip. These two numbers should be the same. Be sure to run a total for both the deposit slip and the checks to be sure they match. **IMPORTANT! Retain adding machine tapes and attach to yellow copy of deposit slip.**
10. When finished, put white copy of deposit slip, checks and cash in the blue Citizens Bank bag, zip and place the bag in the safe. Place the yellow copy of deposit slip and cash count slips with the counters report signed by both counters in the safe. **Note: Both Counters are required to witness safe is closed, locked and secure.**
11. Financial Secretary or Administrative Committee representative will confirm contents of bag and carry to the Bank on Monday morning for deposit and return the deposit receipt to church office.

4.9

Nominating Committee

- The Nominating Committee shall prepare and maintain a current Church Operations Manual. The manual and any amendments shall be approved by the Church at a regular business meeting provided that copies of the proposed amendment shall have been filed with the Church Clerk made available to the Members, and written notice provided on two Sundays preceding the vote.

- Work closely with the Senior Pastor to accomplish the recommendation of leadership personnel, including committee members, ministry chairpersons and teachers to be elected by Church membership.
- Recommend teacher enlistments for all Sunday school, along with the minister of Education.
- Responsible for having all committees, teachers and ministry leadership nominees in place for submission to the Church for vote in time to have everything in place for the beginning of the new Sunday School year.
- Nominating committee is elected from the Church floor as term limits expire. Nominating Committee is responsible for notifying the Church via December business meeting of term limit expirations and in the December business meeting.

4.10 **Church Pastor Search Committee (Ad Hoc Committee)**

- Responsibilities of Pastor Search Committee include:
- Review of Titus.
- Conduct a self-study with Church members.
- Determine the criteria for choosing the Pastor (Pastor Profile).
- Evaluate the candidates.
- Select promising candidates from personal contact.
- Present the best candidate to the Church.
- Facilitate the relocation of the new Pastor to the community and Church.
- Follow through in helping the new Pastor make a smooth transition into the community and Church.
- Shall be recommended by the Nominating Committee and elected by the Church. Refer to Article III of the Constitution and By-Laws of Emmanuel Baptist Church.
- Committee to be activated by the Church body at any business meeting when Church deems necessary.

4.11 Weekday Education Committee

The Emmanuel Baptist Child Development Center and The Academy is an ongoing and approved ministry of the Church. The mission is to develop and educate the whole child academically, spiritually, socially, physically and emotionally. We are committed to be a resource for the development of every family who passes through our doors. We promise to create a setting that demonstrates Jesus' love and encourages each child to grow in trust, independence, and initiative; develop positive self-esteem; explore God's world; enjoy creative expressions, make mistakes, and experience success, and become a fulfilled, happy, educated and responsible adult. We are a Christian School, but our Christian foundation is inclusive, not exclusive. We welcome families of all denominations, as well as those who have no church affiliation.

The CDC and Academy will be governed by a committee under the authority of the church. This committee will be named the Weekday Education Committee. The Committee will comply with all policies and procedures set forth by the EBC Constitution and By-Laws, accreditation guidelines and all other regulatory agencies.

The Weekday Education Committee shall be comprised of Emmanuel Baptist Church members only as directed by the Constitution. The nine committee members shall be elected for staggered three year terms.

The-Director, Assistant Director and Minister of Education will be ex-officio non-voting members.

Responsibilities of the Weekday Education Committee include but are not limited to:

- Approve policies and procedures for operating and administering the Weekday Education program.
- Assist the Director and Assistant Director in developing a balanced budget and an accounting system that provides sound internal controls to protect all funds and workers.
- Coordinate with the Director and Assistant Director to develop salaries and benefits for all employed personnel.
- See that the Weekday Education program and facilities comply with legal licensing and Church requirements.
- Direct public relations efforts to inform involve and educate Church members and the community about the program.
- Coordinate the work of the program with other Church activities.
- Review reports, records and practices to ensure proper operation of the Program.
- Report regularly to the Church about the work of the Weekday Education Program.
- Conduct annual performance evaluations of the Director and Assistant Director.

- Financial audit or review as directed by the EBC Constitution.
- Emmanuel Baptist Academy and Child Development Center is responsible to initiate and pay for the financial audit or review of their records.

5. **MINISTRY OPERATION GUIDELINES**

5.1 **Church Preschool Ministry**

Responsibilities of Preschool Ministry include:

- Preschool Ministry Chairperson is responsible for enlisting Church membership to assist with preschool activities.
- Recommend and publicize preschool policies and procedures.
- Recommend the purchase of furnishings and supplies.
- Coordinate space assigned to preschool work.
- Recommend to Administrative Committee the selection of employed preschool teachers and child care workers.

5.2 **Transportation Ministry**

Responsibilities of Transportation Ministry include:

- Transportation Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- Ensure the vans are in good mechanical condition by ensuring period maintenance inspections are completed and oil intervals are kept up to date
- Assure that the van drivers are adequately trained and are informed of the transportation guidelines. Van drivers should maintain a valid New Mexico driver's license.
- Make sure the vans are kept clean inside and out.
- Keep log books in the vans for the recording of trips and any maintenance that might be needed.
- Maintain the trailer in good condition.
- Do the preparation planning for the purchase of new vans.

- When directed by the Church coordinates the sale of used vans.

5.3 Church Ushers Ministry

- Church Ushers Ministry Chairperson is responsible for enlisting Church Membership to assist with activities.
- Arrive 30 minutes prior to worship services.
- Made sure that all appropriate doors are opened and lights are turned on.
- Always check the rest room facilities for cleanliness.
- If necessary, sweep or clean entrance ways.
- Check thermostat setting for appropriate cooling and heating levels.
- If necessary, pick up any trash on Church pews and straighten hymnal rack Materials.
- Make sure bulletins, offering plates, guest cards and other needed materials are ready and available. Be clear on the order of worship.
- Greet people as they arrive with a smile and a warm word of welcome. Introduce yourself to new prospects or guests.
- Assist people with information, materials and seating as needed.
- After the service, open doors and assist people as needed for departing.
- Assist in the formal welcome of guests.
- Assist in gathering the offering.
- Assist in emergency situations.
- Maintain an emergency response plan.

5.4 Audio Visual Ministry

Responsibilities of Audio Visual Ministry include:

- Audio Visual Ministry Chairperson is responsible for enlisting Church membership to assist with activities.

Before Services

- Arrive 30 minutes prior to worship service.
- Set up microphones to be used during service and check batteries.
- Perform a sound check with anyone doing a special.
- Set up computer for words on screen.
- Lower projection screens.
- Turn on projectors and test.
- Set up to record service.
- Monitor recording during service.

After Service

- Stop recording and label recording media.
- Turn off projectors.
- Turn off all microphones and put them away.
- Shut down all systems.
- Raise projection screens.
- Shut down computer.
- Lock booth.

5.5 Benevolence Ministry

Responsibilities of benevolence Ministry include:

- Benevolence Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- Help Church members first.
- Help non-Church members usually on a one time assistance basis.
- Talk to person requesting help encouraging them to attend Church.

- Check into help from other sources such as Salvation Army, etc.
- Determine exact amount needed and to whom it is owed.
- Report to Financial Secretary.
- Administer payment in accordance with policies and procedures provided by the Administrative Committee.
- Benevolence Ministry has an independent checking account.

5.6 Building and Grounds Ministry

Responsibilities of Building and Grounds Ministry include:

- Building and Grounds Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- Meet on a monthly basis.
- Perform monthly inspections of condition of Church facilities and grounds and report deficiencies to Administrative Committee. This will enable allotment of monies to keep facilities and grounds in operational condition.
- Perform monthly inspections of safety equipment and make corrections to deviations immediately.
- In cooperation with the Pastoral Staff create and maintain an Emergency Evacuation Plan.
- Preserve the integrity of the parking lot, building and grounds.
- Handle seasonal changes of heating and cooling equipment.
- Defray costs and perform small remodeling projects when possible utilizing Church membership.
- Submit budget forecast to the Administrative Committee prior to financial year planning.
- The Building and Grounds Committee will meet periodically with Long Range Committee.

Decorating Ministry

Responsibilities of Decorating Ministry include:

- Decorating Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- The objective of the Decorating Ministry is to always have decorations in the sanctuary on special day and to try to have something every Sunday.
- Responsible for purchases of basic items for special occasions such as Christmas, Thanksgiving and Easter.
- Maintain inventory and add to as needed and as funds become available.
- Enlist additional helpers for special holidays.
- Evaluate inventory from time to time.

5.8 Hospital Ministry

Responsibilities of Hospital Ministry include:

- Hospital Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- Attend quarterly meeting on hospital board as Emmanuel Baptist Church representative.
- Participate in projects as need arises.
- Make hospital visits as needed.
- The Hospital Chairperson will make annual report to the Church.

5.9 Hostess Ministry

Responsibilities of Hostess Ministry include:

- Hostess in cooperation with the staff is responsible for developing for use of the Church building and facilities. The policy and any amendments shall be approved by the Church at a regular business meeting provided that copies of the proposed amendment shall have been filed with the Church Clerk, previously and made available to the Members, with written notice provided on two Sundays preceding the vote.
- Hostess Ministry Chairperson is responsible for enlisting Church membership to assist with activities.

- Responsible for organizing and planning for Church wide functions which might require meals or refreshments.
- Work with the Church staff to provide assistance with the following:
 - Church fellowships
 - Youth activities
 - Special Church activities and events
 - Evangelistic functions
 - Associational functions
 - Funerals in conjunction with Sunday school classes when requested
 - Receptions for new Church employees i.e. Pastors, Youth, Music Personnel, etc.
- Responsible for care and maintenance of sterling silver that belongs to Emmanuel Baptist Church including place settings, silver trays and punch bowl. Make sure the Hostess Ministry Member is present when sterling silver is being utilized
- The Hostess Ministry should clean silver at least once a year.

5.10

Missions Ministry

Purpose is to provide spiritual and tangible support and encouragement praying with & for missions.

Responsibilities of Mission Ministry include:

- Liaison between the Church and its missions.
- Missions Ministry Chairperson is responsible for enlisting Church membership to assist with activities.
- The number of members serving on the Missions Ministry varies according to the number of missions in which the Church is involved. Generally three members are assigned to each mission.
- The Missions Ministry meets as often as needed.
- The purpose of the Mission Ministry is to minister to and meet the needs of each mission in which the church is involved.

- The chairperson is responsible to see that each Mission member ministers to the respective mission to which he/she has been assigned.
- The Mission Ministry must keep the senior Pastor, Church and leadership informed of all operations.
- The Mission Ministry is to join the WMU in promoting and publicizing the Lottie Moon Christmas offering, the Annie Armstrong North American Easter Offering and the Harry P. Stagg offering for state missions.

5.11 Information center

Responsibilities of Information Ministry include:

- Information Ministry chairperson is responsible for enlisting Church membership to assist with activities.
- Information Ministry functions as the “Welcome Center” for visitors and church members.
- Provide copies of CDs of Church sermons, and of special programs.
- Information Personnel should accompany visitors to appropriate Sunday School. Classes
- Provide information with regard to church activities, projects, and special events.
- Check letter drop for offering envelopes and membership requests and deliver offering envelopes to counting committee.
- Ticket sales for special events when requested.
- The information center should maintain updated map land class information for the Church.

5.12 Divorce Care Ministry

At Divorce Care, you will become part of a small support group of people who are experiencing separation and divorce. By interacting with these people you will learn there are others who understand what you are feeling and will be able to offer you encouragement. You will also have a chance to talk about the information presented at the seminar. You will come to understand that total healing can only be accomplished through a relationship with Jesus Christ.

Responsibilities of the Divorce care Ministry include:

- Facilitate one divorce care meeting per week
- Provide scripture based Divorce Care literature to attendees.

- Hold meetings outside of Church (usually at home) in order to encourage and welcome non-member attendance.
- Provide spiritual and emotional support as needed.

5.13 Furniture Ministry

Responsibilities of the furniture Ministry include:

- Pick up and store furniture as it is donated to ministry.
- Deliver furniture to families in need.
- Help church members first.
- Help non-members usually in a one time assistance basis.
- Talk to person requesting help encouraging them to attend Church.
- Check into help from other sources such as Salvation Army, ect.
- Pray for and, if led, pray with the families in need.

5.14 New Members Ministry

Responsibilities of the New Members Ministry include:

- The New Members Ministry will be Pastor led.
- Lead an ongoing new member orientation class covering:
 - Doctrine study
 - Spiritual gifts study
 - The Baptist Faith and Message
 - Review of constitution & By-Laws, Operations Manual
 - Orient new members to the facility
 - Orient new members to available Sunday School classes and ministries

5.15**SUNDAY SCHOOL DIVISION DIRECTORS**

The Sunday School division directors are responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School.

Sunday School directors will be nominated by the Nominating Committee and approved by Church vote at the December business meeting. The Sunday School directors will be elected on three year terms and can serve consecutive terms if nominated and approved by the Church.

The Minister of Education is responsible for the Sunday School directors once the positions are approved by the Church. In the absence of a Minister of Education the Senior Pastor is directly responsible for the Sunday School Directors.

Responsibilities of the Sunday School Division directors include:

- Working in cooperation with the Minister of Education or Senior Pastor to review and approve all Sunday School curriculums.
- Work with the Nominating Committee to discover and enlist new leaders.
- Meet regularly with other Sunday school division directors.
- Meet regularly with teachers for prayer, planning and making assignments related to evangelism and outreach, fellowship, ministry and Bible teaching
- Serve as the lead teacher for the division, directing the overall teaching-learning experience and teaching during parts of the session that will involve all participants and teachers together.
- Coordinate the work of the Sunday School Division and determine class needs.
- Evaluate, encourage, affirm, and direct Sunday School leaders in their ministries.
- Ensure attendance records are maintained for Sunday School attendance.
- Evaluate needs related to space, budget, Bible study curriculum materials, supplies, other resources and recommend actions related to needs.
- Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

5.16**San Juan Baptist Association**

Our church chooses to cooperate and partner with the San Juan Baptist Association. The SJBA exists for Southern Baptist churches to serve Jesus Christ together and pursue the spiritual transformation of the communities of San Juan County and the Four Corners Area. Each partnering church is allowed to elect four members of their congregation to serve on the SJBA Executive Board. The SJBA Executive Board conducts the business of the Association between annual meetings. Pursuant to this, our church will seek to have four member (one of whom should be the senior pastor per the SJBA documents) elected to serve on this Board.

5.17**Women's Missionary Union**

Women's Missionary Union of Emmanuel Baptist Church encourages and involves children and adults in the cause of Christian missions. The primary task of WMU is education, prayer, giving and participation with the Church. WMU offers a variety of opportunities to involve church members in missions. They can choose from one time events, short term activities and ongoing projects for Church members. WMU generally help set the goals for our special mission offerings

6.**ORGANIZATIONS OPERATIONS****6.1****Responsibilities of Sunday School Ministry teachers Include:**

- Follow the 2000 Baptist Faith and Message.
- Ensure all curricula are approved by Pastoral staff before material is delivered to class.
- Provide scripture based study.
- Identify and mentor a substitute Sunday school teacher.
- Ensure substitute teacher is available to cover absences.
- Integrate member's praise and prayer concerns during class.
- Coordinate regular class fellowships.
- Be sure to provide two weeks notice to Child Care center if child care requirements are necessary
- Take accurate Sunday school role for attendance.

Children's Church Ministry

Responsibilities of the Children's Church Ministry include:

- Children's church director is responsible for enlisting church membership to assist with Children's church activities.
- Follow the 2000 Baptist faith and Message.
- Ensure all curricula are approved by Pastoral staff before material is delivered to class.
- Provide scripture based study
- Identify and mentor substitute Children's church leaders.
- Ensure substitute teacher is available to cover absences.