

Articles of Faith and Practice

HAVING BEEN BROUGHT TOGETHER providentially by our common relationship to Jesus Christ as our Savior, and having a mutual desire to serve Him faithfully as our Lord, we do now both solemnly and joyfully enter into covenant with one another as a body of baptized believers comprising a New Testament local church.

WE PURPOSE THEREFORE to live daily by the strength and guidance of God's Holy Spirit; to search the Scriptures regularly and faithfully for direction in personal, family and church life; to seek the salvation of souls for whom Christ died; to strive heartily for the building up of this Body of Christ in faith, hope and love; and to function within the Body according to the gift(s) given each one for its benefit.

TO THESE ENDS WE PURPOSE to consider the local church an essential part of our lives; to pray for, encourage and submit to the rightful authority of its leadership; to attend its meetings when not providentially hindered; to support financially its ministry as God enables and directs; to guard its public testimony; and in any way possible to further its goals of reaching the lost and teaching the believers.

THIS COVENANT WE MAKE GLADLY, in humble dependence upon the Spirit of God for the power to carry out its provisions.

I. Of Scriptures

We believe that the Holy Bible as originally written was completely and verbally inspired and is the product of Spirit-controlled men, and therefore, has truth without any admixture of error for its matter. We believe the Bible to be the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried. II Ti. 3:16-17; II Pe. 1:19-21.

By the "Holy Bible" we mean that collection of sixty-six books from Genesis through Revelation, which, as originally written, does not merely contain and convey the Word of God, but is the very Word of God.

By "inspiration" we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit in such a definite way that their writings were supernaturally inspired and free from error, as no other writings have ever been or ever will be inspired.

By "originally written" we mean that the original manuscripts of the scriptures were inspired and had no error. We believe that God has preserved the Bible through the years and has protected it, so that today we have a Bible in the vernacular which is trustworthy and "profitable for doctrine, reproof, correction and instruction in righteousness."

II. Of the True God

We believe there is one and only one living God, an infinite spirit and supreme ruler of heaven and earth: inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption. Ex. 20:2-3; I Co. 8:6; I Jo. 5:7; Re. 4:11.

III. Of the Holy Spirit

We believe that the Holy Spirit is a divine Person equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth, that He seals, endues, teaches, witnesses, sanctifies and helps the believer.

We believe there is absolutely no biblical basis upon which one may claim that tongues and other signs are caused by the Holy Spirit today. The attempt to prove one's spirituality by seeking for and demonstrating "signs" was viewed by the Apostle Paul as a characteristic of spiritual immaturity. I Co. 13:11, 14:20.

The fact that we have been baptized in one spirit into one body proves that as individual members of that body we each have our own function(s) and must not all seek to manifest the same spectacular gifts. I Co. 12:13. The New Testament also affirms that we should not be as concerned about gifts which are temporal (I Co. 13:3-12), as about the abiding and eternal character traits and fruits of the Spirit I Co. 13:13; Ga. 5:22-23.

The Fruit of the Spirit (love, joy, peace, long-suffering, gentleness, goodness, faith, meekness and temperance) is the evidence of His indwelling rather than the speaking in tongues and other spectacular demonstrations.

IV. Of the Devil, or Satan

We believe in the personality of Satan, that he is the unholy god of this age, and the author of all the powers of darkness, and is destined to the judgment of eternal justice in the lake of fire. Mat. 4:1-3; II Co. 4:4; Re. 20:10.

V. Of Creation

We accept the Genesis account of creation and believe that all creation came by direct act of God in seven, twenty-four hour days and not by process of evolution. That this account is to be accepted literally and not allegorically or figuratively; that man was created directly in God's own image, and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods of time from lower to higher forms; that animal and vegetable life was made directly and God's established law was that they should bring forth "after their kind." Ge. 1&2; Jo. 1:3; Co. 1:16-17; He. 11:3.

VI. Of the Fall of Man

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state in consequence of which all men are now sinners, not only by constraint, but of choice; and therefore, under just condemnation without defense or excuse. Ge. 3:1-6, 24; Ro. 1:18, 32.

VII. Of the Virgin Birth

We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can ever be born of woman, and that He is both the Son of God and God, the Son. Ge. 3:15; Is. 7:14; Mat. 1:18-25; Lu. 1:35; Jo. 1:4.

VIII. Of the Atonement of Sin

We believe that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God, who by the appointment of the Father, took upon Himself our nature, yet without sin, honored the divine Law by His personal obedience and by His death and shed blood, made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinner's place, the just for the unjust; Christ, the Lord, bearing our sin in His own body on the tree, that having risen from the dead, He is now enthroned in heaven, and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be suitable, the compassionate and the all-sufficient Savior. Is. 53:4-7; Mat. 18:11 Jo. 3:16; Ac. 15:11; Ro. 3:24, 25; I Co. 15:3; II Co. 5:21; Ep. 2:8; Phil. 2:7; He. 2:14; I Jo. 4:10.

IX. Of Grace in the New Creation

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with Divine Truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life. Jo. 3:3, 6-8; Ac. 16:30-33; Ro. 6:23; II Co. 5:17, 19; Ep. 2:1; Co. 2:13; II Pe. 1:4; I Jo. 5:1.

X. Of Justification

We believe that the great gospel blessing which Christ secures to such as believe in Him is justification: That justification includes the pardon of sin, and the gift of eternal life, on principles of righteousness; That it is bestowed not in consideration of any works of righteousness which we have done but solely through faith in the Redeemer's blood, His righteousness is imputed to us. Is. 53:11; Ze. 13:1; Ac. 13:39; Ro. 5:19, 8:1.

XI. Of Salvation

We believe that salvation is entirely of grace through substitutionary work of Jesus Christ who paid the full redemption price, fully satisfied God's righteous demands by suffering the death penalty for man's guilt, and imputed to man His perfect righteousness reconciling him to God. That salvation is made effective to man only by his exercising of the personal faith in, and the acceptance of the risen Christ, which faith is not a work of merit but possible only by the grace of God. Ro. 3:22-28, 5:1-2; II Co. 5:21; Ep. 2:8-9.

We further believe that salvation is instantaneous and not a gradual process, includes justification, regeneration, adoption into the family of God, sanctification (positional, progressive and final) and glorification. We believe that the redeemed, once saved, are kept by God's power and are thus secure in Christ forever, and that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. Jo. 10:27-30; Ro. 8:35-39, 10:9-13; I Co. 15:3-4; Ga. 5:13; Ep. 1:7; Ti. 3:5; I Pe. 1:5; Jude 24,25.

XII. Of the Church

The Universal Church-The Body of Christ

We believe that the Church Universal is a New Testament institution, unknown to the Old Testament prophets; established by Jesus Christ, who is sole head; revealed through the apostles, powered and perpetuated by the Holy Spirit; Christ's "body" for service and His "bride" for glory. It began at Pentecost and will be consummated with the second coming of Christ in the rapture. It is composed of all those born again in the church age. Mat. 16:18; Ac. 2:1-14, 41-47; I Co. 12:12-28; Ep. 1:22-23, 3:21, 5:23-33; Co. 1:18; I Th. 4:13-18.

The Local Church

We believe that a local church is a congregation of immersed believers associated by covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word; that its officers are Pastors, and Deacons, whose qualifications, claims and duties are clearly defined in the scriptures; we believe the true mission of the church is the faithful witnessing of Christ to all men as commanded in the Great Commission of Mat. 28:19-20.

We hold that the local church has the absolute right of self-government free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches of like faith and practice to cooperate with each other in contending for the faith and for the furtherance of the gospel; that each local church is the sole judge of the measure and method of its cooperation on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final. Ac. 2:41-42, 15:13-18, 20:17-28; I Co. 11:2; Ep. 1:22-24, 4:11, 5:23-24; Co. 1:18; I Ti. 3:17.

XIII. Of Baptism and the Lord's Supper

We believe that believers baptism is the single immersion of a believer in water to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior, with its effect in our death to sin and resurrection to a new life, that it is pre-requisite to the privileges of a church relationship.

We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by solemn self-examination. Mat. 3:16; Jo. 3:23; Ac. 8:26-39; Ro. 6:3-5; I Co. 11:23-28; Co. 2:12.

XIV. Of the Security of the Saints

We believe that all who are truly born again are kept by God the Father for Jesus Christ. Jo. 10:28-29; Ro. 8:35-39; Phil. 1:6; Jude 1.

XV. Of the Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in the impenitence and unbelief are in His sight wicked, and under the curse; and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost. Ge. 18-23; Pr. 14:32; Mal. 3:18; Mat. 25:34-41; Lu. 6:25; Jo. 8:21; Ro. 6:17-18, 23, 7:6; I Jo. 5:19.

XVI. Of Civil Government

We believe that civil government is of divine appointment for interests and good order of human society; that magistrates are to be prayed for, conscientiously honored, and obeyed; except in things opposed to the revealed will of our Lord Jesus Christ who is the only Lord of the conscience, and the coming prince of the kings of the earth. Ex. 18:21-22; II Sa. 23:3; Da. 3:17-18; Mat. 22:21; Ac. 4:19-20, 5:20, 23:5; Ro. 13:1-7.

XVII. Of the Resurrection, Personal, Visible, Pre-millennial Return of Christ, and Related Events

- A) Bodily resurrection. Mat. 28:6; Mar. 16:6; Lu. 24:2-6, 39; Jo. 20:27; I Co. 15:4.
- B) The Ascension. Lu. 24:51; Ac. 1:9-11; He. 12:2; Re. 3:21.
- C) The High Priesthood. I Ti 2:5; I Jo. 2:1; He. 2:17, 5:9-10, 8:6.
- D) The Rapture of the Church. The Imminent, Pre-tribulational return of Christ in the air for His Bride, the Church. Lu. 21:36; Jo. 14:3; Ro. 5:9; I Co. 15:42-44, 51-52 I Th. 1:9-10, 4:13-18, 5:9; II Pe. 2:6-9; Re. 3:10, 6:17.
- E) The Resurrection of the Righteous Dead. I Co. 15:42-44, 52; I Th. 4:13-18.
- F) The Change of the Living in Christ. I Co. 15:51-53; Phil. 3:20-21; I Th. 4:13-18.
- G) The Tribulation Period. Da. 9:24-27; Mat. 24:15-30; Re. 7:9-14, 11:2-3, 13:6-7.
- H) The Second coming. The Revelation of Christ with the Church at the close of the Tribulation, to judge the living nations, and to set up His kingdom on earth. Co. 3:4; II Th. 2:7-9; Ti. 2:13b; Re. 19:11-16.
- I) The Throne of David. Is. 9:6-7; Lu. 1:32; Ac. 2:29-30.
- J) The Millennial Reign. Is. 32:1, 11:4-5; Ps. 72:8; I Co. 15:25; Re. 20:6, 14.
- K) Resurrection of Unsaved Dead. Jo. 5:28-29; Ac. 24:15.

XVIII. Of Family

We believe that the family is a God ordained and directed institution. We hold to all Biblical standards and instructions associated with successful family life. We believe that marriage is intended for one man and one woman for one lifetime, until God separates them by death. We believe God intends sexual relations to be held solely within that relationship. We believe that divorce is never God's best desire for a family. Ephesians 5:21-6:4 Genesis 2:18-25 1 Corinthians 7, Matthew 19:3-12

XIX. Of Holy Living

We believe that God has called His disciple's lives to become the image of Christ in attitude, knowledge and actions. Romans 8:29 Ephesians 2:10

Our attitudes must be that of Christ as we assume his righteousness, servant hood, grace and truth. It is not adequate to simply conform to external religious rules but rather to be internally transformed. Romans 12:1-2, Philippians 2:5-8, John 1:17

Our knowledge must ever increase with God's Word hidden in our hearts and minds. We must allow Scriptural knowledge and the Holy Spirit's empowering to keep us from sinning as well as lead us in righteousness. 1 Corinthians 2:16, Psalms 119:1-3,9, Matthew 10:16, 2 Timothy 3:16-17

Our actions must display themselves as wholly righteous; positively taking on all the commands, directives, fruit and attributes God gives us while also rejecting the acts of our sinful nature, temptation, evil and compromise. Holiness begins with our internal spirit, but must be realized through right actions. Galatians 5:16-25 James 5:22-25, 2Peter:1:3-11, 1 Peter 1:13-16

XX. Of Human Life

We believe that human life has intrinsic value and worth because it is created in the image of God. We believe that human life begins at conception and holds equal value for the unborn, the aged, the mentally handicapped, the unproductive, the physically challenged and every other condition from conception to the grave.

We recognize that God has given the State the right to administer capital punishment and wage just wars, but we believe that any taking of human life beyond that which is authorized by God is to be abhorred. Because we believe that life begins with conception, we believe that abortion results in the death of an unborn human being.

Because God is the giver and taker of life, we condemn any deliberate efforts to shorten one's own life or the life of another, for example: suicide, euthanasia. While we applaud medical science for efforts to prevent disease and illness and for advances in treatment that extend the meaningful life of human beings, we recognize that every mortal life will ultimately end in death. Accordingly, we also do not mean the continuation of care which only extends the death of the terminally ill. Genesis 1:26-27, Genesis 9:6, 2 Samuel 12:22, Exodus 20:13

XI. Of Lodges and Secret Organizations

We do not believe in membership in lodges or secret organizations. These organizations usurp the authority of the local church and hold views contrary to the Word of God. Those seeking to unite with our church must disassociate themselves with any lodge or secret organization.

Constitution

Approved May 2006
Fellowship Baptist Church
5607 Wright Avenue
Racine, Wisconsin 53406

INTRODUCTION.

The purpose of the constitution is to define the governances and framework for the organization.

ARTICLE 1. NAME.

The name of this organization is "Fellowship Baptist Church" ("Church") located in Racine, Wisconsin.

ARTICLE 2. PURPOSE.

The purpose of this organization is based upon the Great Commandment of Matthew 22:35-39 and the Great Commission of Matthew 28:19-20.

Jesus Christ has directed us:

- to spread the Gospel of Jesus Christ in every way prescribed or approved by the Holy Scriptures
- to encourage a genuine love relationship with God and maintain divine worship of Him
- to engage in such religious, educational, charitable, and benevolent work
- to maintain Biblical orthodoxy, theology, and behavior

ARTICLE 3. LEGAL STATUS.

The Church is organized exclusively for religious, charitable, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue code (or the corresponding provisions of any future United States Internal Revenue Law).

- The Church is a corporate body with its own legal identity which is separate from its individual members.
- The duration of the organization is perpetual.
- The Church is an independently governed and maintained by a local body of believers.
- The Church's primarily religious affiliation is with the General Association of Regular Baptist Churches and the Wisconsin Association of Regular Baptist Churches.

ARTICLE 4. AUTHORITY.

The Church shall continue to exist even if the members change. The Church may own and maintain property and equipment as may be required to carry out the Church's purpose. The private property of the individual members of the Church is exempt from the debt of the Church.

ARTICLE 5. GOVERNANCE.

The government of this Church is under the Lordship of Christ and under the leadership of the Holy Spirit as exercised through the authority of the body which is the congregation. The Articles of Faith outline the Biblical beliefs held by the Church. The Ministry Manual outlines the operational procedures for the Church, its ministries and activities. The Church commits to follow the Articles of Faith and to apply the procedures of the Ministry Manual.

ARTICLE 6. ORGANIZATIONAL STRUCTURE.

- Congregation. The congregation, at its business meetings, is the legislative and approving body of the Church.
- Leadership. The congregation elects a Pastor(s) and Deacon Board to lead and oversee the ministry and affairs of the Church. The roles and responsibilities of the Pastor(s) and Deacons.
- Officers. The Deacon Board elects three board members as the Church's Officers. The duties of the Officers of the Church are to transact all legal business on behalf of the Church, as provided for in the Constitution or laws or regulations or as directed by the congregation through a qualified business meeting. The Chairman, Vice-Chairman and Secretary of the Board of Deacons are the Chairman, Vice-Chairman and Secretary of the Church.
The Secretary of the Deacon Board is the church clerk.

ARTICLE 7. MEMBERS.

- A. Admission. Any individual, meeting the qualifications in the Articles of Faith may become a member of the Church who:
- makes a genuine profession of faith in Jesus Christ as his Savior and Lord
 - completes baptism by immersion by an evangelical protestant Church
 - commits himself to the local body of believers
 - accepts the responsibilities outlined in the Scriptures
- B. Discipline. Should any member of this Church be found to be flagrantly negligent in living the Christian life, the Church reserves the right to administer Scriptural forms of Church discipline, as outlined in Matthew 18:15-17 through the Pastor(s) and the Deacon Board.
- C. Termination. Any individual's membership may be terminated who:
- passes away
 - requests termination of membership
 - requests transfer of membership
 - receives Church discipline
 - stops attending the Church for a period of one year

ARTICLE 8. VOTING AND ELECTIONS.

- A. Eligibility. Members 18 years or older and in good standing with the Church are eligible to vote.
- B. Elections. The Church will annually vote to nominate and elect individuals 21 years or older and in good standing within the Church for the Deacon Board, Auditing Committee, Finance Committee, Constitution Committee and the role of Treasurer.
- C. Dismissal. Any member fulfilling a volunteer or elected role in the Church, may be dismissed from their position, who:
- does not fulfill their responsibilities
 - is terminated as a member

ARTICLE 9. MEETINGS.

- A. Ministry Meetings.
Worship Services. The Pastor(s) will lead and organize weekly Sunday, public worship services. The Pastor will lead the congregation in regular observation of Communion. He will conduct baptism by immersion as individuals are ready to publicly announce their belief in Jesus Christ.
- Additional ministry meetings approved by the Pastor and Deacons include small groups, Bible studies, prayer meetings, youth and children events, and activities led and coordinated by the Church.
- B. Organizational Meetings.
- Procedures. The manual of parliamentary procedures in congregational meetings of the Church is Roberts Rules of Order (Revised).
 - Participants. All members are encouraged to participate in congregational meetings. Members 18 years or older are eligible to vote.
 - Facilitator. An officer of the Church or his designate will conduct and lead meetings.
 - Quorum. Twenty percent (20%) of the eligible voting members are a quorum.
- C. Meeting Types:
- Annual Meeting. The Deacon Board will annually present a 12 month budget and a 12 month prior year recapitulation of budget and actual expenses, the congregation will vote to accept a new fiscal year budget; the congregation will elect members to fulfill vacant positions for the Deacon Board, Auditing Committee, Finance Committee, Constitution Committee and the role of Treasurer; and the congregation will vote to accept new members
 - Semi-Annual Meeting. The Deacon Board will semi-annually present a 6 month, current year budget and actual expense report to the congregation.
 - Special Meetings. Special Meetings for the transaction of business may be scheduled as needed by the Deacon Board and Pastor(s). As needed, the Deacon Board will provide revised forecasts and updates to the congregation.

ARTICLE 10. LICENSING AND ORDINATION.

The Church may grant ministry licenses and ordination to individuals who:

- are members in good standing
- demonstrate an active example of ministry and service for Christ
- commit to full-time or occupational Christian ministry
- desire to be licensed or ordained by the Church

ARTICLE 11. INDEMNITY.

Subject to the provisions of any relevant statute, members of the Deacon Board and Staff are indemnified by the Church for all acts done by them in good faith on its behalf. It is the duty of the Church to pay all costs and expenses which any such person incurs or becomes liable for as a result of any contract entered into, or act done by him or her, in his or her said capacity, in the discharge, in good faith, of his or her duties on behalf of the Church.

Subject to the provisions of any relevant statute, no member of the Deacon Board or Staff of the Church is liable for the acts, receipts, neglects or defaults of any other member or office bearer, or for any loss, damage or expense suffered by the Church, which occurs in the execution of the duties of his or her office, unless it arises as a result of his or her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

ARTICLE 12. PROCEDURES.

All procedures relating to the operations such as the procedures governing business meetings, election of officers, membership and committees of the church are established, defined and maintained in the Ministry Manual.

ARTICLE 13. AMENDMENTS.

Amendments to this Constitution must be submitted to the members in writing and adopted as a preliminary step at a regular business meeting of the Church at least three months prior to the Annual Meeting. At the succeeding Annual Meeting they can be acted upon but for final adoption must receive the affirmative vote of two-thirds of the membership present and voting.

ARTICLE 14. DISSOLVEMENT.

In case of dissolution of the Church there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, will not be paid or distributed among the members of the Church. Such remaining property is sold with proceeds being assigned equally to currently supported individual missionaries or mission agencies of the Church.

The Church is considered dissolved if so decided by the membership, or when the Church has not held an annual meeting for three years, or when fewer than five voting members remain.

Fellowship Ministry Manual

Table of Contents

1. Introduction

2. Document Control

3. Biblical Foundation, Purpose, Values, and Strategy

A. Jesus' two foundational commands: The Great Commandment and Commission.

B. LOVING - REACHING – GROWING

C. The Values of F.E.L.L.O.W.S.H.I.P

D. Ministry and Discipleship Strategy

4. Ministries

Adult Bible Fellowship

AWANA

Children's Sunday School

Children's Junior Church

Deaconess.

Forever Young (Seniors)

Library

Missions Committee

Nursery and Toddlers

Pastor

Petra Food Pantry

Prayer Partners

Reaching

Small Groups

Social Committee

Student Ministries (Teens)

Ushers

Vacation Bible School

Worship and Music Committee

5. Operations

Auditing Committee

Christian Education Committee

Constitution Committee

Deacons

Decorating Committee

Finance Committee

Nomination Committee

Property Care

Treasurer

6. Policies

Employment

Fire

Health

Memorials

Reimbursements

Ministry Participation and Elections

Weather

Membership

Fellowship Ministry Manual

1. **Introduction.** The purpose of the ministry manual is to create a “living document” and a central resource describing ministries and operations within Fellowship Baptist Church. The manual will include church-wide and individual ministries policies and procedures.
2. **Document Control.** The document is managed by the Pastoral Staff at Fellowship. Each ministry is empowered and responsible to review and update their respective ministry annually. Designated Deacon(s) assigned to each ministry and the Pastoral Staff will review and approve changes as needed to the manual, including policies and procedures. New ministries may be created or discontinued in coordination with the Pastoral staff and Deacon Board. Church-wide procedures are owned and managed by the Pastoral Staff and the Deacon board (e.g. Child Safety policy).
3. **Biblical Foundation, Purpose, Values, and Strategy.**
 - A. The Foundation for ministries and operations at Fellowship are based on Jesus’ two foundational commands: The Great Commandment and Great Commission.

*An expert in the law, tested him with this question: Teacher, which is the greatest commandment in the Law? Jesus replied: “**Love the Lord your God** with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: **Love your neighbor** as yourself.” Matthew 22:35-39*

*Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore **go and make disciples** of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20*
 - B. Purpose. Fellowship Baptist Church lives to **Love** and *Worship* God, **Reach** unbelievers with the Gospel and **Grow** into the image of Jesus. **LOVING - REACHING – GROWING**
 - C. Values of F.E.L.L.O.W.S.H.I.P.
 1. **Focused Purpose and Process.**

Our Purpose, Values and Target Development strategy will help define the call of Scripture for the direction, ministries and planning of this church. Every ministry will have a purpose and target audience defined.

Where there is no vision, the people perish. Proverbs 29:18
 2. **Every Member a Minister.**

Every believer will be challenged, trained and equipped to serve Christ in the effective serving of one another in the Fellowship. *“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.” Ephesians 4:11-13* *“Your attitude should be the same as that of Christ Jesus.. taking the very nature of a servant.” Philippians 2:5*
 3. **Loving Relationships.**

We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” John 13:34-35* *“And let us consider how we may spur one another on toward love and good deeds.” Hebrews 10:24*
 4. **Levels of Family Ministry.**

Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*
 5. **Outreach and Evangelism.**

“Reaching” people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *“Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20*

6. Word of God Applied.

The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness,” II Timothy 3:16 “Do not merely listen to the word, and so deceive yourselves. Do what it says”. James 1:22*

7. Structured Discipleship Process.

A structured process will aid believers in their growing commitments to Christ. The focus will be on their commitment to the church, character development, active walk and love for God, Biblical scholarship and ministry development as they live out the reality of faith. *“Until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” Ephesians 4:13*

8. Healthy Contemporary Culture.

Our ministry style and format will be appropriately contemporary to minister to and reach today’s culture while maintaining our purposes and Biblical integrity. *“I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel.” I Corinthians 9:22-23*

9. Integrity of Ministry.

This ministry and its leadership is committed to maintaining a high standard of integrity and trustworthiness. What is expressed in public ministry will be true of the private lives, beliefs and character of those ministering. *“Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.” Hebrews 13:7*

10. Praying Always.

Prayer must empower every effort given for ministry. We recognize that all true and eternal fruit is only given by the power of God as He is moved by our requests. *“Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus.” I Thessalonians 5:16-18*

- D. Ministry and Discipleship Strategy. The “On-Target” strategy is a structured path of ministries which enable a non-follower of Christ to advance from their first introduction to God to becoming a fully developed followers of Jesus. The desire of Fellowship is enable each person to find ministries which help them advance to the next stage of maturity and development God has designed in His Word for them.

1. Reaching

The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *“From that time on Jesus began to preach, “Repent, for the kingdom of heaven is near.” Matthew 4:17 “Come,” he replied, “and you will see.” So they went and saw where he was staying, and spent that day with him.” John 1:39*

2. Growing

As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *“Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.” 1 Peter 2:2-3 “But grow in the grace and knowledge of our Lord and Savior Jesus Christ.” 2 Peter 3:18*

3. Serving/Training

First God made us His Children and helped to remake our lives. He then has given us talents and giftedness that we need to develop in order to serve Him. Great and wonderful tasks are prepared for us to accomplish for His Kingdom’s sake. *“As Jesus walked beside the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the lake, for they were fishermen. ‘Come, follow me,’ Jesus said, ‘and I will make you fishers of men.’ At once they left their nets and followed him. When he had gone a little farther, he saw James son of Zebedee and his brother John in a boat, preparing their nets. Without delay he called them, and they left their father Zebedee in the boat with the hired men and followed him.” Mark 1:16-20*

4. Leading/Sending

As fully mature Children of God, we are now prepared to take on the responsibility of others. We are called to lead others in their own reaching, growing and serving . We are now the ones being sent out to oversee the accomplishment of the Great Commission and the Great Commandment. *“Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles.” Luke 6:12-13*

4. Ministries. The following ministries are programs presented to help people develop in their walk with Christ. of Fellowship They are generally ministering directly to people and their needs.

Adult Bible Fellowship

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near."* Matthew 4:17 *"Come," he replied, "and you will see."* So they went and saw where he was staying, and spent that day with him. John 1:39

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says.* James 1:22

Structured Discipleship Process - A structured process will aid believers in their growing commitments to Christ. The focus will be on their commitment to the church, character development, active walk and love for God, Biblical scholarship and ministry development as they live out the reality of faith. *Until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.* Ephesians 4:13

4. What **Needs and Audience** are we trying to reach?

A. Adult Bible Fellowship is to help adults grow as "imitators of Christ" through learning about His Word, the Bible.

B. Adult Bible Fellowship is for people 18 years and older. All visitors, attenders and members are welcome to attend.

5. What does the **Program Organization** look like?

A. Adult Bible Fellowship is held each Sunday morning from 9:15 a.m. – 10:15 a.m.

B. Classes are organized by topic/theme and open for any adult to participate as a student.

C. A Pastor is responsible for selecting and training teachers and assistants, teacher/assistant scheduling and curriculum planning and purchasing.

D. On average teachers rotate quarterly per class, teaching a class one or two times per year. There are approximately ten to twelve teachers.

E. Approved volunteers will serve as a teachers.

F. Typical an Adult Bible Fellowship class includes attendance, prayer and lesson.

G. Budgeted funds provide curriculum such as teacher handbooks or classroom materials such as a video series for Adult Bible Fellowship.

6. How could I **Be a Part of This Ministry?**

- A. **Teachers** are responsible for studying God's Word and lesson material. A teacher is comfortable in speaking in front of adults and will interact with the participants in a godly, Christ-like manner.

Spiritually mature Christians with a gift in teaching and communication should contact a Pastor to request a teaching assignment. Alternatively, a Pastor may pro-actively request a person to volunteer as a teacher or serve in a team teaching role.

Teachers meet with the Pastor to discuss the vision and purpose for the selected class, review course materials and plan out the teaching calendar/schedule.

7. What are the **Policies** that tell us how to do this ministry?

- A. There are no specific policies regarding this ministry.

AWANA

1. What **Foundational Purpose** does this ministry accomplish for God?

- A. We are Reaching out with the love and message of Christ to those in need.
B. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near."* Matt 4:17 *"Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him.* John 1:39

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."* Matthew 28:19-20

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says.* James 1:22

4. What **Needs and Audience** are we trying to reach?

- A. AWANA is to share with children the need for salvation through Jesus Christ and grow as His child through learning about His Word, the Bible and to build friendships with other kids.
B. AWANA is for children ages 4 years old through 6th grade. All visitors, attenders and members children are welcome to participate.

5. What does the **Program Organization** look like?

- A. AWANA activities are held every Wednesday from 6:20 p.m. – 8:00 p.m. at the church during the school year.
- B. Approved volunteers will serve as a commander, directors, leaders and ministry members. The Directors oversee Cubbies, Sparks and TNT clubs. Currently, there is 1 commander; 1 activity assistant; 1 Cubbie Directors; 1 Sparky Directors, 1 TNT Boys Director and 1 TNT Girls Director. There are approximately thirty-five to fifty leaders and ministry members who assist in AWANA.
- C. Cubbies classes (4 year olds) meet in their own classroom. Cubbie classes include opening session, games, devotional, craft, Bible memory, snack and announcements.
Sparks classes (K-2nd grade) include an opening session, games, devotional, craft, Bible memory, snack and announcements.
Truth in Training (3rd – 6th grade) boys and girls meet together for an opening session (singing, pledges and announcements), boys and girl clubs are separately divided for games, devotions, Bible memory and store time.

6. How could I **Be a Part of This Ministry?**

- A. **Listener** - listens to a child recite verses learned at home, signs his book. May work with up to three teams of children in one night.
- B. **Leader** - Stays with one small team of children all night.
 - **During Handbook Time** - listens to them recite verses, signs their books, keeps their progress cards current, hands out awards as they are earned.
 - **During Game Time** -cheers for their team, encourages good sportsmanship, makes sure the rules are understood and followed in each game.
 - **During Council Time** - maintains discipline of their team, is available to any clubber who has questions about salvation.
- C. **Club Secretary** - Checks attendance and new visitor registration; collects dues (counting and including the dues in the church safe); inventory and maintain club's supplies; and tracking records of awards/progress. May also act as a Listener.
- D. **Club Director** - Plans and presents Council Time message for the teams in assigned club, usually recruits leaders and listeners for assigned club, coordinates or lead club devotions, oversees Secretary and Leaders to be sure records are accurately maintained, notifies Club Secretary when supplies run low, contacts absentees. May be asked to organize and event for entire AWANA program. May fill in for the Commander in his absence; may also act as Listener. MUST be enthusiastic.
- E. **Game Director** - Plans and prepares games for the three groups of children each night. Sets up and puts away equipment. Explains rules, referees games, check Scorekeeper. May also lead Opening Ceremony.
- F. **Ordering Secretary** - Counts inventory, orders supplies in a timely fashion, keeps a record of what is ordered and delivered and to whom it goes. Prepares budget showing AWANA income and expenses. Maintains list of all Directors, Leaders, Listeners, and other adults. Assists Commander in long-range planning. Puts AWANA notes in weekly church bulletin. Distributes supplies and informational notes to appropriate clubs. Grades Basic Training Tests and prepares awards for adults. May assist Membership Secretary in collecting money and maintaining club rolls. May organize an event for AWANA leaders from all the churches in our region. Gives instructions to individual club secretaries. May also act as a Listener.
- G. **Commander** - Recruits Directors and some Leaders and Listeners and Secretaries. Conduct and coordinates the Opening Ceremony, periodically reports status to Pastor, acts as liaison between church staff and AWANA volunteers, schedules and conducts Directors' and Leaders' meetings, makes long-range plans for the whole program. Assigns specific jobs affecting all the clubs to particular Directors or other Leaders. Encourages all adults to meet AWANA's training standards and to follow the rules while conducting the club meeting. May fill in for absent Directors and may also serve as a Listener.

Volunteers are encouraged to contact the AWANA Commander, Club Director or a Pastor to serve as annual coordinators. Alternatively, an AWANA Commander, Club Director or Pastor may recruit a volunteer for this role.

7. What are the **Policies** that tell us how to do this ministry?
 - A. The AWANA Commander and Directors ensures all teachers and assistants must successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.
 - B. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
 - C. Parents/Guardians or the Adult responsible for transporting the children to/from AWANA are responsible to drop off and pick-up children from AWANA.
 - D. Nursery and Toddler care workers should ensure a child's ID tag is completed by a parent/guardian, placing the ID tag on the back of the child and giving the corresponding parent/guardian the claim ticket.
 - E. Children 3 years old may attend AWANA if a parent is regularly volunteering in the AWANA program and the child is able to independently use the restroom facilities.
 - F. The budget for the ministry to cover its expenses by collecting dues from the children for the costs of curriculum, AWANA store and materials for the clubs.
 - G. Carefully review the detailed guidelines of the church's Health Policy, Fire Safety and Tornado Procedure.

Children's Sunday School

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says.* James 1:22

4. What **Needs and Audience** are we trying to reach?

A. Children Sunday School is to share with the children the need for salvation through Jesus Christ and to grow as His child through learning about His Word, the Bible.

B. Children's Sunday School is for people ages 3 years old through 6th grade. All visitors, attenders and members children are welcome to participate.

5. What does the **Program Organization** look like?

A. Children Sunday School is held each Sunday morning from 9:15 a.m. – 10:15 a.m.

B. Classes are organized by age groups: 3 – 4 years old; 5 years old – Kindergarten; 1st –2nd grade, 3rd – 4th grade, 5th-6th grade and 7th-12th grade.

- C. Children Ministry Coordinator is responsible for selecting, training, scheduling and ensuring teachers and assistants for classes and curriculum planning and purchasing. However, Sunday School teachers should find their own, approved substitutes.
 - D. On average a teacher continues to teaching until they request a change or rotation to a different class. There are approximately ten teachers and twenty assistants. Approved volunteers will serve as a teachers and ministry members.
 - E. Classes include attendance, singing, story, craft/activity and bathroom break as needed.
6. How could I **Be a Part of This Ministry**?
- A. **Teachers** are responsible for studying God’s Word and lesson material. A teacher is comfortable in speaking in front of children and will interact with the participants in a godly, Christ-like manner. Teachers should have a passion for children and seek to help them know and learn about God.
- Spiritually mature Christians with a gift in teaching and communication should contact a Pastor or Children Ministry Coordinator to request a teaching assignment. Alternatively, a Pastor or Children Ministry Coordinator may pro-actively request a person to volunteer as a teacher or serve in a team teaching role.
- Teachers meet with the Children’s Ministry Coordinator to discuss the vision and purpose for the selected class, review course materials and plan out the teaching calendar/schedule.
- B. **Teaching Assistants** help during the classroom time in Sunday School. Assistants have a servant’s heart and seek to help the class activities run smoothly by working with the children and following the direction of the teacher.
- Christian assistants with the gift of helps, compassion or service are encouraged to contact a Pastor or Children Ministry Coordinator to serve as an assistant. Alternatively, a Pastor or Children Ministry Coordinator may pro-actively request a person to volunteer as an assistant or serve in a team teaching role.
7. What are the **Policies** that tell us how to do this ministry?
- A. Annual teacher/volunteer in-service provides encouragement to teachers/volunteers; reviews and share policy/procedure updates and listen/discuss issues/concerns.
 - B. The budget intent is to provide curriculum for ages 3 – 12th grade and craft supplies for ages 3-Kindergarten.
 - C. The Children’s Ministry Coordinator ensures all teachers and assistants successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.
 - D. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
 - E. Carefully review the detailed guidelines of the church’s Health Policy, Fire Safety and Tornado Procedure.

Children’s Junior Church

1. What **Foundational Purpose** does this ministry accomplish for God?

- A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

4. What **Needs and Audience** are we trying to reach?

- A. Children's Junior Church is to share with preschoolers the need for salvation through Jesus Christ, to foster spiritual growth child through learning about His Word, the Bible and to worship God in an age appropriate way.
- B. Children's Junior Church is for those people ages 3 years old through Kindergarten. All visitors, attenders and members children are welcome to participate

5. What does the **Program Organization** look like?

- A. Children Junior Church is held each Sunday morning from 10:30 a.m. – 11:45 a.m. (end of the Sunday morning Adult worship service).
- B. A single class includes 3 years old – Kindergarten.
- C. Children's Ministry Coordinator is responsible for selecting, training, scheduling and ensuring teachers and assistants for classes and curriculum planning and purchasing.
- D. On average, a teacher rotates weekly with a minimum of six teaching classes per year. In total, there are approximately twenty teachers and twenty assistants. Approved volunteers will serve as a leaders and ministry members.
- E. Classes includes attendance, singing, story, craft/activity, snack and bathroom break as needed.

6. How could I **Be a Part of This Ministry**?

- A. **Teachers** are responsible for studying God's Word and lesson material. A teacher is comfortable in speaking in front of children and will interact with the participants in a godly, Christ-like manner. Teachers should have a passion for children and seek to help them know and learn about God.

Spiritually mature Christians with a gift in teaching and communication should contact a Pastor or Children Ministry Coordinator to request a teaching assignment. Alternatively, a Pastor or Children Ministry Coordinator may pro-actively request a person to volunteer as a teacher or serve in a team teaching role.

Teachers meet with the Children's Ministry Coordinator to discuss the vision and purpose for the selected class, review course materials and plan out the teaching calendar/schedule.

- B. **Teaching Assistants** help during the classroom time. Assistants have a servant's heart and seek to help the class activities run smoothly by working with the children and following the direction of the teacher.

Christian assistants with the gift of helps, compassion or service are encouraged to contact a Pastor or Children Ministry Coordinator to serve as an assistant. Alternatively, a Pastor or Children Ministry Coordinator may pro-actively request a person to volunteer as an assistant or serve in a team teaching role.

7. What are the **Policies** that tell us how to do this ministry?

- A. Annual teacher/volunteer in-service provides encouragement to teachers/volunteers; reviews and share policy/procedure updates and listen/discuss issues/concerns.
- B. The budget intent is to provide curriculum and craft supplies for ages 3-Kindergarten.
- C. The Children's Church Coordinator ensures that all teachers and assistants successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.

- D. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
- E. Carefully review the detailed guidelines of the church's Health Policy, Fire Safety and Tornado Procedure.

Deaconess

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Serving/Training - First God made us His Children and helped to remake our lives. He then has given us talents and giftedness that we need to develop in order to serve Him. Great and wonderful tasks are prepared for us to accomplish for His Kingdom's sake. *As Jesus walked beside the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him. When he had gone a little farther, he saw James son of Zebedee and his brother John in a boat, preparing their nets. Without delay he called them, and they left their father Zebedee in the boat with the hired men and followed him.* Mark 1:16-20

Leading/Sending - As fully mature Children of God, we are now prepared to take on the responsibility of others. We are called to lead others in their own reaching, growing and serving. We are now the ones being sent out to oversee the accomplishment of the Great Commission and the Great Commandment. *Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles.* Luke 6:12-13

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Every Member a Minister - Every believer will be challenged, trained and equipped to serve Christ in the effective serving of one another in the Fellowship. *It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.. Eph. 4:11-13 Your attitude should be the same as that of Christ Jesus.. taking the very nature of a servant.. Philipians 2:5*

Loving Relationships - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35 And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*

4. What **Needs and Audience** are we trying to reach?

A. The Deaconess ministry cares, loves and visits needy attenders and members of the church.

B. They are responsible for the preparation and clean-up of the communion elements.

5. What does the **Program Organization** look like?

A. Annually, the deaconesses meet to organize a monthly communion schedule. The schedule includes two people per month who assist with the preparation and clean-up of a communion service.

B. The deaconess visit shut-in and elderly attenders/members in homes, hospice care and nursing home.

C. Deaconess identify needs for meals and coordinate among the church attenders to provide meals for parents of newborns, families recovering from hospital stay, severe illness or people in need. Generally, Deaconess provide primary support for families not in a Small Group, and secondary for families in small groups. Likewise, the small group would be primary coverage for those in small groups, and secondary for others.

D. Three to five volunteers and a chairperson serve for a three year term. Committee members are selected in January. Deaconesses meet as needed for formal meetings.

6. How could I **Be a Part of This Ministry?**

- A. A **Deaconess** is gifted in compassion, helps or exhortation. Deaconesses share a common role throughout their ministry duties.

Women interested in volunteering should contact a Pastor. Alternatively, a Pastor may contact an individual to serve as a deaconess.

7. What are the **Policies** that tell us how to do this ministry?

- A. Communion elements should be prepared one-hour prior to the communion service.
- B. Deaconesses must setup and clean-up the communion table, dishware, juice and crackers.
- C. Deaconesses may coordinate flowers for visitation through the church office.
- D. Deaconesses should rotate monthly visiting elderly or shut-ins affiliated with the church.

Forever Young (Seniors)

1. What **Foundational Purpose** does this ministry accomplish for God?

- A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

4. What **Needs and Audience** are we trying to reach?

- A. The Senior ministry builds relationship and encourages Seniors attending the church.
- B. The target audience are visitors, attenders and members who are fifty-five years or more, and retirement age.

5. What does the **Program Organization** look like?

- A. Regular social events are scheduled for Seniors.
- B. The activity coordinators plan and lead activities. The coordinators will enlist additional volunteers to assist with meetings, activities or events as needed.
- C. Events may include lunch, trips, picnics or other activities.

6. How could I **Be a Part of This Ministry**?
- A. **Activity Coordinators** are responsible for planning and communicating events. They are responsible for managing the budget and collecting an offering as needed.

Activity Coordinators are gifted in administration, compassion or helps. Volunteers are encouraged to contact a Pastor to serve as coordinators. Alternatively, a Pastor may recruit a volunteer for this role.

Two volunteers serve as coordinators for a two-year term.

7. What are the **Policies** that tell us how to do this ministry?
- A. The budget intent is to cover the cost of scheduled events.

Library

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says. James 1:22*

4. What **Needs and Audience** are we trying to reach?

A. The Library provides Christian books and resources for encouragement and instruction in God's Word and His principles.

B. All visitors, attenders and members children are welcome to participate.

5. What does the **Program Organization** look like?

A. Any member or attender of Fellowship may loan a book from the library. Each book is available for loan for two weeks.

6. How could I **Be a Part of This Ministry**?

A. The **Librarian** is gifted in administration and has a passion for Christian literature. Interested volunteers are encouraged to contact a Pastor to serve as a librarian. Alternatively, a Pastor may recruit a volunteer as a librarian. One librarian is selected for a two-year term.

7. What are the **Policies** that tell us how to do this ministry?

A. Individuals should return the books to the main counter in the library. The librarian will weekly replace returned books in the appropriate bookcase.

B. The budget intent is to purchase new books for the library.

Missions Committee

1. What **Foundational Purpose** does this ministry accomplish for God?

A. We are Reaching out with the love and message of Christ to those in need.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near." Matt 4:17 "Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him. John 1:39*

Leading/Sending - As fully mature Children of God, we are now prepared to take on the responsibility of others. We are called to lead others in their own reaching, growing and serving . We are now the ones being sent out to oversee the accomplishment of the Great Commission and the Great Commandment. *Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles. Luke 6:12-13*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Every Member a Minister - Every believer will be challenged, trained and equipped to serve Christ in the effective serving of one another in the Fellowship. *It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.. Eph. 4:11-13 Your attitude should be the same as that of Christ Jesus.. taking the very nature of a servant.. Philipians 2:5*

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

4. What **Needs and Audience** are we trying to reach?

A. The Missions Committee prays and promotes missions and missionaries sponsored by the church to the congregation.

B. The target audience is the church congregation, mission agencies, and missionaries supported by the church.

5. What does the **Program Organization** look like?

A. The Committee meets bi-monthly or as needed.

B. The committee meets to pray for missions and missionaries supported by the church.

C. The committee meets to review needs of the missions and missionaries, meets face to face with visiting missionaries and interviews potential missionaries seeking support from the church.

D. The committee will also review current and future financial / budget needs. As needed, will recommend to the Deacon Board changes to the Missions Budget.

E. Three to five committee members serve for a two-year term. Committee members are selected in January.

6. How could I **Be a Part of This Ministry**?

A. **Committee members** are gifted in giving, evangelism or missionary work. Volunteers serve as equal members of the committee. Interested volunteers should contact a Pastor to become apart of this ministry.

7. What are the **Policies** that tell us how to do this ministry?
- A. Responsibilities. The missionary committee is responsible for promoting missionaries/agencies by:
 - Corresponding with missionaries/agencies
 - Evaluating and presenting needs
 - Proposing appropriate budget
 - Interviewing candidates/agencies and recommending them to the Board of Deacons
 - Scheduling missionary/agency speakers and coordinating the details of their visit
 - Annual review of current missionaries/agencies
 - B. Guidelines for Approval. To become an approved missionary/agency of the church, a person/agency must:
 - Provide a description of their Articles of Faith or purpose, vision and how they are uniquely suited to fulfill that role.
 - Appear before the Missionary Committee in person to provide their testimony and answer questions.
 - Be willing to provide a financial statement to the Missionary Committee, upon request.
 - Submit two letters of recommendation from their home church describing their role in the church, ministry experience and/or character description.
 - C. Policies. To continue as a missionary/agency supported by our church a person/agency must:
 - Subscribe to the Articles of Faith of our church and declare him/herself or themselves in agreement with the vision of the church and its ministry. Missionaries should do this each time before returning to the field.
 - Be willing to meet with the Missionary Committee in person for testimony and questions.
 - Should there be a change in the ministry, we request a description in writing.
 - The Missionary Committee will annually review each missionary/agency to ensure alignment of Fellowship's vision of missions.
 - D. Guidelines for discontinuing support.
 - The Missionary Committee, missionary/agency may decide to discontinue financial support for a missionary/agency.
 - Mission Committee members will vote to discontinue support with a 30 day written notice to be sent to the respective missionary/agency.
 - Designated funds for discontinued missionaries will be reallocated within the fiscal year to Missions Unassigned.
 - E. Procedures.
 - Visiting missionaries/agencies shall meet with the missionary committee to discuss their ministry and share current needs.
 - The missionary committee may assist in additional material and/or financial support.
 - The congregation shall participate in a special offering to be presented to the visiting missionary/agency.
 - F. Financial support is to be provided in accordance with the missionary budget by the church on an annual basis. Financial support is designated to go directly to the missionary or agency.

Nursery and Toddlers

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

4. What **Needs and Audience** are we trying to reach?
 - A. The Nursery and Toddler ministry provides quality childcare for parents and guardians in order to allow them to participate in our church ministries (e.g. worship services and AWANA).
 - B. The Nursery and Toddlers provides care for infants (0-12 months or until walking) and toddlers (approximately 13 -36 months). All visitors, attenders and members children are welcome to participate
5. What does the **Program Organization** look like?
 - A. Nursery and Toddler care is available weekly on Sundays and Wednesdays during regularly scheduled ministries.
 - B. Approved volunteers will serve as a coordinator and ministry members. The Nursery Coordinator is responsible to select, schedule and ensure staff for Nursery and Toddler care. The minimum term of service is one-year with no maximum length of time. Twenty to thirty volunteers are available for monthly rotation for either Nursery or Toddlers.
 - C. Sundays – Nursery and Toddler care is available from 9:15 a.m. -11:45 a.m. (or the end of the Sunday Worship service). Wednesdays (during the school year) – Combined Nursery and Toddler care is available from 6:15 p.m. – 8:00 p.m.
 - D. Care includes playing, reading, feeding as directed by parents, changing diapers and comforting children.
6. How could I **Be a Part of This Ministry**?
 - A. **Volunteers** are gifted in compassion, giving or service. Volunteers serve as equal members of the committee. Interested volunteers should contact a Pastor to become apart of this ministry.
7. What are the **Policies** that tell us how to do this ministry?
 - A. The Children’s Ministry Coordinator ensures all teachers and assistants must successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.
 - B. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
 - C. The budget intent is to provide supplies such as toys, diapers, supplies, and cleaning items.
 - D. Nursery and Toddler care workers should ensure a child’s ID tag is completed by a parent/guardian, placing the ID tag on the back of the child and giving the corresponding parent/guardian the claim ticket.
 - E. All children should be changed each hour (service) unless parents requests differently. Nursery and Toddler care workers should dispose of diaper, sanitize changing pad and wash hands after each child’s diaper changing.
 - F. Nursery and Toddler care workers should ensure that the nursery and toddler care toys are properly cleaned and put away after each hour (service).
 - G. Carefully review the detailed guidelines of the church’s Health Policy, Fire Safety and Tornado Procedure.
 - H. Parents or guardians should be participating in on-site ministries while their child(ren) are in Nursery or Toddler care rooms.

Pastor

1. What **Foundational Purpose** does this ministry accomplish for God?

- A. Help us build a Loving and Worshipful relationship with God.
- B. We are Reaching out with the love and message of Christ to those in need.
- C. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Leading/Sending - As fully mature Children of God, we are now prepared to take on the responsibility of others. We are called to lead others in their own reaching, growing and serving . We are now the ones being sent out to oversee the accomplishment of the Great Commission and the Great Commandment. *Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles.* Luke 6:12-13

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Focused Purpose and Process - Our Purpose, Values and Target Development strategy will help define the call of Scripture for the direction, ministries and planning of this church. Every ministry will have a purpose and target audience defined. *Where there is no vision, the people perish.* Proverbs 29:18

Integrity of Ministry - This ministry and its leadership is committed to maintaining a high standard of integrity and trustworthiness. What is expressed in public ministry will be true of the private lives, beliefs and character of those ministering. *Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.* Hebrews 13:7

4. What **Needs and Audience** are we trying to reach?

- A. The Pastor is to provide spiritual direction, vision, teaching and leadership to the people and ministries of Fellowship.
- B. He shall meet the qualifications according to I Timothy 3:1-7; Titus 1:6-9 and the standards established in the Articles of Faith.
- C. He is given of God to the church: "And He gave some. Pastors and teachers, for perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ." Ephesians 4:11-12.

5. What do the **Ministry Responsibilities** look like?

- A. Oversee the spiritual and operational care of the people and ministries of the Church. Manage and supervise staff and volunteers.
- B. Senior Pastor leads, plans and implements worship services, counseling and overall spiritual direction. He is primary preacher/teacher for congregational services. He is responsible for identifying and arranging special speakers when he is not available to preach/teach.
- C. Senior Pastor is responsible for the evangelism and reaching direction and strategy for the church.
- D. Senior Pastor or his designate will lead the communion or baptism ordinances.
- E. Associate Pastor leads and manages the operations, staff/volunteers and procedures of the ministry.
- F. Complete job descriptions and performance expectations are developed and maintained by the Pastor(s) and the Deacon Board.

6. What are the **Policies** that tell us how to manage this ministry position?
- A. Hiring a Senior Pastor.
- The minimum age of a Pastor is 21 years old.
 - No later than two weeks after the church has accepted a Pastor's resignation, removal or death of a Pastor, the Board of Deacons shall establish an Ad Hoc Pulpit Committee. The Committee shall consist of no less than three Deacons and no less than three congregational members. A minister of the Gospel who is of good report, sound in doctrine, Biblical in separation, and Baptist by conviction shall be invited to meet with the pulpit committee and Board of Deacons, supply the pulpit for at least one Sunday, and state whether or not he is willing to be considered as a candidate for the Pastorate.
 - A special business meeting shall be called by the pulpit committee to consider a call for the prospective Pastor. A public notice should be given at least two Sunday services prior to the scheduled meeting. A three-fourths majority of eligible members present and voting is required to call a Pastor. To avoid confusion, only one prospective Pastor shall be publicly presented at a time.
 - The results of the special meeting shall be made known to the minister under consideration as soon as possible after such meeting. If the vote is favorable and if he accepts the call, he shall become Pastor and also a member of the church. The Deacon Board will develop a hiring package in writing with the prospective Pastor.
 - He is called for an indeterminate period of time and shall continue as long as that relation is mutually agreeable to both parties of the contract.
- B. Hiring of an Associate Pastor.
- In coordination the Deacon Board and the Senior Pastor will conduct a search for potential candidates. A person who is of good report and sound in doctrine will be invited to meet with the Senior Pastor and Board of Deacons. The Senior Pastor and Deacon Board will determine whether or not to present the candidate to the congregation for review. Alternatively, the Pastor and Deacon Board may choose to form a search committee to evaluate and recommend a candidate.
 - A special business meeting shall be called by the Deacon Board to consider a call for the prospective Associate Pastor. A public meeting should be given at least two Sunday services prior to scheduled meeting. A three-fourths majority of eligible members present and voting is required to call an Associate Pastor. To avoid confusion, only one prospective Associate Pastor shall be publicly presented at a time.
 - The results of the special meeting shall be made known to the minister under consideration as soon as possible after such meeting. If the vote is favorable and if he accepts the call, he shall become Associate Pastor and also a member of the church. The Deacon Board will develop a hiring package in writing with the prospective Pastor.
 - He is called for an indeterminate period of time and shall continue as long as that relation is mutually agreeable to both parties of the contract.
- C. Membership.
- A Pastor and his immediate family are subject to the membership standards and procedures.
 - During the hiring process, the church should provide the Pastor's immediate family with a membership interview.
 - Upon the church approving the hiring of a Pastor, the church also approves the membership of the Pastor's immediate family according to the membership procedure.
- D. Termination of a Pastor.
- By resignation - the Pastor may resign at any time and his duties be terminated thirty days from the date of his resignation or less, if mutually agreeable to both the Pastor and the church.
 - By church action - any difficulty arising from unsatisfactory service, from immorality, or a departure from the Articles of Faith will be investigated by the Deacons. If it is considered by the Deacons to be necessary, a special business meeting shall be called. The church shall consider their findings and decide regarding the dismissal of the Pastor. In such case, his necessary pastoral duties shall terminate immediately and his salary shall cease thirty days from the date of dismissal.
- E. Licensing Procedure.
- A Pastor will recommend to the Deacon Board for the licensing of a person who is a member in good standing, lives consistently with the Articles of Faith demonstrates an active example of ministry and service for Christ, is committed to full-time or occupational Christian ministry, and desires to be licensed by the Church
 - The Deacon Board will vote to license a person recommended by the Pastor.
 - The Pastor and a representative from the Deacon Board will sign a license form, authorizing the ministerial or pastoral license on behalf of the church to an individual.
 - The license remains active as long as the individual continues active ministry, affiliation with the church, and continues in full-time or occupational Christian ministry.

- F. Ordination Procedure.
- Candidate Standards. The church will host as needed an ordination council for a male member who has served at least six (6) months as Pastor, Assistant Pastor, or in definite Christian work in an approved Church, conveys reasonable evidence of God's call to the ministry, and meets all Biblical criterion for Pastoral ministry.
 - Organizing a Council.
 - The Deacon Board shall present an ordination candidate to the church for their consideration to call an ordination council.
 - The Council is composed of a Pastor and two (2) messengers from churches of like faith and practices, to examine the candidate.
 - The ordination council shall thoroughly examine the candidate concerning his Christian experience, call to the Christian ministry, education, reputation, character, doctrinal beliefs and demonstrated efficiency in Christian service. If the council recommends the candidate for ordination, the Church may then proceed with the ordination.
 - Ordination.
 - Upon approval by the Council, the Deacon Board would recommend to the Church to vote and ordain the candidate.
 - If any minister ordained by this Church be accused of conduct not becoming a servant of God, he will be subject to the Discipline Procedure and his minister's ordination credentials may be revoked. A two-thirds vote of those present and voting shall be required to revoke ordination credentials.

Petra Food Pantry

1. What **Foundational Purpose** does this ministry accomplish for God?

- A. We are Reaching out with the love and message of Christ to those in need.
- B. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near." Matt 4:17 "Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him. John 1:39*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Loving Relationships. - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35 And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

4. What **Needs and Audience** are we trying to reach?

- A. The Food Pantry provides food for individuals or families with specific needs who attend Fellowship Baptist Church.
- B. The target audience are attenders and members of the church. Out of scope are visitors or non-attenders of the church.

5. What does the **Program Organization** look like?

- A. Monthly the Petra Food committee meets to review food stock and needs.
- B. Approved volunteers will serve as a chairperson and three to five ministry members two years. Committee members are selected in January.

- C. Once a needy individual or family has been identified, representatives from the committee will prepare several grocery bags of meal items. The committee members will deliver the food items to the needy individual or family. Committee members meet and pray with the family.
 - D. The committee will meet quarterly or as needed to review the status of the needs provided and determine if additional needs exist. Additional needs will be shared with the Deacon representative for review and consideration.
 - E. The intent of this ministry is to be self-funding through designated donations within the church.
6. How could I **Be a Part of This Ministry**?
- A. **Volunteers** are gifted in compassion, giving or service. Volunteers serve as equal members of the committee. Interested volunteers should contact a Pastor to become apart of this ministry.
7. What are the **Policies** that tell us how to do this ministry?
- A. Financial donations are spent to purchase necessary food items.
 - B. Food donations such as canned goods, paper products, cereals may be dropped off at the Petra Food barrel located in the entrance way of the church.
 - C. People may donate, new, unused household products such as items from Johnson's Wax.
 - D. Food donations are provided to members or regular attenders of Fellowship. Any member or attender of Fellowship may become aware of a food need within the Fellowship. Potential needs should be shared with a Petra Food Pantry committee member. Together the individuals will determine if the identified person would accept assistance from the Petra Food Pantry.
 - E. Food items are stored in a locked room within Fellowship. A committee member should unlock the door.
 - F. When preparing a food basket, a committee member must complete a Food Receipt located in the Petra Food Pantry. The committee members have discretion on the variety and quantity of food to prepare for an individual. Typically, one to two week of groceries are prepared.
 - G. Committee chairperson should monthly review Food Receipts and meet with a sponsoring Deacon or a Pastor as needed for additional follow-up.

Prayer Partners

1. What **Foundational Purpose** does this ministry accomplish for God?

A. Help us build a Loving and Worshipful relationship with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Praying Always - Prayer must empower every effort given for ministry. We recognize that all true and eternal fruit is only given by the power of God as He is moved by our requests. *Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. 1 Thessalonians 5:16-18*

4. What **Needs and Audience** are we trying to reach?

A. Prayer Partners regularly pray for the staff and ministries of the church.

5. What does the **Program Organization** look like?
 - A. Prayer Partners meet weekly during the morning church service. Individual prayer partners pray throughout the week for prayer requests.
 - B. Ten or more volunteers serve as Prayer Partners without a fixed term.

6. How could I **Be a Part of This Ministry**?
 - A. **Volunteers** are spiritually mature Christians and are gifted in discernment, knowledge or wisdom. Volunteers serve as equal members of the committee. Interested volunteers should contact a Pastor to become apart of this ministry.
 - B. Volunteers may join the Prayer Partners at anytime during the year.

7. What are the **Policies** that tell us how to do this ministry?
 - A. Volunteers rotate monthly to pray during the worship service in the Prayer Room. Volunteers should follow the rotating schedule posted monthly.
 - B. Volunteers pray through the recommended prayer items provided by a Pastor to the Prayer Partners. Prayer Partners are encourage to expand the list of prayer items.

Reaching

1. What **Foundational Purpose** does this ministry accomplish for God?
 - A. We are Reaching out with the love and message of Christ to those in need.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near." Matt 4:17 "Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him. John 1:39*

Serving/Training - First God made us His Children and helped to remake our lives. He then has given us talents and giftedness that we need to develop in order to serve Him. Great and wonderful tasks are prepared for us to accomplish for His Kingdom's sake. *As Jesus walked beside the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him. When he had gone a little farther, he saw James son of Zebedee and his brother John in a boat, preparing their nets. Without delay he called them, and they left their father Zebedee in the boat with the hired men and followed him. Mark 1:16-20*

Leading/Sending - As fully mature Children of God, we are now prepared to take on the responsibility of others. We are called to lead others in their own reaching, growing and serving . We are now the ones being sent out to oversee the accomplishment of the Great Commission and the Great Commandment. *Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles. Luke 6:12-13*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

Healthy Contemporary Culture - Our ministry style and format will be appropriately contemporary to minister to and reach today's culture while maintaining our purposes and Biblical integrity. *I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel. I Corinthians 9:22-23*

4. What **Needs and Audience** are we trying to reach?
 - A. The Reaching ministries grow the church through reaching unsaved people with the Gospel by connecting unchurched believers with a consistent church family and engaging new believers and attenders in church ministries.
 - B. The target audience is unsaved people and unchurched believers living in the Racine area.
5. What does the **Program Organization** look like?
 - A. The reaching ministry includes weekly and quarterly meetings to review new visitor communication, visitor follow-up and event planning/reviews.
 - B. The Pastor leads the Reaching Ministry and will enlist ten to twenty volunteers to participate in the ministry.
 - C. Weekly the Pastoral Staff reviews the new visitor communication cards and identify follow-up call process.
6. How could I **Be a Part of This Ministry**?
 - A. **Greeters.** Volunteers gifted in compassion or helps will welcome visitors to Sunday services and special events. The purpose is to specifically welcome and guide visitors to the corresponding program or location which best meets their needs. Volunteers may contact a Pastor to be involved in this ministry. Alternatively, a Pastor may solicit volunteers to serve as Greeters.
 - B. **Hosts.** Volunteers gifted in discernment or evangelism will accompany visitors to the appropriate ministry or activity. These volunteers seek to intuitively answer and guide volunteers through the facility quickly and knowledgeable. When possible, hosts are encouraged to sit with visitors and introduce visitors to at least two other regular attenders. Hosts should look for and remember visitors they have hosted from week to week. Volunteers may contact a Pastor to be involved in this ministry. Alternatively, a Pastor may solicit volunteers to serve as Hosts.
 - C. **Visitation.** Volunteers gifted in discernment, evangelism or missions will make approved home visits to visitors. After a Pastor makes a follow-up call to visitors, a Visitation volunteer will stop by the visitor's home with literature and is prepared to answer a specific ministry question. The volunteer may have the opportunity to discuss other church ministries or meet other spiritual needs. Volunteers may contact a Pastor to be involved in this ministry. Alternatively, a Pastor may solicit volunteers to serve as Visitation volunteer.
7. What are the **Policies** that tell us how to do this ministry?
 - A. Volunteers should generally interact with people of the same gender or place in life. While not always possible, volunteers should seek to visit with visitors with common interests and backgrounds.
 - B. Volunteers should seek to learn the names and contact information of the visitors and complete a Communication Card following a visit or interaction with a visitor. Communication Cards should be deposited in the offering or placed in the church office.
 - C. Volunteers should make an effort to learn the names of return visitors and introduce repeat visitors to other regular church attenders.

Small Groups

1. What **Foundational Purpose** does this ministry accomplish for God?
 - A. Help us build a Loving and Worshipful relationship with God.
 - B. We are Reaching out with the love and message of Christ to those in need.
 - C. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Loving Relationships - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."* John 13:34-35 *And let us consider how we may spur one another on toward love and good deeds.* Hebrews 10:24

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says.* James 1:22

Praying Always - Prayer must empower every effort given for ministry. We recognize that all true and eternal fruit is only given by the power of God as He is moved by our requests. *Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus.* 1 Thessalonians 5:16-18

4. What **Needs and Audience** are we trying to reach?

- A. Small Groups help people build relationships with one another by studying in an interactive environment and praying for things not often shared publicly.
- B. Our goal is to involve 75% of our church body in small groups. Participants range from Junior High through adults.

5. What does the **Program Organization** look like?

- A. Small Groups consist of one leader and eight to twelve participants. Meetings are usually twice per month.
- B. Small Group leaders select materials with input from Pastoral Staff, Small Group Coordinator and other leaders. Each group is responsible for purchasing or borrowing their own materials. A resource library of materials are available at Fellowship.
- C. Small Group leaders are appointed by Pastoral Staff or Small Group coordinators. Staff and coordinators assist leaders in identifying new members.
- D. Three times a year, the small group leaders meet to review ice breaker ideas, discuss ways to improve the small group ministry, provide feedback concerning curriculum and discuss issues or concerns. The leadership huddles are organized similar to a small group event lasting about 1.5-2 hours.
- E. Meetings involve ice breakers, prayer time, meal/snacks, devotional and social time. On average, meetings last one and half hours.

6. How could I **Be a Part of This Ministry**?

- A. **Leaders** are gifted in teaching, pasturing or discernment. Volunteers should be comfortable in making new and close friends and enjoy teaching God's Word in a home-based setting. Leaders are responsible for leading the small group session by keeping to the set schedule. Leaders serve as long as they are comfortable, but may rotate teaching through other group members.
- B. **Hosts**, gifted in giving or helps, open their home for a small group meeting. Each small group determines the frequency and rotation of hosts. Hosts coordinate food and hospitality for a small group session. Volunteers should contact their small group leader.

- C. **Participants** regularly attend a small group. Participants commit to regularly attending a small group and seek to actively contribute to the group's well being. Participants may try-out one or more small groups before selecting a group they would like to regularly attend. Participants may contact a Pastor or Small Group leader to join a small group.
 - D. Volunteers may contact a Pastor to be involved in this ministry. Alternatively, a Pastor may solicit volunteers to serve in these positions.
7. What are the **Policies** that tell us how to do this ministry?
- A. Small Group leaders should be members of Fellowship.
 - B. Hosts and Participants of a small group are regular attenders or members of Fellowship.
 - C. Small groups are encouraged to invite people who do not regularly worship in a Bible believing church to participate in small groups.
 - D. Small groups tend to transition towards monthly social events during the Summer.
 - E. A Pastor should preview and approve study material before taught in a small group to ensure the Biblical integrity of the material.

Social Committee

1. What **Foundational Purpose** does this ministry accomplish for God?

A. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Loving Relationships. - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."* John 13:34-35 *And let us consider how we may spur one another on toward love and good deeds.* Hebrews 10:24

4. What **Needs and Audience** are we trying to reach?

A. The Social plans, coordinates and implements social events for the church family.

B. The Social Committee Ministers primarily to church-wide functions and then also to small groups as needed. (e.g. banquets, picnics, funeral dinners) Individual ministry events are cared for by the sponsoring ministry.

5. What does the **Program Organization** look like?

A. Annually a Pastor and chairperson of the committee develop an annual event schedule. The chairperson divides the committee into small work groups who lead the planning and coordination of monthly events.

B. On average there are twelve to twenty members of a committee. Approved volunteers will serve as a chairperson and ministry members for a two-year. Committee members are selected in January.

C. Once an event has been identified and scheduled on the church calendar, the committee chairperson notifies the corresponding month's work team.

D. The work team will meet to plan and coordinate the logistics for the social event. As needed, the team will work with sponsoring deacon for funding/budget approval and notify the attenders/members of Fellowship for assistance with food. During the social function, committee members assist in setup, delivery and clean-up of the function.

6. How could I **Be a Part of This Ministry?**

A. **Committee members** are gifted in giving, helps or service. Volunteers serve as equal members of the committee. Volunteer activities range from setting up tables and chairs, shopping for groceries, preparing food and post event clean-up.

Interested volunteers should contact a Pastor to become apart of this ministry. Alternatively, a Pastor may request a volunteer to join a ministry.

7. What are the **Policies** that tell us how to do this ministry?

A. For health and sanitary purposes, all members must wash their hands before preparing and serving food.

B. Social Committee should be notified a minimum of two weeks in advance before the start date of any social function.

C. Social Committee is responsible for coordinating with the church's custodian for table/chair arrangements.

D. Committee is responsible for keeping the kitchen supplied with coffee, sugar, creamers, kool-aid, wax papers, foils and other necessary supplies.

E. Church facility and social committee will only sponsor church-wide events or specialty events (e.g. Weddings and Funerals) approved by Pastoral Staff. Excluded events are "wedding and baby showers" and other exclusive events.

Student (Teen) Ministries

1. What **Foundational Purpose** does this ministry accomplish for God?

A. Help us build a Loving and Worshipful relationship with God.

B. We are Reaching out with the love and message of Christ to those in need.

C. That we may be Growing in our character, maturity, and walk with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near." Matt 4:17 "Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him. John 1:39*

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

Serving/Training - First God made us His Children and helped to remake our lives. He then has given us talents and giftedness that we need to develop in order to serve Him. Great and wonderful tasks are prepared for us to accomplish for His Kingdom's sake. *As Jesus walked beside the Sea of Galilee, he saw Simon and his brother Andrew casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him. When he had gone a little farther, he saw James son of Zebedee and his brother John in a boat, preparing their nets. Without delay he called them, and they left their father Zebedee in the boat with the hired men and followed him. Mark 1:16-20*

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Every Member a Minister - Every believer will be challenged, trained and equipped to serve Christ in the effective serving of one another in the Fellowship. *It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.. Eph. 4:11-13 Your attitude should be the same as that of Christ Jesus.. taking the very nature of a servant.. Philipians 2:5*

Loving Relationships - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-35 And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says. James 1:22*

Structured Discipleship Process - A structured process will aid believers in their growing commitments to Christ. The focus will be on their commitment to the church, character development, active walk and love for God, Biblical scholarship and ministry development as they live out the reality of faith. *Until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Ephesians 4:13*

Healthy Contemporary Culture - Our ministry style and format will be appropriately contemporary to minister to and reach today's culture while maintaining our purposes and Biblical integrity. *I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel. I Corinthians 9:22-23*

4. What **Needs and Audience** are we trying to reach?

- A. The Youth Program exists to impact students with the full range of ministries needed to reach, teach, and guide students in their walk with Jesus. The program seeks to encourage deep friendships among Christians, to challenge the committed to use their gifts to serve God in a local church, and to develop students into life long worshippers of God.
- B. The Youth Program is for children 7th – 12th grade. All visitors, attenders and members children are welcome to participate.

5. What does the **Program Organization** look like?

- A. Youth Program has weekly (Sunday School and Monday Night Meetings) and bi-weekly events (24/7 Bible Study) for students 7th-12th grade. The Bible Study is divided by gender and by age groups.
- B. Sundays – Specialized classes for Junior High (7th-8th grade) and Senior High (9th – 12th grade) from 9:15 a.m. – 10:20 a.m. Classes are taught by a youth sponsor. Class includes attendance, prayer and lesson.
- C. Mondays – Combined activities for Junior and Senior High students (7th – 12th grade) from 6:30 p.m. – 8:00 p.m. Meetings led by youth sponsors and a Pastor. Events include attendance, games, snack time, songs/worship, prayer and lesson.

- D. Wednesdays – Bi-weekly meetings include separate Bible Study and accountability session for boys and girls. Each Bible study is lead by a youth sponsor from 6:00 p.m. – 7:30 p.m. Bible Study includes attendance, devotions, accountability time, snacks, prayer time.
 - E. Special activities are planned by a Pastor and Youth Sponsors throughout the year. Activities range from social to spiritually focused sessions.
6. How could I **Be a Part of This Ministry**?
- A. **Youth Sponsors** are gifted in compassion, evangelism, teaching or service. Volunteers should passionately seek to build mentoring relationships with students based on God’s Word and who they are as individuals. Youth Sponsors serve in various roles ranging from musicians to planning activities.
- Interested volunteers should contact a Pastor to become apart of this ministry. Alternatively, a Pastor may request a volunteer to join a ministry.
7. What are the **Policies** that tell us how to do this ministry?
- A. Youth Sponsors are regular attenders of Fellowship and are approved Christian Education workers. A Pastor ensures that the volunteers successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.
 - B. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
 - C. Carefully review the detailed guidelines of the church’s Health Policy, Fire Safety and Tornado Procedure.

Ushers

1. What **Foundational Purpose** does this ministry accomplish for God?
 - A. We are Reaching out with the love and message of Christ to those in need.
2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, “Repent, for the kingdom of heaven is near.” Matt 4:17 “Come,” he replied, “and you will see.” So they went and saw where he was staying, and spent that day with him. John 1:39*
3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Loving Relationships. - We must grow smaller and larger at the same time. As we grow larger, it is vital to engender a sense of community, fellowship, friendship, and belonging to our caring family. *“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” John 13:34-35 And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*
4. What **Needs and Audience** are we trying to reach?
 - A. Ushers welcome people to the worship services at Fellowship, provide knowledgeable answers to questions, assist in directing traffic flow through the facility, and take care of people needs during services. Ushers also assist in distributing bulletins, informational packets and collecting tithes and donation.
 - B. Any visitor, attender or member of Fellowship should be welcomed and greeted by an Usher. Ushers are available to answer questions of any person within the church’s facility. Assist in seating; assist in creating an environment for worship by managing distractions (e.g. infants to people in the foyer; cell phones/pages turned off; seating late arrivals to a worship service.

5. What does the **Program Organization** look like?
 - A. Ushers provide a warm welcome to regular attenders and visitors.
 - B. Ushers are available for Sunday morning worship services. Additional ushers may be required for special church-wide events. Ushers are stationed in the foyer/entrance way of each main entrance to the church.
 - C. Each Sunday or each special event, a coordinator serves to coordinate all ushers and pass along information such as program changes or assist with a guest's request.
 - E. A coordinator schedules four to six ushers each Sunday on a monthly, rotating basis. The coordinator may solicit additional ushers as needed. Generally, twelve to twenty ushers serve annually.
 - F. Ushers provide a friendly transition for a visitor to a Greeter or Host (see Reaching Ministry for more information)
6. How could I **Be a Part of This Ministry**?
 - A. **Ushers** are gifted in knowledge, helps or service. Volunteers present a welcoming image to attenders and visitors. Volunteers are friendly, well spoken and mature individuals.

Interested volunteers should contact a Pastor to become apart of this ministry. Alternatively, a Pastor may request a volunteer to join a ministry.
7. What are the **Policies** that tell us how to do this ministry?
 - A. Volunteers should be on-site for an event at least 30 minutes before the start time. Volunteers should be knowledge about the current program activities during the event.
 - B. Volunteers are familiar with the detailed guidelines of the church's Health Policy, Fire Safety and Tornado Procedure.

Vacation Bible School

1. What **Foundational Purpose** does this ministry accomplish for God?
 - A. We are Reaching out with the love and message of Christ to those in need.
 - B. That we may be Growing in our character, maturity, and walk with God.
2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near." Matt 4:17 "Come," he replied, "and you will see." So they went and saw where he was staying, and spent that day with him. John 1:39*

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good. 1 Peter 2:2-3 But grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*
3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Levels of Family Ministry - Ministry focusing on the entire family is essential in meeting the varied needs of the people of Fellowship. Programming will be age specific in focus. *Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

Outreach and Evangelism - "Reaching" people with the Gospel will be the focus of our church growth efforts. Fellowship will use its resources in the fulfillment of the great commission. This commitment will be seen on two fronts, locally through evangelistic efforts and world wide through an active missions program. *Therefore go and make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

Word of God Applied - The Word of God is foundational to every aspect of our faith, our ministry and our lives. We understand Scripture with a literal, normal interpretation. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, II Timothy 3:16 Do not merely listen to the word, and so deceive yourselves. Do what it says. James 1:22*

4. What **Needs and Audience** are we trying to reach?
 - A. Vacation Bible School shares with the children the need for salvation through Jesus Christ. The VBS program seeks, to foster spiritual growth through learning about His Word and build friendships with other kids.
 - B. This ministry is for children 4 years old through 6th grade. All visitors, attenders and members children are welcome to participate.
5. What does the **Program Organization** look like?
 - A. During one week each Summer, the church sponsors five daily sessions lasting about 2.5 hours.
 - B. Volunteers will serve as a co-directors and ministry members. The co-directors to decorate, plan, deliver the programs and clean-up after Vacation Bible School. The fifteen-thirty ministry members implement the program.
 - C. Each day of Vacation Bible School consists of opening/group meeting, special speaker/devotional, crafts, singing, donation/donations, food/drinks and games/activities.
 - D. Describe the budget intent. The budget intent is to provide curriculum, refreshments and craft supplies for one week of activities.
6. How could I **Be a Part of This Ministry**?
 - A. **Co-Directors** are gifted in administration, evangelism, or leadership. Volunteers should have a passion for children's ministry and have time available to assist in the planning and development of a program. Volunteers are involved in weekly planning for from May – July.
 - B. **Teachers, Leaders, Group Leaders and Helpers** lead or assist in the implementation of Vacation Bible School. Volunteers are gifted in evangelism, helps or service. The volunteers may also be responsible for teaching, supervising and assisting directly with children.
 - C. Interested volunteers should contact a Pastor to become apart of this ministry. Alternatively, a Pastor may request a volunteer to join a ministry.
7. What are the **Policies** that tell us how to do this ministry?
 - A. The Children's Ministry Coordinator ensures all teachers and assistants must successfully complete the Adult/Child Worker Questionnaire, background, criminal, reference checks and Pastoral interview before working with children.
 - B. Child Safety Policy covers all church sponsored activities whether on-site or off-site. Refer to Policy for detailed description.
 - C. Parents/Guardians or the Adult responsible for transporting the children to/from VBS are responsible to drop off and pick-up children from VBS.
 - D. Nursery and Toddler care workers should ensure a child's ID tag is completed by a parent/guardian, placing the ID tag on the back of the child and giving the corresponding parent/guardian the claim ticket.
 - E. Children 3 years old may attend VBS if a parent is regularly volunteering in the VBS program and the child is able to independently use the restroom facilities.
 - F. Carefully review the detailed guidelines of the church's Health Policy, Fire Safety and Tornado Procedure.

Worship and Music Committee

1. What **Foundational Purpose** does this ministry accomplish for God?

A. Help us build a Loving and Worshipful relationship with God.

2. Which **Ministry/Discipleship Stage** does this help people grow in?

Reaching - The first step God has for us in our experience with him is find God and become His Child. This happens through His Word as presented by the lives, love, and ministries of His other children. *From that time on Jesus began to preach, "Repent, for the kingdom of heaven is near."* Matt 4:17 *"Come," he replied, "and you will see."* So they went and saw where he was staying, and spent that day with him. John 1:39

Growing - As the Children of God we learn and grow to be more like Christ in our character, maturity, knowledge, and actions through the study of His Word and its application to our lives. *Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good.* 1 Peter 2:2-3 *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.* 2 Peter 3:18

3. Which **FELLOWSHIP Values** is this ministry helping us accomplish?

Healthy Contemporary Culture - Our ministry style and format will be appropriately contemporary to minister to and reach today's culture while maintaining our purposes and Biblical integrity. *I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel.* 1 Corinthians 9:22-23

4. What **Needs and Audience** are we trying to reach?

A. The Worship ministry facilitates the praise and worship of God through main stage services and church sponsored special events.

B. All volunteers who participate in services or special events.

5. What does the **Program Organization** look like?

A. Approved volunteers will serve as a chairperson and three to five ministry members for two years. Committee members are selected in January.

B. The purpose of the committee is to creative plan, design and implement music ministry for Fellowship. The committee is currently focused on Sunday Morning Worship services or special events.

C. Following a structured workflow, the committee members and volunteers creatively plan and design worship elements with a Pastoral review. The committee members and volunteers coordinate individuals to serve as A/V technicians, special elements, special music and vocalist/musicians.

D. The committee is responsible for implementing and evaluating the service performances.

E. The service planning follows the described workflow in the detailed procedural manual.

F. The budget intent provides funds for worship materials and music licenses.

6. How could I **Be a Part of This Ministry**?

A Creative Team volunteers are gifted in compassion, giving, teaching or evangelism. Volunteers consider worship elements that can draw worshippers into an intimate connection with God during a worship service or special event. Two or three volunteers would meet up to four times a year to plan creative elements.

B Singers/Musicians are gifted in music and service. These volunteers publicly use their musical gifts in a worship service or special event. Volunteers are scheduled on a rotating monthly basis. Scheduled volunteers attend weekly practices on Sunday mornings from 8:15 a.m. – 9:10 a.m.

- C. **Service Design** volunteers are gifted in administration or service. Two or three volunteers meet monthly to include standard elements, integrate and adapt creative elements, assimilate rotation/frequency of singers/musicians and incorporate corporate song packages.
- D. **Program Assignments/Production** volunteers are gifted in administration. Two or three volunteers coordinate and follow-up to arrange volunteers who serve with audio/visuals and special music singers/musicians. These volunteers serve throughout the year and include monthly and weekly follow-up calls.
- E. **Audio/Visual** volunteers are gifted in helps. These volunteers attend weekly Sunday morning practices and operate the audio/visual equipment. The visual volunteers operate the computer, projector and PowerPoint presentation. The volunteer is responsible for turning on/off the equipment, operating the presentation and assisting the worship team during presentation. The audio volunteer operates the sound equipment and is responsible for setup, testing and quality assurance of audio equipment, microphones and speakers.

Interested volunteers should contact a Pastor to become part of this ministry. Alternatively, a Pastor may request a volunteer to join a ministry.

7. What are the **Policies** that tell us how to do this ministry?
 - A. Rehearsals: Active participation in Sunday morning rehearsals: 8:15 a.m. - 9:15 a.m. Rehearsals include prayer time, reviewing order of service and practicing scheduled music.
 - B. Dress Guidelines: Business Casual to formal attire for Sunday morning “main stage” members.
 - C. Scheduling: Worship Teams are scheduled at least a monthly basis.
 - D. Cancellation/Substitutions: If a scheduled volunteer can not fulfill an assigned performance date, a volunteers must identify and coordinate a replacement volunteer.

5. **Operation.** The following operations are programs designed to support specific or church wide ministry programming. They are generally supporting other ministry programs or organizational of the church.

Auditing Committee

1. What **Purpose** does this group accomplish?
 - A. To ensure Biblical stewardship and accountability of all financial resources used in the ministries and operations of the church. The committee reviews and audits the church’s financial records.
2. What **Tasks** does this group perform?
 - A. The committee meets in mid-January, before the annual church business meeting to review the prior year’s complete financial records.
 - B. The committee randomly samples various transactions executed in the previous year and audits the calculations and processing of the transactions.
 - C. The committee reviews transactions and completes a final report, which is delivered at the annual business meetings. The auditing report should describe any accounting concerns, recommendations or approvals of the previous year’s financial records.
3. How could I **Be a Part of This Ministry**?
 - A. Three **Committee members** are elected by the congregation for a two-year term. Committee members are unable to server two consecutive terms.
 - B. The elected volunteers serve as equal members of the committee. Committee members are members of the church in good standing.
 - C. Interested volunteers should submit their name to the Nomination Committee for consideration during the next scheduled annual elections.

4. What are the **Policies** that tell us how to do this ministry?
 - A. Spouses, related adults or church staff cannot serve on the committee.
 - B. The Financial Secretary should be available during the auditing process to answer any financial questions.

Christian Education Committee

1. What **Purpose** does this group accomplish?
 - A. To oversee and govern all Christian Education programs with consistent policies and practices ranging from children through adults.
2. What **Tasks** does this group perform?
 - A. The committee coordinates and ensure continuity of policies for the following ministries: Children's Sunday School; Children's Junior Church; Junior/Senior High Sunday School; Adult Bible Fellowship; AWANA, Vacation Bible School.
 - B. The committee meets at least quarterly. Early in the year, the committee meets to establish annual goals and objectives in coordination with a Pastor and lay Christian Education leaders.
 - C. Approved volunteers will serve as a chairperson and three to five ministry members for a two-year term. Committee members are selected in January.
 - D. The committee reviews new or existing Christian Education ministry policies and procedures. The committee solicits input from lay leaders and works closely with the Pastor, Children's Coordinator, AWANA commander and Youth Pastor.
 - E. The committee creates, updates or communicates new policies for Christian Education programs.
 - F. The Committee is owns the Child Safety Policy and Approve Worker Procedures. The committee is responsible for ensuring the policy is managed and kept updated.
3. How could I **Be a Part of This Ministry**?
 - A. The **committee members** are gifted in administration, teaching, evangelism or leadership. Volunteers are available to meet and plan ministry wide programs and conduct ministry evaluation.
 - B. Volunteers are encouraged to contact a Pastor to serve on the committee. Alternatively, a Pastor may recruit a volunteer for this committee.
 - C. A Pastor, Children's Ministry Coordinator and AWANA Commander are standing members of the committee.
4. What are the **Policies** that tell us how to do this ministry?
 - A. There are no specific policies governing this committee.

Constitution Committee

1. What **Purpose** does this group accomplish?
 - A. The Constitution Committee maintains, reviews and recommends changes to the church constitution.
2. What **Tasks** does this group perform?
 - A. The committee meets as needed to maintain, review or recommend changes to the constitution.
 - B. Four members are elected by the congregation for a three year term. One member is selected as the chairperson.

- C. The committee meeting is lead by the chairperson who leads the discussion to review and discuss potential changes to the constitution.
 - D. The committee may solicit outside input during the review process. The committee would recommend changes to the constitution to the Deacon Board/Pastoral Staff.
 - E. Final changes to the constitution must be reviewed and approved by the church congregation.
3. How could I **Be a Part of This Ministry**?
- A. The **committee members** are elected by the congregation for a three-year term.
 - B. Committee members are members of the church in good standing.
 - C. Interested volunteers should submit their name to the Nomination Committee for consideration during the next scheduled annual elections.
4. What are the **Policies** that tell us how to do this ministry?
- A. There are no specific policies governing this committee.

Deacons

1. What **Purpose** does this group accomplish?
 - A. The Deacon Board provides direction, financial oversight and leadership to the operations and ministries of the church, allowing the Pastor(s) to focus on preaching, teaching and caring for the flock.
2. What **Tasks** does this group perform?
 - A. Officers of the Church. The Deacons elect three officers who serve as the officers of the corporation. These officers are: Chairman, Vice-Chairman and Secretary. No Deacon in his first year of service can be elected to the office of Chairman. Officers should be elected annually at the first scheduled Deacon Board meeting of a new year.
 - B. The Chairman's or his delegate lead Deacon Board meetings, congregational meetings and is authorized to sign legal documents on behalf of the church.
 - C. The Secretary's role is to document and distribute minutes for all meetings held by the Deacons. The Secretary also serves as the Church Clerk, recording all congregational meetings.
 - D. Annually, two deacons are selected to interview and nominate eligible candidates for church membership.
 - E. Prepare an annual budget and tracking donations/expenses of the ministry.
 - F. Oversee financial planning, review, and approval of expenditures and reimbursements of designated ministry function.
 - G. Meet monthly as a Deacon Board based on participants schedule availability and length of the agenda. Two-thirds of the deacons must be present at a meeting to constitute a quorum. The deacons will also review and recommend any church business during a schedule congregational business meeting. The Chairperson or officer leads the meetings.
 - H. Meet within individual ministries as needed.
 - I. Lead and coordinate the hiring process of Pastor(s) to the church.
 - J. Assist in serving communion.
 - K. Manage and care for the physical property of the church.
 - L. Expend finances up to 1% of the general budget without prior church approval.
3. How could I **Be a Part of This Ministry**?
 - A. **Deacons** are men elected by the congregation who have demonstrated a Christ like character and godliness, been recognized as leaders within the church body and are committed to prayer and dedicated service to God at Fellowship.

- B. Deacons must meet I Timothy 3 qualifications and the standards established in the Articles of Faith.
 - C. Deacons must be at least 21 years old. Deacons are members of the church in good standing.
 - D. One third of the Deacons are elected annually. Deacons are elected for a three-year term by the congregation. Deacons are unable to serve three full consecutive terms.
 - E. At a minimum, seven deacons serve on the Deacon Board.
4. What are the **Policies** that tell us how to do this ministry?
- A. Vouchers. Deacons should review receipts and vouchers requesting reimbursement for church related expenses. Deacons are responsible for ensuring the voucher is completed and line items correlate to the intended reimbursement/expense. Deacons should check and process vouchers at minimum of two times per month. Approved vouchers must be signed by a Deacons and deposited in the Treasurer office folder for processing.
 - B. Church Discipline. The Deacon Board and the Pastoral Staff are committed to lovingly and steadfastly follow the Scripture teaching concerning church discipline. Unrepentant church members shall be disciplined (resulting in loss of membership and rights to the Lord's table) for reasons including the following: heresy and division, immorality (e.g. adultery) (I Corinthians 5:13 in context of chapter), disorderly conduct, laziness, and persistent gossip (I Thes. 3:6 and 11-15), other serious spiritual and moral offenses.
- Church Discipline will follow Scriptural teaching by individually confronting and correcting the erring individual in a spirit of meekness (Galatians 5:1). If the individual is unrepentant, after prayer and patience, two or three witnesses are to meet with the individual. Lastly, if the person remains unrepentant, the person is presented and confronted by the church. (Matt. 18:15-17).
- C. Membership and Service. Representatives of the Deacon Board will review and interview candidates for church members. Church membership and service shall be open to divorced persons with the following exceptions: the position of pastor or deacon, the person does not display repentance over any past or present sin, the person who seeks a divorce for an non-Scriptural reason or seeks to remarry one who has sought divorce for an non-Scriptural reason.
 - D. Deacon Fund. The purpose of funds are donated to a Fellowship's Deacon Fund are: to aid members in temporary distress because of needs such as food, clothing, shelter and finances, to aid those who do not have other family to care for their needs, to aid those who are temporarily out of employment, to aid those who have exhausted all sources of help.
 - E. Aid may be in the form of cash, church check or goods in the amounts as determined by the Pastor and/or Board of Deacons. Distribution of funds should be used to purchase food, clothing, shelter and medical needs. The Pastor and/or Board of Deacons are to determine the type of aid, the length of time and the amount of aid that is to be distributed. Distribution of funds or aid is temporary assistance and should not be construed as permanent assistance.
 - F. Credit Card review process.
 - The church secretary will continue to use the same Excel format for tracking charges to the Elan credit card.
 - Upon receipt of the monthly credit card invoice, the church secretary will email the Excel spreadsheet to all deacons and place hard copies in deacon files who don't have email access.
 - The church secretary will place the actual receipts and hard copy of the Excel spreadsheet in the deacon chairman's folder.
 - Over the course of the seven days, Deacons are encouraged to review the coversheet and review the actual expenses stored in the chairman's file. Deacon's are free to directly contact the staff and/or the chairman regarding the purchases on the credit card.
 - After seven days, the chairman as appropriate will validate and approve the Credit Card voucher and provide the original Excel Sheet/receipts to the church secretary.

Decorating Committee

1. What **Purpose** does this group accomplish?
 - A. The Decorating Committee decorates the church for Sunday Services and special events.
2. What **Tasks** does this group perform?

- A. The Decorating Committee plans and coordinates decorations and flower arrangements for Fellowship's sanctuary. Themes correspond to seasons and special events.
 - B. The committee evaluates and approves decorations for appropriateness/aesthetically pleasing.
 - C. The committee works with volunteers to decorate and accent the church interior throughout the year.
 - D. The budget intent is to replace or purchase decorations for the church sanctuary.
3. How could I **Be a Part of This Ministry**?
- A. **Volunteers** who gifts are discernment, helps, service or decorating are encouraged to participate in this committee. Volunteers are available throughout the week to setup and take down decorations. Volunteers must work well together in a team and maintain a schedule of regular decorations.
 - B. Volunteers are encouraged to contact a Pastor to serve on the committee. Alternatively, a Pastor may recruit a volunteer for this committee.
4. What are the **Policies** that tell us how to do this ministry?
- A. Once an event or decorating theme has been identified and scheduled on the church calendar, the committee chairperson notifies the corresponding month's work team.
 - B. The work team will meet to plan and coordinate the logistics for the decorating event.
 - C. As needed, the team will work with sponsoring deacon for funding/budget approval and notify the attenders/members of Fellowship for assistance with decorations.
 - D. Committee members are responsible for the setup, display, storage and removal of the decorating themes.

Finance Committee

1. What **Purpose** does this group accomplish?
- A. The Finance Committee records and processes the weekly church donations.
2. What **Tasks** does this group perform?
- A. Three members of the committee are assigned weekly responsibility to count, record and deposit donations to the church. Of these three members, a minimum of two must be present at all times.
 - B. An annual meeting is conducted to assign teams and determine a chairman in January.
 - C. Twelve members are elected by the congregation for a two year term. One member is selected as the chairperson.
 - D. Based on a rotating schedule, established by the chairman, a minimum of two committee members will meet during each Sunday service to count, record and deposit the donations to the church.
 - E. There is no annual budget for this committee. Expenses for donation envelopes are part of the general budget.
3. How could I **Be a Part of This Ministry**?
- A. The **committee members** are elected by the congregation for a two-year term.
 - B. Committee members are members of the church in good standing.
 - C. Interested volunteers should submit their name to the Nomination Committee for consideration during the next scheduled annual elections.

4. What are the **Policies** that tell us how to do this ministry?
 - A. The Committee chairman is responsible for coordinating the purchase and distribution of donation envelopes to the congregation.
 - B. The Committee chairman will distribute annual giving statements to each contributor.
 - C. Weekly retrieve deposit bags and bank statements from the bank.
 - D. Weekly ensure that ministries (e.g. AWANA) donations from the previous week are counted and deposited at the Bank of Elmwood.
 - E. A minimum of two committee members must count, record and deposit the donations.

Nomination Committee

1. What **Purpose** does this group accomplish?
 - A. The Nominating Committee coordinates the nomination process, prepare the nomination forms and count the ballots for elected positions.
2. What **Tasks** does this group perform?
 - A. September – Nomination Chairperson and a Pastor review and identify open positions requiring nominations for the upcoming calendar year.
 - B. October – Nominating Committee provides a list of open positions to the Church secretary to create a nomination form. The Nomination Committee distributes nomination forms to the congregation. Congregation nominates candidates for open positions. Modified and As Is Nomination Forms are prepared, not distributed.
 - C. November – Nomination Committee contacts nominees to confirm whether or not these desire to be candidates for the open positions.
 - D. December – Nomination Committee provides final candidate list to the Church secretary who prepares the voting ballot.
 - E. January – At the annual congregational meeting, the members vote for candidates. Following the congregational vote, the Nomination Committee tallies and reports the election results to the Board Secretary.
 - F. Three to five approved volunteers will serve for a two-year term. Committee members are selected in January.
3. How could I **Be a Part of This Ministry**?
 - A. **Volunteers** who gifts are administration and leadership are encouraged to participate in this committee. Volunteers need to be available once a month during the end of the year to participate in the committee’s activities. Volunteers must work well together in a team and maintain a schedule of activities.
 - B. Volunteers are encouraged to contact a Pastor to serve on the committee. Alternatively, a Pastor may recruit a volunteer for this committee.
4. What are the **Policies** that tell us how to do this ministry?
 - A. There are no policies which govern this committee.

Property Care

1. What **Purpose** does this group accomplish?
 - A. The Property Care Committee manages and implements facility maintenance and repair.
2. What **Tasks** does this group perform?
 - A. Quarterly the committee and a Pastor review the facility needs of the church and prioritize key needs.
 - B. The committee meets quarterly to review upcoming routine maintenance items. The Committee meets as needed to address and correct unplanned maintenance and repair concerns.
 - C. Approved volunteers will serve as a chairperson and three to five ministry members two years. Committee members are selected in January.
 - D. Individual members or teams will perform or oversee the work as agreed by the Committee.
 - E. The committee reviews work requests and offers insight on alternative solutions.
 - F. The committee coordinates the summer lawn mowing schedule, manages the baptismal filling/emptying procedures, changes the bi-annual heating/air conditioning transition.
 - G. The budget intent covers expenses for snow removal, lawn care and facility upkeep/repairs.
3. How could I **Be a Part of This Ministry**?
 - A. **Volunteers** who gifts are helps and service are encouraged to participate in this committee. Volunteers should have experience in working with their hands such as carpentry, maintenance, small engine repair, HVAC, etc.
 - B. Volunteers can participate as part of the on-going committee or participate in specific, limited property care projects.
 - C. Volunteers are encouraged to contact a Pastor to serve on the committee. Alternatively, a Pastor may recruit a volunteer for this committee.
4. What are the **Policies** that tell us how to do this ministry?
 - A. Due to the nature of repairs and maintenance items, volunteers must receive pre-approval from a Deacon before purchasing products, materials or services for the church. Approved purchases are eligible for reimbursement to the volunteers.

Treasurer

1. What **Purpose** does this group accomplish?
 - A. The Treasure records and pays expenses for the ministries and operations of the church. The Treasurer prepares related financial reports document the financial transactions and balances related to the church.
2. What **Tasks** does this group perform?
 - A. The Treasurer reviews the Deacon approved invoices and reimbursements.
 - B. The Treasurer writes and records checks in the accounting system.
 - C. The Treasurer processes the weekly staff payroll and prepares monthly financial reports for the Deacon Board.
 - D. The Treasurer should attend the semi-annual and annual church business meetings.

- E. A Deacon will liaise with the Treasurer to prepare annual and semi-annual budget review and reports.
 - F. The Treasurer is elected by the congregation for a two year term. There are no additional volunteers with this position.
 - G. The Treasurer prepares the annual W2 for paid church staff as well as state tax forms.
3. How could I **Be a Part of This Ministry?**
- A. The **Treasurer** is elected by the congregation for a two-year term. The Treasurer needs to be available, on-site at church between two to four hours each week.
 - B. The Treasure is a member of the church in good standing.
 - C. Interested volunteers should submit their name to the Nomination Committee for consideration during the next scheduled annual elections.
4. What are the **Policies** that tell us how to do this ministry?
- A. Receipts will only be reimbursed when the receipt is accompanied by a completed voucher and deacon approval. The voucher should include the budget category and line item. In the event that an expense or reimbursement does not correlate to an existing budget category or line item, the Treasurer will create a new budget category and line item subject to deacon review.
 - B. All requests for financial assistance should be reviewed and documented by the Treasurer. The Treasurer will notify and recommend an approach to the deacon board. The deacon board will consider requests for financial assistance.
 - C. The Treasurer is not responsibility for tracking, processing or recording of donations to the church. These tasks are addressed through the Finance Committee.
- 6. Policies.** The following policies define the church wide guidelines for church wide operations and ministries. Specific procedures will be separately maintained by the respective operations and ministry groups.

Church Property Use

- A. All properties belonging to the Church are available to the membership for purposes consistent with the ministry of the Church, subject to regulation by the Deacon Board or Pastor(s).
- B. The Deacon Board or Pastor(s) have access at all times and under all circumstances to all property owned by the Church.
- C. All properties belonging to the Church are not to be used for profit.

Child Safety Policy

- A. This policy seeks to ensure a safe and healthy environment for Fellowship's children ministries. Staff and volunteers (approved workers) at Fellowship Baptist Church are committed to practice the policies that promote the welfare of children and protect them from harm. We wish to ensure that all children participate in an enjoyable and safe environment in which they can have fun and feel valued.
- B. A child is any person who is under 18 years old or younger. The following terms may also be used when referring to a child in this policy: student, youth, children, minors.
- C. Supervision.
 - Two adults who are married or related should have an additional person supervising who is not related and is 11th grade or older; Two adults who are unrelated may supervise a CE ministry. The approach applies to on-site or off-site activities.
 - Bathroom – Children who are in Kindergarten or younger – should be escorted to the bathroom unless an adult hall monitor is present. If a child needs assistance in the bathroom, a parent or two non-related adults should be paged to assist the child.

- Transportation - Approved workers must be accompanied by an additional, non-related adult if transporting only one child or any individual worker must be transporting at least two children. Parents/guardians of a child may submit a written exception for adults to individually transport their child to and from a church-sponsored activity/ministry. Written exceptions will be kept on file in the church office.
 - Only approved, certified education workers are permitted to supervise or assist with children whether at on-site or off-site church sponsored activities or classes.
 - All activities will be open to view by parents, church members and other staff/volunteers. The ability to observe will not extend to interfere with the activity.
 - Staff/volunteers have the right to curtail any observation which unnecessarily interferes with or restricts the objectives of the ministry. The Children's Ministry Coordinator will be requested to intervene in such instances.
 - Inappropriate sexual contact is strictly forbidden. Inappropriate conduct is defined by both touch and non-touch contact as illustrated by, but not limited to these examples: verbal comments, pornography, obscene language, exhibitionism, allowing children to witness sexual activities, fondling, oral, genital and anal penetration, intercourse, forcible rape, etc.
- D. The procedures of the Child Safety Policy are maintained as a separate document.

Employment

- A. Hiring of full or part-time church staff.
In consultation with the Deacon Board, a Pastor may interview and hire a candidate for a full or part-time church position. Likewise, the Deacon Board and Pastor may terminate or agree to mutually end the employment of a full or part-time staff member.
- B. Personal Qualifications. The Church seeks employees who give consideration to the spiritual, physical, social and emotional needs of those served.
- C. Application Process.
- Information submitted in the application process is subject to verification.
 - Application Retention. Application for employment will be considered active for 6 months.
 - Qualifications/Examinations. Applicants will be asked about their ability to handle the requirements of the job.
 - Offers of employment shall be made contingent on the successful completion of pre-employment screening. Pre-employment screenings are at Church's expense.
 - Legal Requirements. The Church will comply with the Immigration Reform and Control Act and will require new employees to complete an I-9 Form and will require documents establishing the employees identity and employment eligibility (e.g. citizenship, naturalization, alien employability status, etc.).
- D. Probation. Probation is defined as a period at the beginning of employment during which the employer observes and discusses performance and provides the opportunity for the applicant to meet performance standards. At the end of the probationary period the applicant may be considered for non-probationary employment on an at-will basis. The probationary period is 3-6 months.
- E. Membership. The church seeks employees who are active in life and ministries of Fellowship. The church requires employees working 20 hours or more per week to be active members of Fellowship.

Fire Safety

- A. Fire Emergency Procedures. When a fire condition exists and is reported by an individual, all other responsibilities or tasks are secondary. When this type of emergency arises, the first responsibility of those in charge is to keep everyone calm and safe. The persons in charge should follow the procedures outlined and take steps to evacuate the church building. One person is appointed to call the fire department.
- B. Evacuation.
- The teachers during the time of Sunday School should see that their students are leaving single file by the nearest safety exit. The Children Church Coordinator will make sure that his area of responsibility is completely evacuated, and each teacher should take a head count and report it to the persons in charge.

- During the worship hour, the ushers are responsible to sound the alarm, call the fire department, and direct the worshippers to the nearest safety exit. Only after a verbal ‘all clear’ by the person in charge will anyone be allowed to return to the church building.
- A verbal all clear must be given by the person in charge before anyone can return to the church building.

Health

- A. Disease Prevention The well being of all the children and adults, a child should be healthy when brought to church. No child should be brought to church with the following:
- Fever: Fever must be absent for 24 hours.
 - Colds: Accompanied by colored nasal discharge, sneezing, coughing, congestion, sore throat, body aches.
 - Flu: Vomiting, body aches, fever.
 - Sore Throat
 - Diarrhea
 - Ear Infections
 - Bronchitis
 - Conjunctivitis: pink-eye
 - Infectious Diseases: i.e. Chicken Pox, Measles, Mumps, Scarlet Fever
 - Skin Parasites: i.e. Head lice, Body lice, scabies
 - Internal Parasites: i.e. Salmonella, Ringworm, Hook worm, etc.
 - Rash of Unknown Origin: i.e. Staph infection, cold sores, impetigo

In the event that a child contracts a communicable disease, parents of the children who have been exposed should be notified. Childhood diseases such as chicken pox or measles should be reported to the Health Department.

- B. Incident Reports.
The Incident Reporting Form is to record any physical injuries any person may experience while on-site at Fellowship Baptist Church.
- C. Administration. Any person providing oversight of an activity, event or regularly scheduled program is responsible to complete an Incident Report Form. Each completed form should be submitted to a Pastor. All completed forms will be kept on file at the church office and made available to church staff and insurance agency.

Memorials

The Memorial Fund is to recognize donated funds in remembrance of people who have died. The church will designate the funds as Temporarily Restricted. While the funds can be directed for use of Fellowship’s ministries, the Deacon Board will formally decide how to allocate the funds.

Reimbursements

Receipts will only be reimbursed when the receipt is accompanied by a completed voucher and deacon approval. The voucher should include the budget category and line item. In the event that an expense or reimbursement does not correlate to an existing budget category or line item, the Treasurer will create a new budget category and line item subject to deacon review.

Weather

- A. Weather Emergencies. Tornado Watch - during the Sunday School hour, the Children’s Church Coordinator or designate should be alerted to prepare for a possible evacuation to shelter areas. During the worship service, the head usher will take the responsibility.
- B. Tornado Warning - When a tornado has been sighted or its presence has been detected by the weather bureau, a warning will be given by the loud signal.
- During the Sunday School hour, all students are to be directed to the basement area and assemble along the inside walls. Students in the basement area are to remain and move to the east side of the inside walls.
 - During the worship hour, the head usher with the aid of all the ushers, will direct the worshippers to the basement area being careful to maintain single file order and a calm movement. Nursery and elderly will be aided by ushers.

- C. Winter Ministry Cancellation. The winter ministry procedure is to ensure the roadways and winter conditions are safe and passable for volunteers, staff and participants in Fellowship's ministries during the winter season.
- Definition of unsafe winter conditions: Ministries of Fellowship will be cancelled during the winter season if winter conditions cause icy roadways, deep and unplowed snow or harsh, drifting snow.
 - Pastors own the responsibility for monitoring and canceling ministries with input from ministry leaders/sponsors.
 - Pastors and ministry leaders will monitor winter conditions in Racine County during previous and day of activities.
 - Each ministry has an evaluation cut-off time established to determine whether or not a ministry will be cancelled due to wintry conditions.
 - Prior to canceling a ministry, a Pastor will consult with representative ministry lay leaders, staff and participants in local area.
 - When canceling a ministry, a Pastor or designate will notify WRJN 1400 AM radio, update Fellowship's voice answering system and update church web site.

Activity and Health Insurance Forms

- A. To provide a procedure for confirming parents or guardian's permission allowing their child, a person under 18 years old, to participate in an off-site activity sponsored by Fellowship.
- B. Any off-site church sponsored activity which includes children, people under 18 years old, must have the parents or guardian complete an Activities Registration Form and an Annual Health Insurance Form.
- C. The Annual Health Form is an annual document that is kept on file at church. This information covers the health insurance and parent/guardian contact information.
- D. The Activity Form should be used for each church sponsored event that includes an off-site activity. The completed Activity Form is kept on file at the church.

Membership

- A. Admission.
1. Each applicant reads, completes and signs a Membership Kit.

The kit is a self-directed document that describes the value of being a church member, reviews Fellowship's History, the church's distinctives and values, ministry philosophy, overview of ministries and the membership process.
 2. Applicants meets one on one with two Deacons. The purpose of the meeting is for a church leader to review the written responses in the Membership Kit, answer any questions from the applicant and ensure the applicant meets the criteria for membership outlined in the Constitution. Based on this meeting, a Deacon may recommend the applicant for membership to the congregation.
 3. During any church business meeting, the congregation may vote to admit an applicant for membership who has been recommended by the Deacons.
- B. Termination.
1. Semi-annually, the Deacon Board reviews a list of member names who meet the criteria for ending membership as outlined in the Constitution.
 2. The names of members eligible for termination are presented to the congregation, which officially votes to end membership at the semi-annual or annual business.