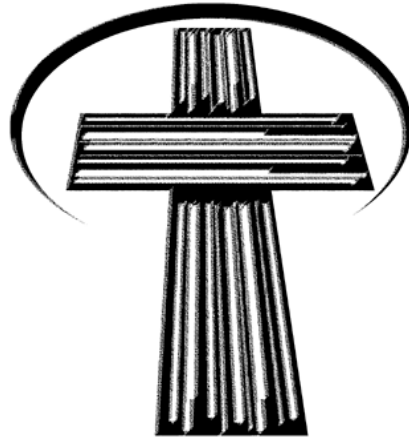


***Administrative Policies  
and Procedures Manual***



Huguenot Road  
Baptist Church

Updated: February 2016

# HRBC Administrative Policies and Procedures Manual

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## ADOPTION and DISTRIBUTION of HRBC ADMINISTRATIVE POLICIES and PROCEDURES MANUAL

Section 1 : Adoption To be adopted, this manual shall require two-thirds of the votes cast by the members at a regular or a special meeting called for this purpose, provided, however, that they shall have been tabled for 30 days after formal presentation to the church and the announcement of the meeting. This manual shall become effective on and from the date of its adoption, and the previously adopted manual is hereby repealed.

### Section 2 : Amendment

A. Any of the "Suggestions" or "Appendices" may be amended, altered or repealed at the discretion of any of the *ministerial staff* or any group/team coordinator.

B. Any of the "Tasks" or "Guidelines" may be amended, altered or repealed by approval of the church by a simple majority vote of members present and voting at a church business meeting. Prior notification of such action is not necessary.

C. Any of the "Leadership" or "Functions" or "Charge" statements of this document may be amended, altered or repealed by two-thirds of the members present and voting at a church business meeting. Prior notification of such action is not necessary.

D. The Clerk shall promptly show all such changes and shall give an amended copy to the Records Director for filing.

E. Any actions to amend, alter, or repeal any portion of this document shall be reported verbally and in writing at the next quarterly business meeting.

## Huguenot Road Baptist Church Philosophy of Ministry (Adopted 7/11/99)

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### **Our Mission . . .**

is to glorify God by seeking out and welcoming all people into the family of God through witness, proclamation, ministry and instruction in God's love, to the end that every person will have the opportunity to experience a personal relationship with God through Jesus Christ and to participate in a fellowship of Christian disciples.

### **Our Goal . . .**

is to grow mature disciples of Jesus Christ. We define a disciple as one who experiences God in Jesus Christ and thus endeavors to walk with God, to obey God's Word, and to use his/her spiritual gifts to further the Kingdom of God through witness, service, and worship.

### **Our Philosophy of Equipping**

1. Every church member's role and commitment is to grow as a disciple, to be trained to use his/her gifts, and to be empowered by the Holy Spirit to directly minister to all persons.
2. We recognize servant gifts as being equally as important as leadership gifts in building a healthy disciple making church.
3. The church recognizes and selects its leaders taking Christian commitment, character and giftedness into consideration.
4. The responsibility of all church leaders – both ministerial staff and volunteer – is to model discipleship, to grow in their own ministry skills, and to help equip the rest of the congregation for ministry.
5. The role of ministerial staff members is primarily to give direction, train leaders, teach the Word, and be model disciples. Church members and leaders will share as team members alongside the ministerial staff, performing in every area of ministry possible.
6. Church leaders are expected to be involved in ongoing training to enhance their spiritual gifts and to improve their skills for ministry.

### **Our Philosophy of Church Ministries**

1. The purpose of our church is to reach persons for Christ and to produce and develop disciples. We evaluate every ministry and activity by its effectiveness in calling and growing disciples; we will modify or discontinue ministries or activities that ineffectively do this.
2. The priority functions of our worship services are the adoration and celebration of God in Christ and the proclamation of God's Word, leading to evangelism of non-Christians and to encouragement of Christians.
3. The priority functions of Sunday School classes are outreach, assimilation, Bible study and informal fellowship.
4. We offer small groups and other ministries at multiple commitment levels to foster the sequential spiritual growth of disciples.
5. We intentionally target specific groups which we believe God has equipped us to reach with the gospel of Jesus Christ.

### **Our Philosophy of Methods and Principles of Disciple Making**

1. We are committed to the principle of multiplication of ourselves as Christian disciples by the following means: evangelism; training through small groups or one on one mentoring; and delegation of ministry to others who are faithful and maturing spiritually.
2. We utilize apprenticeships as an effective method of training for service and leadership, as well as a practical means of maintaining accountability.
3. We expect our organizational structure and leadership styles to flex and change as we reevaluate from time to time our congregation's needs and spiritual health.

### **Implementation**

1. This Philosophy of Ministry will have equal standing with the other governing documents of Huguenot Road Baptist Church, and will be adopted and/or amended in a manner consistent with those documents.
2. The process of implementing the Philosophy of Ministry will not exceed a time period of one year from the date of its adoption.

# Huguenot Road Baptist Church ADMINISTRATIVE STRUCTURE

## TRUSTEES

**FUNCTION: Trustees**

**Leadership: Leader and four members**

**Charge: We charge you to be the legal holders of the HRBC properties, to sign legal documents on behalf of the Church, to adequately insure the Church property, and to manage the leasing of Church properties.**

**Tasks:**

1. Trustees are responsible for signing all legal documents as instructed by the Church in a business meeting.
2. The Chair of Trustees or a Trustee appointed by the Team is authorized to sell all stocks donated to the Church as instructed by the Church Financial Secretary.
3. Trustees maintain coverage on Church properties and its activities.
4. Trustees review insurance coverage for the Church and all properties owned by the Church with the current carrier or seek quotes from other carriers.
5. Trustees keep all properties owned by the Church that are not being used by the Church, leased. If such properties become vacant, the Trustees are responsible for re-leasing the properties and the Church is responsible for any costs involved. Trustees sign all leases on behalf of the Church and set the monthly rental.
6. Trustees open bank accounts for the Church and transfer funds as instructed by the Stewardship Team.
7. Trustees secure a lock box from a local bank for the Church. The Chair and one other trustee hold keys and are authorized to enter the box.

## CHURCH COUNCIL

**FUNCTION: Church Council**

**Leadership: Leader (layperson), lay coordinator of all Groups or Teams, assistant coordinator of Groups or Teams if the coordinator is a staff person, Personnel Team Leader, Church Fellowship Team Leader, Bible Study Ministry Director, Member Development & Mobilization Team Leader, Deacon Coordinator, Youth Ministry Team Leader, Children's Ministry Team Leader, Older Adult Team Leader, Assistant Clerk (record minutes), CDC Director, Pastor. Members of the ministerial staff are ex-officio members of the Church Council.**

**Charge: We charge you to serve as a forum for church leaders to guide planning, coordinating, conducting and evaluating of the total work and ministry of the church.**

**Tasks:**

1. Help the church understand its mission and define its priorities.
2. Recommend to the church coordinated plans for worship, discipleship development, missions, evangelism, stewardship and ministry.

3. Monitor, review, and evaluate the implementation of strategic plans and any other church-wide recommendations approved by the church. Make recommendations to the church as needed. Expedite implementation of approved actions through Group/Team Coordinators or ministry leaders.
4. Guide the preparation of an annual calendar of events and activities.
5. Guide the production of an annual church directory, handbook, and calendar.
6. Coordinate the church's schedule of activities and special events.
7. Evaluate progress and the use of church resources based on priorities established by the church.
8. Nominate church members to serve on the Member Development and Mobilization Team.
9. Review group or team recommendations as needed prior to business meetings to offer counsel and suggestions for meeting the needs of the church.

**Guidelines:**

1. The Church Council meets quarterly, and meetings will be scheduled to expedite the agenda for quarterly business meetings.
2. The leader or pastor may call the Church Council into session whenever the need arises.
3. The commitment to serve as chairperson of the Church Council is a one-year commitment. The chair may serve 5 consecutive years before rotating off.

**FINANCIAL GROUP**

**LEADERSHIP:**        **Group Coordinator and Assistant Coordinator**  
**FUNCTIONS:**        **Audit, Stewardship, Tellers, Treasurer, Endowment**

**CHARGE:**        **We entrust you with the responsibility of educating the church body concerning its personal obligation for underwriting each facet of the Vision Statement. We charge you to allocate the tithes, offerings, and gifts in a manner that best supports reaching and ministering to people in the name of Christ. We expect you to receive, record, invest, manage, and disperse all monies according to sound financial principles.**

**GUIDELINE:**    **The Stewardship Team Leader will serve as Group Coordinator and represent the Financial Group on the Church Council.**

**FUNCTION: Audit Team**

Elected Positions: Auditor and Assistant Auditor

Tasks:

1. Verify accuracy of financial records.
2. Review procedures for record-keeping and processing financial transactions. Make recommendations to *group* coordinators and *team* leaders.
3. Prepare an annual report independent of the Financial Group giving an opinion on the state of the church's financial records. Present the report at the first quarter business meeting.
4. Review actions and reports of *teams* and *groups* for meeting the requirements of the *governing documents*. Prepare an annual report for Church Council no later than the second quarter business meeting.

**FUNCTION: Stewardship Team**

Elected Positions: Stewardship Team Leader and 8 members

Ministerial Position: Pastor and Associate Pastor for Older Adults and Administration

Tasks:

1. Develop and coordinate an annual stewardship educational campaign. Strive to develop in church members an understanding of and commitment to the biblical concept of individual and corporate stewardship. Utilize all functions of the church, including worship, ministry, proclamation, education, and application to accomplish this objective.
2. Prepare an annual budget. Present it for approval by the church at a church business meeting.
3. Support the church ministries through planning, preparing, promoting and managing the budget. Monitor the budget and finances of the church to support its daily operations.
4. Monitor the availability of funds to meet budgeted expenditures. Declare a state of financial crisis when funds are insufficient to meet obligations over a prolonged period of time. Direct the treasurer on which obligations to pay during a state of financial crisis. Stewardship Team Leader: Inform the treasurer and team/group leaders when a financial crisis is in effect or has ended.
5. Authorize expenditures as approved by the church to meet the church's financial obligations.
6. Manage and invest all funds and financial gifts (non-material) given to the church except those given to the *Endowment Fund*.

Guidelines:

1. A majority vote of team members present is required to declare a state of financial crisis. A majority vote of team members present is required to declare an end to a state of financial crisis.
2. Guidelines for paying bills during a financial crisis shall be established in consultation with the Treasurer.

**FUNCTION: Tellers Team**

Elected Positions: The Tellers Team shall consist of two teams, each with a team leader and 3-5 additional members per team.

Tasks:

1. Count and prepare monies for deposit in the church's bank accounts.
2. Deposit all monies in the church's bank accounts.

Guidelines:

1. Each teller will assume a five year term with the option of renewing the term for one additional five year term at the request of the Member Development and Mobilization Team.
2. Each teller must exercise strict confidentiality of gifts when counting monies and preparing the offerings for deposit.
3. The Tellers Team Leader will review counting and deposit preparation procedures with the Audit Team.

**FUNCTION: Treasurer**

Elected Positions: Treasurer and Assistant Treasurer

Tasks:

1. Prepare checks to pay the salaries authorized by the church, and the bills incurred

- which are provided for in the church budget or have been approved by the church. Before payment, all bills must be approved by the group/team leader or staff minister authorized to make such purchase or incur such obligations.
2. Maintain records of all contributions, expenses, and disbursements. Keep an accurate account of all receipts and expenditures.
  3. Manage all church banking records and bank accounts. Have custody of all funds allocated for the local and current expenses of the church.
  4. Present a written report at each regular business meeting of expenses and income.
  5. Reconcile bank statements.
  6. Be the treasurer for the *Endowment Fund*.

Guidelines:

1. During a state of financial crisis, the Treasurer shall pay obligations as jointly determined by the Stewardship Team Leader and the Treasurer.

**FUNCTION: Endowment Team**

Elected Positions: Endowment Team Leader and 5 members

Ministerial Position: Pastor

Tasks:

1. Develop policies and procedures for church approval whereby property and other gifts to the *Endowment Fund* may be received, managed, and applied in keeping with the Mission Statement and Vision Statement found in the Constitution.
2. Invest the income of the *Endowment Fund* to enlarge the principal and the income to serve the future needs of the church.
3. Provide information and encouragement to church members about the opportunities for ministry through wills and estate planning.
4. Prepare a report for the annual church business meeting on the state of the *Endowment Fund*.

Guidelines:

1. Three of the six members must be Trustees due to the source of the funds.
2. The Endowment Team shall consult with the Financial Group for joint agreement on proposed policies and procedures for the *Endowment Fund* before presenting them to the church body.
3. The church treasurer shall serve as the treasurer for the *Endowment Fund*.

## PROPERTIES TEAM

**LEADERSHIP:** Team Coordinator and Assistant Coordinator  
**FUNCTIONS:** Properties

**CHARGE:** We charge you to provide facilities conducive to worship, Bible study, fellowship, and ministry. Teach us to care for our buildings and grounds as a spiritual work that reflects our devotion to God. We challenge you to seek creative ways to meet ministry needs with our facilities.

Elected Positions: 9 including team leadership

Tasks:

1. Develop and recommend policies and procedures relating to the use and management of the church properties.
2. Prepare budget recommendations for maintenance and development of properties and grounds equipment.
3. Consult with program leaders for space allocation and future needs.
4. Recommend changes in use of facilities and space.
5. Inspect all church properties periodically.
6. Develop a systematic work schedule for the custodians.
7. Maintain the buildings and grounds of the church in good condition.
8. Recommend repairs to the buildings and grounds.
9. Initiate authorized maintenance and repairs.
10. Evaluate and approve requests to alter the landscaping, the property grounds, or the interior or exterior of the buildings. Maintain the decor of all church buildings consistent with their use.
11. Receive material gifts to the church (non-monetary gifts) and put them to best use in keeping with the decor of the facilities.
12. Evaluate, prepare, and present recommendations to the church for structural changes or additions to the facilities.
13. Monitor construction for compliance with specifications.
14. Inform Trustees of the potential need to update insurance policies.
15. Issue keys to the proper persons. Account for all keys.

Guidelines:

1. Per task #1, policies and procedures must be published to provide day-to-day guidance to the church staff in handling requests for the use of church properties.
2. At a minimum, the policies and procedures in task #1 must address weddings, use of the gymnasium, and use of the church properties by non-church related organizations.



## RESOURCES GROUP

**LEADERSHIP:** Group Coordinator and Assistant Coordinator  
**FUNCTIONS:** Personnel, Communications, Records and Media Management, Baptist Life, Church Fellowship, Transportation

**CHARGE:** "We charge you to provide comprehensive administrative support to the church. To accomplish this as a church body, we charge you to a) attract and retain qualified *church staff*; b) understand group and individual needs through clear and frequent communications; c) continuously educate us and upgrade our understanding of Baptist life; d) provide quality opportunities that will enrich the fellowship of the church; attend to the transportation needs of the church."

### **FUNCTION: Personnel Team**

Elected Positions: Personnel Team Leader and 4-6 members

Ministerial Position: Pastor

Tasks:

1. Prepare and recommend an annual budget for the *church staff*.
2. Develop and recommend a salary program for the *church staff*.
3. Study and recommend the need for *church staff* positions.
4. Recruit and interview new *church employees and associate ministers* as directed by the church. Consult with the Pastor and other appropriate *groups*.
5. Prepare and maintain *church staff* job descriptions.
6. Define reporting relationships among the *church staff* and prepare an organizational chart.
7. Prepare and maintain the HRBC Personnel Policies Manual for the *church staff*.
8. Make recommendations concerning the relationship between the church and the *ministerial staff* to the church body.
9. Counsel with each member of the *church staff* at least once a year concerning duties, working conditions, equipment, compensation, vacation, and other related matters.
10. Conduct performance appraisals of the Pastor and the *church employees*.
11. Review performance appraisals of the *associate ministers*.
12. Dismiss *church employees* as necessary.

Guideline:

The team leader of the Personnel Team will serve as the Coordinator of the Resources Group and serve on the Church Council.

### **FUNCTION: Records and Media Management Team**

Elected Positions: Records Director and 2 librarians

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

1. Identify church-related minutes, documents, books, rolls, etc. needing preservation.
2. Gather and preserve historical records including documents, minutes, rolls, books, etc.
3. Set-up and maintain a safe storage system for historical records on the church property.
4. Maintain an ongoing history of HRBC.
5. Submit a historical summary of the church's life and work for the past year at the

- second quarter business meeting.
6. Record special events for historical purposes as needed.
  7. Be in charge of the church library, and make such rules concerning the purchase, care, custody and lending of the books and media and other papers of the library as may be reasonable and proper.

Guideline:

The librarians may serve without rotation.

**FUNCTION: Baptist Life Team**

Elected Positions: Baptist Life Team Leader and 2 members

Ministerial Position: Pastor

Tasks:

1. Study Baptist church life on ideas, concepts, actions, programs, and ministries being used at other churches that are having a positive impact on people's lives, that are meeting ministry needs, that are opening new mission fields to advance the kingdom of God. Periodically inform the church body of findings and provide educational forums for discussion.
2. Study Baptist denominational life for trends and issues. Periodically inform the church of findings and provide educational forums for discussion.
3. Educate church members to know and appreciate their larger heritage as Baptists.

**FUNCTION: Communications Team**

Elected Positions: Communications Team Leader and 2 members

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

1. Publicize the services and ministries of the church at the request of the *ministerial staff* or another *team*.
2. Publicize opportunities for service and ministry at HRBC.
3. Publicize mission activities within the church body.
4. Research and recommend ways to improve communications with the church body at HRBC. Implement them as approved by the church.

**FUNCTION: Church Fellowship Team**

Elected Positions: Church Fellowship Team Leader and Assistant Leader, 3 members

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

1. Assess the need for and evaluate the effectiveness of fellowship opportunities at HRBC.
2. Plan and coordinate church-wide fellowships. Cooperate with other groups or teams planning church-wide events.
3. Plan and coordinate church-wide receptions, banquets, and picnics.
4. Work with the Church Council to schedule fellowship opportunities.
5. Develop policies and procedures for use of the kitchen. Instruct users on the proper use of kitchen equipment.
6. Coordinate the use of the kitchen facilities and schedule the kitchen calendar.
7. Purchase basic kitchen supplies and maintain adequate stock. Anticipate needs and purchase supplies for special events.
8. Make recommendations to the Properties Team and Stewardship Team when new kitchen equipment is needed. Research and recommend equipment to meet the needs of the church.

9. Develop a list of volunteers to assist with fellowships. Enlist as many volunteers as needed for each fellowship event.
10. Assist, as needed, the team planning funeral receptions.

Guideline:

1. This team is not responsible to plan or coordinate social gatherings for church groups or classes.
2. The team leader will serve on the Church Council.

**FUNCTION: Information Technology Team**

Elected Positions: Team leader and 4 team members

Ministerial Position: Associate Pastor for Older Adults and Administration

Charge: We charge you to help the congregation make decisions regarding the use of information technology, the HRBC website, hardware and software. Provide tech support and training for the ministerial staff.

Tasks:

- Establish and manage a technology budget annually.
- Establish direction for technology, training needs, upgrade plans, etc.
- Keep personal computers, laptops, projectors, and software functional.
- Insure our network is functional and secure.
- Make sure the software we use is functional and efficient and that users are trained in its use.
- Set long term information technology infrastructure plans.
- Evaluate new software and technologies on behalf of staff and congregation.
- Keep HRBC website functional and fresh.
- Make recommendations to the church on how to use technology to further our collective vision for the future.

Guideline:

Because of the unique nature of this ministry, normal term limits will not apply.

**FUNCTION: Transportation Team**

Elected Positions: 5-7 including team leader

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

1. Study the transportation needs of the church and potential ministries that may require the use of church-owned vehicles.
2. Insure that the church has the vehicles and equipment to meet the transportation needs of the church. Make recommendations to the church regarding specific vehicles needed. Secure vehicles after approval by the church.
3. Equip each vehicle with emergency guidelines, a fire extinguisher, and a first aid kit.
4. Draft appropriate policies governing the use of church-owned vehicles.
5. Develop and maintain an inventory of vehicles. Maintain all keys in a secure location.
6. Create a logbook for each vehicle to record the mileage and purpose of each trip.
7. Prepare budget recommendations related to vehicles.
8. Develop and maintain a schedule of maintenance for vehicles. Keep all church-owned vehicles in good working condition.

9. Keep an up-to-date list of qualified drivers.
10. Keep vehicle registrations up to date at all times.
11. Study the insurance needs of church-owned vehicles and make recommendations to the Trustees.
12. Coordinate a calendar for reserving use of church-owned vehicles.

**FUNCTION: Security Team**

Elected Position: Security Team Leader

Other Members: Representatives from the Ushers, Deacons, Properties, and Trustees

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

1. Create and maintain a security plan for the church in the event of a natural disaster or act of terrorism on the congregation.
2. Educate specific teams and groups responsible for implementation of the security plan.
3. Educate the congregation on emergency and evacuation plans.
4. Assess and make recommendations regarding the safety and security of the campus.

Guideline:

This team will meet at least semi-annually to review the security plan.

**FUNCTION: Guest Services Team**

Elected Positions: Team leader

Other Members: Representatives from the Ushers, Deacons, Greeters, Sunday School Director, Communications, Prospect Outreach Coordinator

MINISTERIAL POSITION: PASTOR AND ASSOCIATE PASTOR FOR DISCIPLESHIP AND MISSIONS

Charge: We charge you to coordinate a collaborative effort among existing teams to improve the process of serving guests by assisting them as they worship with us and encourage them to experience opportunities provided by our faith family for growth in their relationship with God

Tasks:

- Design, implement and initialize cross-team coordination for guest services
- Work with existing teams to identify necessary improvements in regards to guest services
- Develop training material for those teams working directly with guests
- Present Guest Services information during training sessions for: parking lot attendants, greeters, ushers, Welcome Center volunteers, Sunday School Office volunteers, youth volunteers, Childrens Ministry security desk
- Communicate general Guest Services information to the general membership through the newsletters, Sunday School classes, Wednesday night dinners, small groups, emails, website and pulpit
- Once established, the team would be responsible for continued enhancement and cross-team communication as well as general membership updates as necessary

Guideline: This team is only responsible for assisting existing teams enhance collaborative effort in area of guest services.

## **MISSION STRATEGY TEAM**

**LEADERSHIP:** Coordinator, Senior Pastor, Woman's Missionary Union Director, Jerusalem Team Leader, Judea Team Leader, Ends of the Earth Team Leader, and a representative from each of the following groups: young/median adults, older adults, children/youth, and music ministries.

**FUNCTION:** Missions

**CHARGE:** We charge the members of the Mission Strategy Team to lead the congregation to become more missional, engaging in mission action at home and around the world. In addition, we charge you to lead the members of HRBC to pray for and support mission efforts locally and globally.

Elected Positions: Coordinator, Assistant Coordinator, Jerusalem Team Leader, Judea Team Leader, Ends of the Earth Team Leader, and a representative from each of the following groups: young/median adults, older adults, children/youth, and music ministries

Ministerial Positions: Pastor, Associate Pastor for Discipleship and Missions

Tasks:

1. Help cast the vision for church missions ministry.
2. Oversee all aspects of church missions work.
3. Plan and implement missions education in the church.
4. Plan and implement prayer support for missions.
5. Mobilize resources for mission projects and partnerships.
6. Identify, develop, and oversee strategic mission partnerships.

## **DISCIPLE MAKING GROUP**

**LEADERSHIP:** Group Coordinator and Assistant and Team Leaders

**FUNCTIONS:** Bible Study, Small Groups, New Members, Member Development and Mobilization, Youth Ministry, Children's Ministry, Men's Ministry, Women's Ministry, Older Adult Ministry

**CHARGE:** We charge you to help transform our congregational culture to embrace disciple making as the reason we exist as a church and to recognize it as the umbrella over everything we do. This charge includes casting the vision and implementing strategies for developing believers into committed followers of Christ. It also includes coordinating the efforts of all church ministries and age-group ministries for growing disciples and helping them find meaningful places of service.

**GROUP TASKS:**

- Help our congregation change and transition into a disciple making church where we understand we are Christ's presence in the world and where we embrace

- disciple making as our reason for being.
- Develop and lead the church to embrace and implement a disciple making strategy that will enable us to become a disciple making church.
- Clearly identify how the function of each Team within the Disciple Making Group ties to the overall disciple making strategy.
- Plan, coordinate and evaluate the fruit-bearing opportunities of the church in light of their capacity to grow disciplined disciples.
- Develop strategies to help increase the spiritual passion of the congregation.
- Monitor the implementation of and adherence to the church's Philosophy of Ministry.
- Develop tools to enable the members of the church to know where they are in their discipleship and help them identify the next growth steps to take.
- Integrate the worship function into the disciple making strategy in concert with the Worship Group.
- Evaluate all disciple making ministries at least once per year for all age groups.

**Guidelines:**

1. The Associate Pastor for Discipleship and Missions may serve as the Group Coordinator.
2. It is recommended that the Leader(s) of the Bible Study Team and the Leader of the Member Development and Mobilization Team serve as the at-large representatives of the Disciple Making Group on Church Council.

**FUNCTION: Bible Study Team**

Elected Positions: Team Leaders and age-group leaders will comprise the Bible Study Leadership Team.

Ministerial Positions: Associate Pastor for Discipleship and Missions, Associate Pastor for Youth/College and Associate Pastor for Children's Ministries

**Tasks:**

1. Determine how Bible study contributes to disciple making at HRBC and integrate its role into the disciple making strategy.
2. Equip leaders to enable contributions to the disciple making function of the team.
3. Sensitize leaders and participants to the need for small group study and encourage them to participate in accountability groups.
4. Guide and coordinate the age-group divisions to provide quality Bible study and fellowship opportunities on Sunday mornings and other times as needed.
5. Plan and coordinate outreach and assimilation efforts of all classes to effectively reach target groups.
6. Coordinate the care ministry of the classes in concert with the Deacon Ministry.
7. Enlist teachers and other leaders in cooperation with the Member Development and Mobilization Team.
8. Assess annually what the team has contributed to disciple making, what has worked, what has not worked, and what needs to be done differently.

**FUNCTION: Small Group Team**

Elected Positions: Leader and six members.

Ministerial Position: Associate Pastor for Discipleship and Missions

**Tasks:**

1. Determine how small groups fit into the disciple making strategy and equip facilitators to function accordingly.
2. Identify, enlist and train small group facilitators who are growing and are capable of

- enabling adults to move to the next level of discipleship.
- 3. Coordinate and plan small groups focused on discipleship development (including spiritual growth, support groups, and Bible studies).
- 4. Offer groups for different stages of spiritual maturity at different times.
- 5. Help guide adults to the appropriate small groups.
- 6. Develop tools to evaluate the effectiveness of small groups.
- 7. Create and execute intentional strategies and actions to increase participation.

**FUNCTION: New Member Team**

Elected Positions: Team Leader

Ministerial Position: Associate Pastor for Discipleship and Missions

Tasks:

1. Determine how the New Member Team fits into the disciple making strategy and equip leaders to function accordingly.
2. Provide a new member orientation process for those new to HRBC or for those considering membership.
3. Train a pool of leaders to effectively facilitate the new member class.
4. Give information regarding the gifts of new members to the Member Development and Mobilization Team.
5. Coordinate efforts to assimilate new members with the Deacon New Member Team.

**FUNCTION: Member Development and Mobilization Team**

Elected Positions: Team Leader and six to eight members

Ministerial Position: Associate Pastor for Discipleship and Missions

Tasks:

The Member Development and Mobilization Team will determine how its efforts fuel the disciple making strategy developed by the Disciple Making Group. Specific tasks assigned to this Team include:

1. Educate the Congregation
  - Continually educate the members of the congregation about the gifts God gives the church to empower its ministries at home and abroad.
  - Educate the congregation about the role of the Holy Spirit and prayer in understanding gifts.
  - Assure that ministry needs are publicized to the congregation.
2. Develop Member Gifts
  - Develop and implement tools to aid the members of the congregation in the discovery and deployment of their gifts.
  - Create resources that will allow the members of HRBC to communicate their sense of calling into ministry and places they feel led to serve.
  - Communicate with the leaders of the New Member Class, and assist new members in the discovery and use of their gifts.
  - Develop and give oversight to an ongoing leadership development process to prepare members to lead.
3. Mobilize the Laity
  - Serve as a “clearing house” to match the gifts and callings of members with ministry needs within the church and community.
  - Prepare a handbook outlining ministry roles in the church and community.
  - Create and maintain a computerized database of members including their gifts and the types of ministries in which they desire to serve.
  - Partner with ministry leaders and administrative leaders (communities and

teams) as they seek God-called persons who are capable of teaching, ministering, and leading. Share information discovered during the gifts development process with appropriate leaders.

- Secure qualified and gifted persons to serve as church officers.
- Prepare a listing of church officers for approval by the church at the July business meeting. Prepare a listing of persons who will serve in ministry and leadership roles for approval by the church no later than the October business meeting.

**Guidelines:**

1. Persons who serve on this team must have a passion for the life and ministry of HRBC. In addition, they must believe in and desire to develop the gifts of members.
2. The team needs to meet at least annually with all ministry and administrative leaders prior to matching people's gifts with ministry roles.

**FUNCTION: Youth Ministry Team**

Elected Positions: Team Leader

Ministerial Position: Associate Pastor for Youth & College Ministries

**Tasks:**

1. Determine how the youth ministry fits into the disciple making strategy of the church and equip leaders to function accordingly.
2. Enlist leaders to serve on the Youth Ministry Team.
3. Provide an age-appropriate discipleship ministry for students in grades 6-12.
4. Provide leadership for the Bible Study ministry with youth in concert with the Bible Study Team.
5. Develop and implement an outreach and assimilation strategy to students (for all ministries and events planned for students).
6. Plan and coordinate mission and service projects for and with students.
7. Plan and implement creative ministries with students. The focus of these ministries is to nurture the faith of the students while meeting tangible needs within the church and community.
8. Develop leadership potential in students.

**FUNCTION: Children's Ministry Team**

Elected Positions: Team Leader

Ministerial Position: Associate Pastor for Children's Ministries

**Tasks:**

1. Determine how the children's ministry fits into the disciple making strategy of the church and equip leaders to function accordingly.
2. Enlist leaders to serve on the Children's Ministry Team.
3. Provide an age-appropriate discipleship ministry for children, birth through grade 5.
4. Provide leadership for the Bible Study ministry with all children in concert with the Bible Study Team.
5. Develop and implement an outreach and assimilation strategy to children.
6. Plan and coordinate missions education and age-appropriate mission projects for children.
7. Coordinate opportunities for children's music education with the Associate Pastor for Music and Worship.
8. Provide a week-day ministry to preschoolers and their parents.



**FUNCTION: Older Adult Ministry Team**

Elected Positions: Team Leader

Ministerial Position: Associate Pastor for Older Adults and Administration

Tasks:

3. Determine how the older adult ministry fits into the disciple making strategy of the church.
4. Enlist leaders to serve on the Older Adult Ministry Team.
5. Provide a holistic ministry to and for older adults that includes:
  - Discipleship – Assess the discipling needs of older adults and work with the Bible Study and Small Group ministry to provide opportunities to meet those needs.
  - Education – Provide opportunities for older adults to prepare for the challenges and rewards of aging.
  - Missions – Work with the Mission Strategy Team to provide opportunities for older adults to engage in mission experiences locally and elsewhere. This includes homebound ministry.
  - Fellowship – Provide opportunities for older adults to fellowship with one another through periodic social events and occasional travel opportunities.
4. Support the bereavement care ministries of HRBC with specific regard to those dealing with the loss of a spouse.

**FUNCTION: Women's Ministry Team**

Elected Positions: Team Leader and six members

Ministerial Position: Associate Pastor for Discipleship and Missions

Tasks:

1. Determine how the Women's Ministry fits into the disciple making strategy of the church.
2. Enlist women to form a leadership team for this ministry.
3. Provide a holistic ministry to and for women that includes:
  - Discipleship—Assess the discipling needs of women in the church and work with the Small Group Team to design groups and experiences to meet those needs.
  - Missions—Work with the Woman's Missionary Union to teach women about missions and engage them in mission projects.
  - Support—Create opportunities designed to support and encourage women of all ages in all stages of life.
  - Outreach—Provide ministries targeted to meet the needs of women in our community.

**FUNCTION: Men's Ministry Team**

Elected Positions: Team Leader and Assistant Leader

Tasks:

1. Determine how the Men's Ministry fits into the disciple making strategy of the church.
2. Determine leadership needs and enlist men to form a leadership team for this ministry.
3. Provide leadership for specialized ministries designed uniquely for men.
4. Plan and implement discipleship opportunities for men in concert with the Small Group Team.
5. Plan opportunities for men to engage in service projects in concert with the Mission Strategy Team.
6. Plan fellowship opportunities for men.

## VISION TEAM

**Leadership: Team leader, 30-35 team members (including ministerial staff and Deacon Team Coordinator).**

**Charge: We charge the members of the Vision Team to lead the congregation in spiritual discernment regarding the future direction of HRBC. This charge includes encouraging the congregation to listen for where God is calling us, establishing priorities for living into God's calling, bringing recommendations to the congregation for implementation, and keeping the congregation aware of progress as we move ahead into the future. The Vision Team will serve as a leadership community for the congregation, and its function will be primarily spiritual in nature.**

Tasks:

1. Constantly assess the spiritual vitality of the congregation.
  - Through engagement in the life of HRBC, discern the health and spiritual vitality of the congregation. When appropriate, recommend ways to strengthen members' relationship with God and each other.
  - Assess how well HRBC is living into the Great Commandment and the Great Commission. Keep the members of HRBC aware of our efforts to become a missional congregation.
  - Determine how well the congregation is connecting with people in our community who need a relationship with Jesus Christ.
  - Monitor the congregation's faith and capacity for taking risks for the kingdom.
  - Stay aware of cultural shifts that might affect the ministries of HRBC.
2. Lead the congregation to discern a clear and guiding vision for the congregation.
  - Lead the congregation to discern the direction God is leading by engaging in prayer and other spiritual disciplines.
  - Clearly articulate that direction to the congregation.
  - Keep the vision continually in front of the congregation as a guiding force for change.
  - Regularly update the vision as God leads and secure congregational support for and investment in the direction we are moving together.
3. Work with/through existing congregational leadership to accomplish the vision.
  - Recommend strategic initiatives that enable the congregation to move in the direction we sense God calling us.
  - Once tangible goals or strategies are established by the church, the Church Council will assign accountability to the appropriate leadership group or team for implementation.
  - Groups or teams regularly report progress toward goals to the Church Council.
  - As necessary, the Church Council may recommend to the church the formation of a new team to carry out a specific function if no existing team or group seems appropriate for the assignment.
4. Report progress to the congregation at quarterly business meetings.
  - The Vision Team will meet regularly to assess progress toward church-approved goals.

- During each quarterly business meeting, the Vision Team will keep the congregation aware of our faithfulness to God's call. Hearing how HRBC is living into God's call will be a priority agenda item at each business meeting.
  - The Vision Team will recommend vision adjustments to the congregation for adoption and implementation.
5. Lead the congregation to celebrate every step toward our God-given vision.

**Guidelines:**

1. Persons who serve on this group must clearly demonstrate commitment to the future life and ministry of HRBC.
2. Team members must be spiritually mature, evidence spiritual growth, exhibit positive attitudes, and meet biblical expectations of a deacon. In addition, anyone considered for this team must be visionary and believe in HRBC's ability to hear, discern and act on God's future for our congregation.
3. Members of the Vision Team will represent a broad cross section of the congregation in terms of age, gender, and congregational tenure.
4. A layperson will serve as team leader.
5. The Deacon Leadership Team will enlist membership and leadership for the Vision Team. The Deacon Ministry Coordinator will automatically serve on the Vision Team.

### **CHILD DEVELOPMENT CENTER TEAM**

**Elected Positions: Child Development Center Director and 4-6 members**

**Ministerial Position: Associate Pastor for Children's Ministries**

**Tasks:**

1. Serve as an advisory team to the Child Development Center.
2. Make recommendations to the church on behalf of the CDC.
3. Provide an annual review of the CDC budget and enrollment.

**Guidelines:**

1. It is recommended that the team consist of both HRBC and non-HRBC members and at least one CDC parent.
2. It is recommended that Personnel provide a member to serve on this team in an advisory capacity.
3. Non-HRBC members may serve less than a full three-year term.

### **WORSHIP ASSISTANCE GROUP**

**LEADERSHIP: Group Coordinator and Assistant Coordinator**

**FUNCTIONS: Audio Services, Decorations, Ushers, Ordinances, Music, Child Care and Spiritual Growth**

**CHARGE: The worship of God is the heart of the Christian's experience in the church. We charge you to evaluate and enhance the worship involvement of all participants.**

**FUNCTION: Audio Services Team**

Elected Positions: Audio Services Team Leader

Ministerial Position: Associate Pastor for Music and Worship

Tasks:

1. Audio Services Director: Enlist church members to serve as technicians.
2. Audio Services Director: Direct and coordinate technicians.
3. Provide for the operation of the sound system in the sanctuary.
4. Record church services as directed by the *ministerial staff* or the Missions Team or the Disciple Making Group.
5. Implement a maintenance program for the upkeep of the sound equipment.
6. Recommend changes to the sound system.
7. Photograph new church members.

### **FUNCTION: Decorations Team**

Elected Positions: Decorations Team Leader

Ministerial Position: Associate Pastor for Music and Worship

Tasks:

1. Provide for the decoration of the sanctuary as directed by the Worship Assistance Group.
2. Direct the decoration of all buildings for seasonal emphases.
3. Provide decorations in the Family Life Center or Multi-Purpose Room for special events.
4. Coordinate the decoration of buildings with the church staff and lay leaders responsible for special events.

### **FUNCTION: Ushers Team**

Elected Positions: Ushers Team Leader and Assistant Leader

Ministerial Position: Associate Pastor for Music and Worship

Tasks:

1. Ushers Team Leader: Enlist church members to serve as ushers.
2. Ushers Team Leader: Direct and coordinate those greeting and ushering at worship services.
3. Prepare pews and pew racks for church services.
4. Greet people as they enter and exit church services.
5. Hand out bulletins and locate hymnals when needed.
6. Count the number of people present in church services.
7. Assist people in finding a seat in the sanctuary.
8. Monitor sanctuary environment during church services.
9. Take up offerings during church services.
10. Assist the *ministerial staff* or Moderator during church services as needed.

### **FUNCTION: Ordinances Team**

Elected Positions: Ordinances Team Leader and 2 members

Ministerial Position: Associate Pastor for Music and Worship

Tasks:

1. Assist the Pastor and baptismal candidates in the ordinance of baptism.
2. Prepare the memorial supper and maintain the trays, cups, and linens.

Guideline:

The elected positions must include 1 male and 1 female to assist in the ordinance of baptism.

### **FUNCTION: Music Team**

Elected Positions: Music Team Leader, President of Chancel Choir, 3 members

Ministerial Positions: Associate Pastor for Music and Worship

Tasks:

1. Have general charge of the music program of the church.
2. Assist the Associate Pastor for Music & Worship in planning, coordinating, evaluating the music program of the church.
3. Assist the Associate Pastor for Music & Worship in developing and recommending a budget for music ministry.
4. Recommend the employment of any permanent accompanists to the personnel group. The accompanist(s) shall be responsible to the Music Team for the faithful performance of duties.
5. Take care of the musical instruments, the sheet music, the hymnals and other equipment and material related to the music program. Schedule tuning and maintenance for the musical instruments as necessary.
6. Make decisions on requests to use any musical instruments by anyone other than the paid musicians(s) or a person authorized by the Associate Pastor for Music and Worship and/or the Pastor.

Guidelines:

1. At least two elected members may not belong to any of the choir(s) nor may they be serving in music leadership positions in the church.
2. The Associate Pastor for Music & Worship may serve as the Music Team Leader.

#### **FUNCTION: Child Care and Spiritual Growth Team**

Elected Positions: Child Care Team Leader and 2 members

Ministerial Positions: Associate Pastor for Children's Ministries

Tasks:

1. Director: Enlist, direct, and coordinate workers for childcare.
2. Director: Enlist, direct, and coordinate workers for the spiritual growth of children through worship.
3. Director: Arrange for nursery care to be provided during the regular services of the church and as requested by Church Council.
4. Establish policies for childcare.
5. Provide quality care and supervision of preschool children.
6. Plan and conduct worship experiences for children suitable to their age.

### **DEACON MINISTRY**

**DEACON QUALIFICATIONS AND EXPECTATIONS** A person who serves as a Deacon at Huguenot Road Baptist Church should possess the following qualities:

- Be a growing Christian.
- Have a willingness to serve.
- Be faithful in attendance and support of HRBC ministries.
- Practice biblical stewardship.
- Be willing to train for more effective ministry.
- Hold spiritual standards in keeping with 1 Timothy 3:8-13.
- Be willing to serve on a Deacon Ministry Team.
- Be willing to faithfully carry out the duties associated with a specific Deacon ministry role.
- Be willing to conduct his/her life in ways that will bring honor and glory to the cause

of Christ.

- Be willing to attend Deacon's meetings and other functions sponsored by the Deacons.

**CATEGORIES** There shall be four categories of Deacons at Huguenot Road Baptist Church:

Active – A Deacon who a resident member of the church and has been elected to serve a term of three years or to fill an unexpired term.

Apprentice – A resident member of the church who has been elected to serve as a Deacon and has not been ordained as a Deacon by Huguenot Road Baptist Church. The apprenticeship last for one year.

Reserve – A Deacon who has been ordained a Deacon by Huguenot Road Baptist Church, has served a three-year term on the Deacon Team, is a resident member of the church, regularly attends church activities and is not currently an Active Deacon.

Emeritus – A Deacon who has been ordained a Deacon by Huguenot Road Baptist Church and has served a three-year term on the Deacon Team who wishes to be no longer considered to service as an Active Deacon and has been elected to Emeritus status by the church.

**LEADERSHIP** The Deacon ministry will be administered through a Deacon Leadership Team comprised of a Deacon Ministry Coordinator, an Assistant Deacon Ministry Coordinator, a Deacon Ministry Secretary and the Team Leader from each ministry team. The Deacon Ministry Coordinator , Assistant Deacon Ministry Coordinator and Deacon Ministry Secretary will be will be elected by the Deacon Ministry Team in December of each year to serve a one year term during the succeeding calendar year. The Leaders of the various ministry teams will be appointed by the Deacon Ministry Coordinator in consultation with the Senior Pastor.

**DEACON ELECTION** The Deacon Nominating Team is appointed by the Deacon Ministry Coordinator in consultation with the Assistant Deacon Ministry Coordinator and the Senior Pastor, at the September Deacons' meeting and announced to the church the following Sunday. The Assistant Deacon Ministry Coordinator serves as team leader. In addition to its leader, the team consists of one representative of the adult Bible Study, one representative of the church's missions organizations, two Deacons, and two church members at large.

A four-week period for nomination follows the announcement of the team. All church members are invited to nominate those eligible for service as Deacons. Deacon nominating forms will be available throughout the church and online. Paper forms must be placed in a designated box.

Immediately after its appointment, the Deacon Nominating Team begins to seek Reserve Deacons to return to the active service. The intention is to assure that all who have been ordained have an opportunity to serve again. To achieve that, a list of all Reserve Deacons is provided to the church membership. Following this, a time of prayer and discernment for selection of those to serve begins.

After nominations are closed in mid-October, the team begins to meet, with meetings being in person whenever possible. The team proceeds by first verifying that those nominated qualify under the Deacon Functions and Qualities as set forth in the Deacon Ministry Resource Guide. Next the team sends the list to the Senior Pastor for input.

Following this, a time of prayer and discernment for selection of those to serve as new Deacons begins. The Nominating Team will meet in person with each nominee as part of the discernment process. All members of the Deacon Nominating Team will share in the responsibility of contacting those invited to serve as new Deacons and those asked to return to the active service.

To maintain an active body of Deacons of approximately 30, the Deacon Nominating Team makes a list of approximately 10, including Apprentice Deacons and Reserve Deacons. The ideal balance is two Apprentice Deacons and eight Reserve Deacons. Because the intent is to maintain a Deacon Ministry Team representative of HRBC with respect to age, gender, race, etc., these numbers may vary.

The process for selecting this list includes the prayerful discernment of the Deacon Nominating Team, Senior Minister, those who make the nominations, and of those who are nominated – both Apprentice Deacons and Reserve Deacons returning to active service.

The final list of all nominees, including a short biographical sketch, is provided to church members no later than the first Sunday in December. The vote is held on the third Sunday in December at both services. A majority vote of the members present constitutes election of each Deacon.

**DEACON VACANCIES** In the event of a Deacon vacancy, the Deacon Leadership Team will secure the services of a Reserve Deacon to fill the unexpired term. After completing the unexpired term, that Deacon is eligible to be considered for a full three-year term.

**EMERITUS STATUS** Any Active or Reserve Deacon, who has served as least one three year term of office, may petition the Deacon Ministry Team for Emeritus status as a result of age, health, personal reasons. Concurrent with the election of new Deacons in December of each year, the Deacon Ministry Team will recommend to the church that Emeritus status be granted to those seeking and qualified for such status.

**ORDAINATION** An Apprentice Deacon seeking ordination to full Deacon status, shall present himself to an Ordaining Council at the regularly scheduled Deacon's meeting in January following his year of apprenticeship. The Ordaining Council shall consist of all Active Deacons and ordained members of the ministerial staff. The Ordination Service for those recommended by the Ordaining Council shall occur on the following Sunday.