

DOCUMENT 4: POLICIES AND PROCEDURES

Part 1: Ministry Team Structure and Policies

Section 1: Policies for Ministry Teams (to be presented at April 7 Business Meeting)
Currently under review by the various teams and subject to change.

A. Discipleship Team Structure and Policies

1. Purpose: The Discipleship Team will glorify the Lord by equipping the body of Christ to make disciples through the faithful teaching of God's Word.

Discipleship Team terms of service:

Team leader	1 year with approval of congregation
Assistant Team Leader	1 year with approval of congregation
All other Leadership Team members	1 year with approval of congregation
Ministry Team Leaders*	1 year with approval of congregation

Vacancies in the Leadership Team will be reviewed by that team and a nomination will be brought to the MCT if a replacement is deemed necessary for the remainder of the term.

2. Team Member Qualifications

Leadership Team Qualifications

- Member of SHBC
- Not in a leadership position on another team
- Maintaining a lifestyle and conduct consistent with glorifying God

Ministry Team Leader Qualification

- Member of SHBC
- Maintaining a lifestyle and conduct consistent with glorifying God

Responsibilities of the Team Leader

- Provide leadership to the Discipleship Team
- Schedule and lead Leadership Team meetings.
- Approve curriculum changes in coordination with Pastor Bob
- Coordinate and communicate with other teams. Participate with the MCT.
- In the event the Team Leader makes a decision on behalf of the Discipleship Leadership Team, the Team Leader shall notify the Leadership Team by email or at the next team meeting. Every effort will be made to involve the Discipleship Leadership Team prior to making significant commitments.

Responsibilities of the Assistant Team Leader

- Actively participate on the Leadership Team.

- Be open to assuming the Team Leader position and actively pursue skills and information to that end.
- Attend MCT meetings in absence of Team Leader and as appropriate.
- Lead the team in the absence of the Team Leader.

Responsibilities of Team Leadership

- Develop written procedures and processes to support team mission as assigned.
- Identify and nominate Leadership Team members.
- Discuss roles and responsibilities with each potential Leadership Team
- Attend Discipleship Leadership Team meetings.
- Mentor and encourage team members.
- Develop/implement special training opportunities as needed.
- Assist individuals to develop and implement new ministries
- Develop plan for filling in for absences within the team.
- Propose curriculum changes for review.
- Administrative requirements:
 - Develop and maintain team calendar
 - Develop budget to submit to Administrative Team
 - Prepare and present reports as required for business meetings, including the annual report.
 - Set goals, develop measurement of goals, evaluate performance, and recommend adjustments.
- Coordinate and communicate with Ministry Leaders and within the Leadership Team
- Identify potential future ministry leaders.
- Identify ministry leaders, teachers, and leadership team members to fill Discipleship Team positions.
- Annually establish team size (minimum of 3) and representation make-up prior to the nomination process.

Responsibilities of Ministry Leaders

- Perform responsibilities of their ministry
- Participate in the annual goal setting and evaluation of program effectiveness.
- Participate in the budgeting process.
- Communicate with Leadership Team needs and information.
- Mentor and encourage members of their ministry.
- Develop skills to perform their mission more effectively.

3. Discipleship Leadership Team Charter

- The Discipleship Leadership Team will seek God’s will for the team and will ensure each action undertaken is consistent with Scripture, the church constitution, and the church bylaws.
- The Discipleship Leadership Team will strive to make decisions by consensus. If a vote is required to make a decision, a 2/3 majority of those present or voting is required to pass.
- The Discipleship Leadership Team will make recommendations to fill positions within all SHBC ministries involved in teaching God’s Word.
- The Discipleship Leadership Team will endeavor to move leaders and members to greater Biblical knowledge, greater love of God and fellow believers, and greater commitment to service.
- The Discipleship Leadership Team will support teachers and workers in the following areas:
 - Training
 - Mentoring
 - Encouraging
 - Communicating
 - Listening
 - Establishing processes and procedures
- The Discipleship Leadership Team will solicit the involvement of members of the Discipleship Team in the evaluation of programs, in goal setting, and in identifying ministry needs.
- The Discipleship Leadership Team will review curriculum, accept feedback, and make recommendations as necessary to ensure continual learning of God’s Word for believers of all levels of maturity.
- The Discipleship Leadership Team will develop a process to ensure God’s Word is faithfully proclaimed in every ministry the Team oversees.
- The Discipleship Leadership Team will facilitate providing resources and support to approved new programs designed to teach God’s Word and will encourage leaders and workers in each program.
- The Discipleship Leadership Team will communicate and coordinate with other Teams.
- The Discipleship Leadership Team will endeavor to minimize the time required for administration.
- The Discipleship Leadership Team will, as appropriate, identify potential leaders and assist them in finding mentors and developing their leadership abilities.

B. Fellowship Team Structure and Policies

1. Purpose: to encourage and coordinate biblical fellowship for our local church believers and as a means of outreach to non-members and non-believers.

2. Structure: the Fellowship Team will have a Team Leader, elected annually by the church and a leadership team elected annually by the church which shall oversee fellowship ministries. The Team shall select, in addition to the Team Leader, such officers as it needs to carry out its work.

3. Duties: The following duties, and any others necessary to foster biblical fellowship, shall be carried out by the Fellowship Team.

- The Fellowship Team will oversee meals and service for funerals.
- The Fellowship Team will oversee the kitchen and see that it is properly stocked, supplied and managed. It shall also set such policies as are necessary for the proper operation of the kitchen.
- The Fellowship Team will schedule, oversee and operate such churchwide fellowship events as it deems necessary.
- The Fellowship Team will establish, operate and oversee a small group ministry in accord with the needs of the church.
- The Fellowship Team will give whatever assistance or oversight is necessary to hold bridal and baby showers and shall establish any policies related to their operation in the church.
- The Fellowship Team will oversee and perform such ministries as necessary to establish and maintain biblical fellowship in the church.

C. Worship Team Structure and Policies

1. Leadership

- a. As described in the church bylaws, the Worship Team will be led by its team leader, elected by the church, working in cooperation with the Senior Pastor or his designee.
- b. In addition, the Worship Team will have a leadership council, made up of the following leaders: Worship leaders for the 8:30 service, the 11:00 service and the 6:30 PM service, a leader from Children's worship ministries (Nursery and Children's church) the leader of the ushers/greeting ministry, a leader of the technology ministries (audio/visual/network/website, etc), and any such leaders as the Worship Team deems necessary.

2. Responsibilities

Each of these ministry area leaders will be responsible to see that their ministries are carried out effectively under the authority oversight of the Worship Team and in coordination with the other Worship Team ministries.

- a. The leaders of the various worship services shall work with the Pastor, who retains authority over the operation of the worship services, to see that all the support ministries including music are performed effectively.
- b. The leader of the Children's Worship ministries will see that children are ministered to and cared for in the appropriate manner. They shall recommend policies and procedures for carrying out these ministries and oversee staffing of those ministries.
- c. The leader of the ushers will oversee and coordinate the greeting, ushering and welcome center ministries.
- d. The leader of the technology ministry will oversee the management of the sound system, the operation of the church website, and all technological aspects of sermon recording, transmission and duplication.

3. Nursery Policies and Procedures

a. Purpose Statement - The SHBC nursery will provide childcare for children through five years of age for all attenders during our morning worship services.

b. Operational Policies

- 1) All nursery volunteers will submit to background checks before beginning to serve in the nursery, in accord with the church's established policies.
 - A date will be set for current children's workers by which they must have a background check to continue serving in the nursery. After that date, no one will serve until the background check is completed.
 - A new background check will be performed at least every five years, as determined by the Worship Team. If a person leaves the church or moves, then returns, a new background check is required.
 - Background checks performed by other companies or employers will not be accepted unless they are sent directly from that company or employer to the church.
- 2) A minimum of two volunteers will serve in the nursery each shift. It is preferable that these volunteers not be related by blood or marriage.
- 3) Volunteers will not administer medicine under any circumstances.
- 4) Each child must be registered before being left in the nursery.
- 5) Each child will be checked in upon arrival and checked out upon departure, by a responsible party.
- 6) Procedures for diaper changing and toileting children, for medical emergencies, natural disasters and anything else deemed necessary will be clearly posted in the nursery and will be carefully followed by volunteers.
- 7) If the nursery is used for any other function, i.e. an activity not part of the worship services, the nursery leader must be notified in advance to make arrangements.

4. Children's Church Policies and Procedures

a. Purpose statement- A children's church program will be provided for children, kindergarten through 4th grade, during the 11:00 worship service. Parents/guardians of the children may decide if the children will attend children's church or remain in the adult worship service.

b. Operational Policies

- 1) All volunteers who work with children's church shall have a background check performed before beginning to serve in this ministry, in accordance with established church policy.
 - A date will be set for current children's workers by which they must have a background check to continue serving in the nursery. After that date, no one will serve until the background check is completed.

- A new background check will be performed at least every five years, as determined by the Worship Team. If a person leaves the church or moves, then returns, a new background check is required.
- Background checks performed by other companies or employers will not be accepted unless they are sent directly from that company or employer to the church.

2) All children shall be registered by a parent or guardian prior to attending Children's Church.

3) Policies for gathering the children from the adult worship service for Children's Church and dismissing them at the conclusion of the service will be established by the Worship Team and carefully followed.

4) A minimum of two adults, preferably not related by blood or marriage, will serve at Children's Church.

5) Greeting Ministry (Ushers/Greeters/Welcome Center) Policies and Procedures

a. The purpose of this ministry is to ensure that attenders of each worship service are properly made welcome, that they are given appropriate information, e.g. bulletins, nursery location, etc., for the service, that they find seating, and that any special needs they have are met appropriately.

b. Two ushers should remain in the lobby area during the service, to assist with whatever needs arise. Every 15 minutes or so, one should take walk through the building and check the parking lots to see that all is in order.

6) Technology Ministry – will oversee, within church policy and under the oversight of the Worship Team, the development, maintenance and use of technology to aid the church in its mission.

D. Prayer Team Structure and Policies

1. Structure: The Prayer Team will have a Team Leader, elected annually by the church, and a leadership team also elected annually by the church. They shall work together to encourage the members of Southern Hills Baptist Church to engage in fervent prayer and to provide such resources, training and encouragement as are needed to carry that ministry out effectively.

2. The Prayer Team will carry out their duties as follows:

- They will see that an effective prayer chain is maintained including current email method and other methods as the Team deems necessary and prudent.
- To provide opportunities for fervent prayer.
- To provide such materials, training and encouragement as are necessary to develop an effective prayer strategy for the church.

E. Outreach Team Structure and Policies

1. Structure: The Outreach Team will be chaired by a Team Leader elected annually by the church. It will also have a leadership team elected annually by the church, which will be divided into two work groups. One, the Mission Group, will focus primarily on local missions and ministry support. The other, the Evangelism Group, will focus on evangelistic efforts and training. They will have such joint meetings as are necessary to carry out their work, and shall elect such leaders and officers as they deem appropriate, from the leadership team.

The two sub-groups will work together as one leadership group to coordinate and effectively carry out all the ministries of the Outreach Team.

2. The Missions Group will focus on the following responsibilities:

- Recommend to the church its missions percentages for its annual budget.
- Promote Southern Baptist missions efforts, setting goals for the Lottie Moon Christmas Offering for International Missions, the Annie Armstrong Easter offering for North American Missions, and the Hyde State Missions Offering (in September). They will also help to educate people about the Cooperative Program and promote missions giving.
- Administer the Local Missions fund and decide what local ministries, missionaries, or Christian organizations will receive support from that fund. Regular reports should be made to the church concerning where the Local Missions funds are being spent. The Local Missions fund will also be used to fund projects of the Evangelism Group, as needed. All missionaries and ministries supported should be in general agreement with the doctrine and practices of this church.
- Serve as liaison between Southern Hills and any mission churches that are supported or sponsored by the church, including the Korean Baptist Church.
- Perform such missions education as is deemed necessary to keep the church properly informed and enthused about local, national and world missions.
- Oversee and operate, in coordination with the Fellowship Team, the annual missions banquet.
- Oversee and facilitate missions trips.

3. The Evangelism group will focus on the following responsibilities:

- Develop a comprehensive strategy to evangelize Siouxland.
- Prepare and provide such evangelistic training for the church as is deemed necessary by the group.
- Organizing and operating, in coordination with the Fellowship Team as necessary, evangelistically oriented events.
- Purchase and coordinate the distribution of tracts as is deemed necessary.
- Public event evangelistic efforts (fairs, parades, etc).

- Serve as liaison between the church and the Park Fellowship Ministry.
- Serve as liaison between the church and the Upward Sports Ministry.
- Cooperate with local ministries and churches of like mind in evangelistic efforts in the Siouxland area, as is deemed prudent by the group.

F. Administrative Team Structure and Policies

Administrative Team structure and policies are spelled out in the Bylaws.