

**O'Fallon  
Church of Christ**

# MINISTRY MANUAL

2007



O'Fallon Church of Christ  
8576 Veteran's Memorial Parkway  
O'Fallon, MO 63366  
(636) 272-3080; (636) 474-3081

[www.simplechristianity.com](http://www.simplechristianity.com)

## *The ABCs of Simple Christianity*

We at the O'Fallon church of Christ believe that, "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness," *2 Timothy 3:16*. It is from scripture that we derive our congregation's vision and guide for all that we do personally and corporately:

*"At the O'Fallon Church of Christ, our first priority and privilege is **adoring God** with all our hearts, souls and minds. Through His power we are **building up the saints** to spiritually mature in our own relationship with Him and each other, preparing ourselves to reach out to our community and the world with the goal of **creating disciples** for Jesus Christ through the sharing of the gospel of his love for all mankind."*

We call this "The ABC's of Simple Christianity." Our vision springs forth from three basic components that we feel represent the totality of our responsibility to God and to each other.

### **Adoring God**

Matthew 22:37-40 reveals to us that the greatest command we as Christians have is to love God with everything we have and everything we are. A close companion and even component of this command is that we love one another. 1 John 4:20 tells us that loving God is impossible without loving each other.

### **Building Up The Saints**

1 Thessalonians 5:9-11 teaches us that God has provided salvation for those who accept it. This is only possible due to the most miraculous gift any of us can ever receive: the death, burial and resurrection of our Lord and Savior, Jesus Christ. It is with this knowledge, understanding and belief that we are to edify or build each other up.

### **Creating Disciples**

Matthew 28:19 imparts to us some of the last words Jesus spoke before his ascension to the right hand of the Father. He instructed us to go to all nations and make disciples. We often refer to this as "The Great Commission" and count it among our most important duties as Christians.

The purpose for all things we do is to bring glory and honor, not to ourselves but to God. We hope, trust and pray that you will share in our vision and join us in our mission to glorify God.

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# Staff Contact List

## Deacons

Scott Adair	314-704-4352	scottpadair@yahoo.com
Jack Booker	636-240-5994	no email account
Allen Burnett	636-936-0707	allen.burnett@charter.net
Gryf Ketcherside	636-946-1052	gketcher@swbell.net
Bob Migliavacca	314-452-7539	bob-migliavacca@yahoo.com
John McClellan	314-520-5749	jpmcclellan@charter.net
Andy McCown	636-327-1989	amccown@msn.com
John Myers	636-922-2109	johnmyers2@charter.net
Anthony Quintana	314-609-5261	sccr2ya@yahoo.com
Scott Rank	636-272-0273	drank@centurytel.net
Mark Sieh	636-281-3776	mksieh@charter.net
Brad Ware	636-947-0232	bradware@sbcglobal.net
Lincoln Yowell	636-294-1301	lcaryy65@yahoo.com

## Elders

Burney Baggett	636-387-6260	lbmdbaggett@wmconnect.com
Robert Edwards	636-980-3889	robert.c.edwards@saic.com
Gary Horn	636-300-0312	garyhorn@prodigy.net
Grant Kniffen	636-240-9833	kniffeng@yahoo.com
Ken Longar	636-288-5926	jklongar@msn.com
Charles Ontiveros	636-639-6334	rr.ontiveros@yahoo.com
Jim Stewart	636-926-2803	JStew4701@yahoo.com

## Ministers

Reiders Abel	636-272-8625	rl.abel@yahoo.com
John Burnett	636-294-6161	johnburnett@pobox.com
Lee Lewis	314-517-2198	Lee@simplechristianity.com
Nate Reiser	636-541-3205	Nate@simplechristianity.com

## Office Staff

Debbie Nguyen	636-272-3080	churchcentral@msn.com
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# Ministry Teams

<b>OUR VISION:</b>			
<b>Adoring God</b>			
<b>Ministry</b>	<b>General Responsibilities</b>	<b>Deacons and Ministry Team</b>	<b>Elder Contacts</b>
<b>Worship</b>	<b>Worship, Nursery</b>	Scott Adair (deacon) Jack Booker (deacon) Lee Lewis (minister) Mark Miller, Ray Duke, Angela Burnett	Gary Horn Charles Ontiveros (2 <sup>nd</sup> )
<b>Building up the Saints</b>			
<b>Ministry</b>	<b>General Responsibilities</b>	<b>Deacons and Ministry Team</b>	<b>Elder Contacts</b>
<b>Fellowship and Involvement</b>	<b>Family Life Activities, Life Groups, Involvement</b>	Rieders Abel (minister) Andy McCown (deacon) John Myers (deacon) Lincoln Yowell (deacon) Julie Edwards, Mary Dell Baggett, Rinda Ontiveros, Lisa Caldwell	Robert Edwards Grant Kniffen
<b>Communications</b>	<b>Communications and Website</b>	Scott Rank (deacon) Brad Ware (deacon) Debbie Nguyen (staff) Ted Rood, Shelly Lewis, Belinda Manis, Mark Moreland, Darren Trager	Charles Ontiveros Gary Horn (2 <sup>nd</sup> )
<b>Operations</b>	<b>Finance, Facilities</b>	Anthony Quintana (deacon) Stan Schwartz, Rich McElroy, Joe Burcham, Gordon Montgomery	Jim Stewart Ken Longar (2 <sup>nd</sup> )
<b>Creating Disciples</b>			
<b>Ministry</b>	<b>General Responsibilities</b>	<b>Deacons and Ministry Team</b>	<b>Elder Contacts</b>
<b>Outreach</b>	<b>Missions, Visitation, Benevolence</b>	John Burnett (minister) Mark Sieh (deacon) John McClellan (deacon) Bob Migliavacca (deacon) Ron Nissing, Jo Longar	Ken Longar Burney Baggett (2 <sup>nd</sup> ) Jim Stewart (2 <sup>nd</sup> )
<b>Education</b>	<b>Adult, Youth and Children's Education, Power Hour, Learning Place Preschool</b>	Nate Reiser (minister) Allen Burnett (deacon) Gryf Ketcherside (deacon) Lee Lewis (minister) Genia McCown (LPP) Nyla Stewart	Burney Baggett, Grant Kniffen (2 <sup>nd</sup> ) Robert Edwards (2 <sup>nd</sup> )

# Outreach

**Deacons:** Mark Sieh  
John Burnett  
John McClellan  
Bob Migliavacca

**Team:** Ron Nissing  
Jo Longar

**Elders:** Ken Longar (primary)  
Burney Baggett (2<sup>nd</sup>)  
Jim Stewart (2<sup>nd</sup>)

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## Purpose Statement

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- ❑ To fulfill the Great Commission of Jesus Christ, who instructed us to take the Gospel (Good News) to the entire world.
- ❑ To tell O’Fallon and the surrounding community about the Good News of Jesus Christ and the salvation that comes from His shed blood.
- ❑ To support missionary work throughout the world.
- ❑ To meet the physical needs of those requiring help in this community and beyond so that people may be drawn to God through the example of Christian love.

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## Supporting Scriptures

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**Matthew 28:18-20** 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 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.”

**John 4:35** Jesus said, “I tell you, open your eyes and look at the fields! They are ripe for harvest.”

**Matthew 9:37-38** Then Jesus said to His disciples, “The harvest is plentiful but the workers are few. Ask the Lord of harvest, therefore, to send out workers into the harvest field.”

**Isaiah 55:11** “so is my word that goes out from my mouth: it will not return to me empty, but will accomplish what I desire and achieve the purpose for which I sent it.”

**2 Corinthians 9:13** Because of the service by which you have proved yourselves, men will praise God for the obedience that accompanies your confession of the gospel of Christ and for your generosity in sharing with them and with everyone else.

**1 Corinthians 15:58** Always give yourself fully to the work of the Lord.

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## General Responsibilities

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### Missions / Evangelism

- Develop methods of reaching the community with the Good News
  - Coordinate ministry to the Nursing Home
  - Facilitate outreach that touches life needs such as the Teddy Bear Ministry, marriage seminars, money management seminars, internet safety seminars, etc.

- Coordinate Vacation Bible School
- Develop effective methods of world evangelism
  - Coordinate support for work in Ukraine, Mexico
  - Coordinate work with World Bible School
- Help members see the harvest, encourage each member to participate in some form of evangelism

### **Visitation**

- Develop and maintain a plan to record and track guest attendance
- Encourage guests to attend a Seeker Bible Study, and conduct Seeker Bible Studies

### **Greeting**

- Insure all visitors are greeted warmly when they come to O'Fallon

### **Benevolence**

- Screen requests for benevolence or other assistance
- Be a point of contact for Disaster Relief, Christian Family Services, HOPE Food Pantry, NA Support Group, AA Support Group and other ministries that seek to facilitate touching the lives of people outside our congregation.
- Facilitate arrangements for special needs within our congregation, such as transportation for shut-ins, 2<sup>nd</sup> Hand Day for exchanging clothes

### **General Team Responsibilities**

- Formulate an annual budget
- Provide monthly information to the Communications Team to be communicated to the congregation on successes and needs
- Provide annual updates to the Communications Team for the Ministry Manual
- Provide opportunities for everyone to get involved
- Pray (for guidance, receptive hearts, workers, resources)

## **A Statement from the Ministry Team**

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Jesus had all authority (Matthew 28:18-20) and gave the apostles the command to go, make disciples, baptizing and teaching them. This is a command for each member of O'Fallon Church of Christ to use his or her talents to help spread the Gospel. Each guest that we have is God-sent and we should treat him or her as being special.

Our vision for the O'Fallon Church of Christ is to be a church that makes a difference in the lives of people. We want to help meet the needs of each person whether it is spiritual or physical. This includes not only leading them to a personal relationship with Christ as their Savior, but also helping them in other ways to solve some of the situations that exist in their lives. It is not too difficult to come to church on Sunday and Wednesday. However, Jesus commands us to show his love and spread the Word at all times. Our vision is for all members to become involved in reaching out to our community.

## **Goals**

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### **Missions and Personal Evangelism**

- Conduct at least one local outreach event annually

- Organize a Vacation Bible School at least every other summer in a setting where both children and parents can come to know Christ
- Coordinate at least one world outreach event annually
- Teddy Bear Ministry goal?
- Involve X members in evangelism

### **Visitation**

- Tracking goal?
- Involvement goal?

### **Greeting**

- Have at least two greeters scheduled each Sunday morning

### **Benevolence**

- Goals?

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers

# Communications

**Deacons:** Scott Rank  
Brad Ware

**Elders:** Charles Ontiveros  
Gary Horn (2<sup>nd</sup>)

**Staff:** Debbie Nguyen

**Team:** Ted Rood  
Shelly Lewis  
Belinda Manis  
Mark Moreland  
Darren Trager

## Purpose Statement

- ❑ Develop and facilitate an effective, economical means of communication.
- ❑ To reach the families of St. Charles County area and the world, inviting them to worship and study the word of God with us, and offering assistance with their life needs with the hope that they may come to know the Lord, believe in Him, repent, be baptized and be saved.
- ❑ To keep the body of the O'Fallon Church of Christ informed, so that we may do a better job of working together to fulfill our vision of being the people of God, the Body of Christ, and making a difference in the lives of people within the church family and within our community.

## Supporting Scripture

**Luke 14:12** Then Jesus said to his host, “When you give a luncheon or dinner, do not invite your friends, your brothers or relatives, or your rich neighbors; if you do, they may invite you back and so you will be repaid. But when you give a banquet, invite the poor, the crippled, the lame, the blind, and you will be blessed. Although they cannot repay you, you will be repaid at the resurrection of the righteous.”

**1 Thessalonians 3:6-7** But Timothy has just now come to us from you and has brought good news about your faith and love. He has told us that you always have pleasant memories of us and that you long to see us, just as we also long to see you. Therefore, brothers, in all our distress and persecution we were encouraged about you because of your faith.

## General Responsibilities

### **Includes, but is not limited to:**

- Develop and facilitate an effective means of communication within the church family
- Coordinate advertising and public relations for the church to reach the church family and outside community promoting Simple Christianity
  - Brochures
  - Flyers posted in grocery stores, libraries, etc.
  - Newspaper, television or radio advertising
- Website maintenance and administration

- Church sign
- Maintain Information Center Welcome Folder and other handouts as necessary
- Facilitate announcements
- Publish newsletters, bulletins, prayer lists, and communications from the various ministries of the church to keep everyone informed about what is going on
- Provide physical means of communications such as bulletin boards, activities calendar, mail folders, names tags, etc.
- Publish membership non-pictorial tabular lists and pictorial directories
- Create and maintain a church family photo board
- Provide and coordinate a phone tree for messages/contact information that needs immediate dispersion or confirmation of receipt.
- Maintain a church calendar of events

### **General Team Responsibilities**

- Facilitate the communication process between all ministries
- Formulate an annual budget
- Provide opportunities for everyone to get involved
- Pray (for guidance, receptive hearts, workers, resources)

### **Statement from the Ministry Team**

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It is important for Christians to let the world know what the Bible teaches. We should take advantage of every opportunity and tool that we have, to invite, encourage and preach the word of God to everyone who will listen. (Acts 14:21-22) Today's modern media technologies allow us to reach not only the local population, but also the world. O'Fallon Church of Christ is working to accomplish this by using all of the resources that God has allowed us: starting with the basic form, verbal communication which we all possess, and then expanding to the use of our message board sign in the front of our building, streaming audio sermons on the World Wide Web, and other internet applications.

It is also important that we do a good job communicating what is going on within our own church family. The goal of communications is to promote the building up of fellowship and the involvement of everyone in our ministries. How, then, can they get involved if they are not aware of the fellowship and ministry opportunities? And how can they be aware of these ministries if they have not heard? And how can they hear without someone communicating to them? But communication takes two parties, one to send and one to receive. So the responsibility is also placed upon those who receive to let the sender know when additional, a revised format, or other modifications are needed by offering suggestions on how the communication could be more effectively received. The Communications Team will be the ones to help facilitate that process.

### **Goals**

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- Keep the church website up to date
- Change the church sign weekly to keep it relevant
- Identify one low-cost way to advertise during the coming year
- Create a Welcome Folder to be used at the Information Center to make visitors and members alike aware of the opportunities, staff, etc.
- Have announcement updates ready before each worship service

- Publish a non-pictorial directory at least twice a year
- Update and publish a Ministry Manual for all members once a year
- Create a Communications newsletter in which we publish information collected from other Ministry Teams monthly
- Publish weekly announcements and updates in the church directory which will be expanded to an 11 x 17 format.
- Create a church family photo board.
- Create and maintain a Life Group map with point-of-contact information in the church foyer.
- Keep the church calendar located in the office area up to date, and the addition of an activities calendar in the foyer to show all church activities.
- Increase the use of emails and the website to disseminate information out, and to receive feedback in.
- Continue to use the phone tree when applicable, and expand its roots when necessary.
- Encourage major events be planned far enough in advance so that free public service advertising/announcements can be utilized using the area newspapers and radio stations.
- Cancel the yellow pages advertisement so that those funds can be used more effectively.

# Family Life

**Deacons:** Rieders Abel  
Andy McCown  
John Myers  
Lincoln Yowell

**Elders:** Robert Edwards  
Grant Kniffen

**Team:** Julie Edwards  
Mary Dell Baggett  
Rinda Ontiveros  
Lisa Caldwell

## **Purpose Statement**

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- ❑ To help our congregation be the Body of Christ, working together in unity in all of our ministries, so that we can make a difference in the lives of people within the church family and within our community.
- ❑ To help our congregation grow into a true church family, loving one another, devoted to one another.
- ❑ To help new members become involved and integrated into our church family, so that each part of the body is functioning as God intended.

## **Supporting Scripture**

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**1 Corinthians 12:12, 19, 26-27** The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. . . . But in fact God has arranged the parts in the body, every one of the, just as he wanted them to be. . . . If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it.

**Acts 2:42-47** They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. All the believers were together and had everything in common. Selling their possessions and goods, they gave to anyone as he had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.

## **General Responsibilities**

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### **Fellowship**

- Organize Church fellowships and other activities
- Promote fellowship activities and encourage participation in events

### **Life Groups**

- Organize the church family into Life Groups

- Communicate the goals and guidelines for Life Groups
- Recruit, train and develop Life Group leaders
- Promote Life Groups to the congregation
- Track participation in Life Groups

### **Involvement**

- Help new members as well as old members to get “plugged in” to ministry opportunities, fellowship opportunities and Life Groups.
- Track involvement of members in ministries

### **Men’s Ministries**

- Organize the Annual Men’s Retreat and other activities

### **Women’s Ministries**

- Organize the Annual Women’s Retreat and other activities
- Organize Secret Sisters
- Maintain the kitchen so it is ready to be used for various fellowship activities
- Maintain the baptistery garments so they are ready to be used for baptisms
- Organize meals for families with special needs due to births, illnesses, etc.
- Organize baby and wedding showers
- Prepare “welcome baskets” for new members
- Facilitate sending cards to members who are celebrating birthdays or anniversaries, or who are sick or need special encouragement

### **Children’s Activities**

- Organize activities for elementary school age children and their families

### **Connection Café**

- Organize Wednesday evening meals

### **General Team Responsibilities**

- Formulate an annual budget
- Provide monthly information to the Communications Team to be communicated to the congregation on successes and needs
- Provide annual updates to the Communications Team for the Ministry Manual
- Provide opportunities for everyone to get involved
- Pray (for guidance, receptive hearts, workers, resources)

## **A Statement from the Ministry Team**

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This Ministry is about the glue that holds a family together. Being involved with each other and spending time together are necessities of growing in both numbers and spirituality. This ministry also provides opportunities to reach out to others. It is easier to invite someone to play golf than it is to invite him or her to church. Once they know some people, they feel more comfortable attending and studying with us.

The church is called to be the body of Christ. We rejoice with each other and mourn with each other. If we are truly to become members of one another, then we must develop personal

relationships with each other. Life Groups are intended to facilitate the building up of such relationships, making God's love for us complete as we express that love to each other.

God has blessed each of us with special gifts that can be use to glorify him. Members of the O'Fallon Church of Christ are strongly encouraged to be involved through worship, fellowship, outreach, teaching and service. We want each member to be familiar with the various ministries and opportunities available that need their help. We want to help members get involved in ministry areas in which they have a talents or interests, and we want to help ministry leaders find people to help accomplish the mission of the church.

## **Goals**

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### **Fellowship**

- Hold all-church potluck fellowships on the first Sunday of every month
- Hold "Guess who is coming to dinner?" twice a year
- Organize at least one softball team
- Organize the Fantasy Football draft and fellowships
- Have a Family Campout/ Float trip
- Organize a Holiday Happening end of year fellowship

### **Life Groups**

- Increase the percentage of church family members actively involved in Life Groups
- Offer at least one training opportunity for Life Group leaders

### **Involvement**

- Increase the percentage of church family members actively involved in ministries
- Insure each new family gets a New Member packet
- Track member involvement in ministries

### **Men's Ministries**

- Have a Men's Retreat

### **Women's Ministries**

- Have a Women's Retreat
- Secret Sisters goal?
- Provide meals for any family in need
- Host wedding showers for any member getting married
- Host baby showers for church families for their first child since they have been part of our church family
- Have "welcome baskets" for new members within two weeks after they place membership
- Card Ministry goal?

### **Children's Activities**

- Have an activity for elementary school age children and their families at least once a quarter

### **Connection Café**

- Have meals before Wednesday evening Bible classes for nine months of the year.

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers

# Operations

**Deacons:** Anthony Quintana

**Team:** Scott Shipley

Stan Schwartz

Rich McElroy

Joe Burcham

Gordon Montgomery

**Elders:** Jim Stewart (primary)

Ken Longar (2<sup>nd</sup>)

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## Purpose Statement

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- ❑ To honor God through the principles of Biblical stewardship that we may be found as faithful and wise managers of the resources provided for His work.
- ❑ To provide a way for members to serve God by giving to support the ministries of the O'Fallon Church of Christ.
- ❑ To provide the funds necessary to accomplish the goals of each ministry.

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## Supporting Scripture

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**Luke 12:35-38, 42-44** “Be dressed ready for service and keep your lamps burning, like men waiting for their master to return from a wedding banquet, so that when he comes and knocks they can immediately open the door for him. It will be good for those servants whose master finds them watching when he comes. I tell you the truth, he will dress himself to serve, will have them recline at the table and will come and wait on them. It will be good for those servants whose master finds them ready, even if he comes in the second or third watch of the night. ... Who then is the faithful and wise manager, whom the master puts in charge of his servants to give them their food allowance at the proper time? It will be good for that servant whom the master finds doing so when he returns. I tell you the truth, he will put him in charge of all his possessions.”

**Matthew 25:21** “His master replied, ‘Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!’”

**2 Corinthians 9:7-8** Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all times, having all that you need, you will abound in every good work.

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## General Responsibilities

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### Finance

- Oversee the collection of contributions
- Ensure contributed monies are distributed properly to maintain daily church operation
- Oversee payment of bills and debt. Monitor expenses and research opportunities to reduce operating expenses.
- Maintain the church's bank accounts

- Provide a regular account of the church's financial status
- Establish and maintain the annual budget
- Maintain all payment of existing debt with the goal of reducing amounts owed and enable funds to be used to serve community and benevolent functions of the church.

### **Building and Grounds Maintenance**

- Keep the church building in good working condition
- Oversee cleaning of the church building
- Keep the church grounds and landscaping neatly tended
- Keep the church parking lot in good working condition
- Keep the church playground in good working condition
- Keep the church vans in good working condition
- Make sure the building is locked when not in used

### **Technology**

- Keep the church computers and audio/video equipment in good working condition
- Organize and staff the audio/video booth

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers

## **A Statement from the Ministry Team**

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The church provides opportunities for members to not only support the daily operations, but outreach missions such as Hope Food pantry, Ukraine missions, Mexico missions, Development seminars, and youth activities.

The appearance of the building and grounds is the first thing people see when they come to our church. We believe it is very important to always keep the church presentable and welcoming, especially to visitors and guests.

## **Goals**

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### **Finance**

- Provide an accurate accounting of all contributions
- Have all contributions deposited within two working days
- Insure all bills are paid as required
- Provide a monthly financial statement summary to the congregation
- Coordinate preparation of an annual budget
- Document standard operating procedures for all spending

### **Building and Grounds Maintenance**

- Plan and coordinate workdays at least twice a year

- Make sure the HVAC system, lighting and other essentially system are working properly whenever building uses are planned
- Insure non-essential systems are working properly before they become a problem or distraction or create an unfavorable impression for guests
- Organize building lockup responsibilities

### **Technology**

- Make sure the sound equipment and projection system are working properly for each worship service
- Insure the church computers are working properly
- Have the audio/video booth staffed for every worship service

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information (including the financial statement summary for the previous month) to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers

# Education

**Deacons:** Nate Reiser  
Allen Burnett  
Gryf Ketcherside

**Elders:** Burney Baggett (primary)  
Grant Kniffen (2<sup>nd</sup>)  
Robert Edwards (2<sup>nd</sup>)

**Minister:** Lee Lewis  
**Team:** Genia McCown  
Nyla Stewart

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## Purpose Statement

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- ❑ To inform, inspire and enrich the lives of our church family and the community.
- ❑ To help members grow in their knowledge of God and His will through the study of His Word, and thus to also grow in their spiritual maturity, in their personal relationship with God, and in the application of God's will in their daily lives.
- ❑ To prepare and equip members for service that they in turn might make a difference in the lives of people in our community.
- ❑ To pass on to our children the truths of God so that they will have the opportunity to choose to have a relationship with him, and thus to insure the future of His church.

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## Supporting Scripture

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**2 Timothy 3:16-17** All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.

**Proverbs 9:9-10** Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning. The fear of the LORD is the beginning of wisdom, and knowledge of the Holy One is understanding.

**1 Timothy 4:7** Have nothing to do with godless myths and old wives' tales; rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.

**Romans 12:2** Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – his good, pleasing and perfect will.

**Proverbs 22:6** Train a child in the way he should go, and when he is old he will not turn from it.

**Ephesians 6:4** Fathers, do not exasperate your children, instead, bring them up in the training and instruction of the Lord.

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## General Responsibilities

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### Adult Bible Classes

- Coordinate Sunday morning and Wednesday evening Bible classes

## **Youth Ministry**

- Coordinate Sunday morning and Wednesday evening Bible classes

## **Children's Bible Classes**

- Coordinate Sunday morning and Wednesday evening Bible classes
- Oversee acquisition of curriculum

## **Power Hour**

- Coordinate and staff a Children's Worship Hour

## **The Learning Place Preschool**

- Support the events the Preschool hosts
- Promote this congregation of God's children to the families of preschoolers

## **Teacher Development and Appreciation**

- Recruit and mentor new teachers. Determine who among the congregation is called and gifted in this area and develop a team of teachers who will fulfill these ministries.
- Train and equip teachers to educate adults, youth and children effectively. Provide opportunities for members to develop their teaching skills
- Recognize teachers annually

## **General Team Responsibilities**

- Formulate an annual budget
- Provide monthly information to the Communications Team to be communicated to the congregation on successes and needs
- Provide annual updates to the Communications Team for the Ministry Manual
- Provide opportunities for everyone to get involved
- Pray (for guidance, receptive hearts, workers, resources)

## **Statement from the Ministry Team**

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Our desire is always to do what is pleasing to God and to meet the spiritual needs of our church family. We want to help people grow in their personal relationship with Jesus through the study of God's Word and empower them to help spread God's word to others. We want to supply our teens and children with a solid foundation of Jesus Christ and what he does in our lives.

## **Goals**

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### **Adult Bible Classes**

- Coordinate a total of 6-8 Bible classes and other scripture supported education each quarter on Sunday mornings and Wednesday evenings
- Provide a variety of classes, including classes for
  - Meeting the development needs of New Christians and
  - Helping adult Christians to continue to grow and implement their knowledge

### **Youth Bible Classes**

- Teach the Gospels and Acts to the Junior High class

- Teach Romans – Revelations to the High School class
- Deal with topics that the teens face in their daily walk with God
- Guarantee that all teens leave high school with a firm foundation of who Jesus is
- Provide a class on dating/teen pressures one quarter a year
- Teach a class on baptism and the continued relationship with Christ at least once a year

### **Children’s Bible Classes**

- Coordinate Sunday morning and Wednesday evening Bible classes for all ages
- Have set curriculum for each grade or grades

### **Power Hour**

- Teach children the importance and benefit of corporate worship
- Develop a child-friendly system of worship

### **The Learning Place Preschool**

- Support the events the Preschool hosts
- Promote this congregation of God’s children to the families of preschoolers

### **Teacher Development and Appreciation**

- Hold one teacher training event
- Have an annual Teacher Appreciation event

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information (including quarterly Bible class schedules) to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers

# Worship

**Deacons:** Scott Adair  
Jack Booker

**Elders:** Gary Horn (primary)  
Charles Ontiveros (2<sup>nd</sup>)

**Minister:** Lee Lewis

**Team:** Mark Miller  
Ray Duke  
Angela Burnett

## **Purpose Statement**

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- ❑ To facilitate congregational worship in a manner that is pleasing to God and brings glory to God.
- ❑ To help members truly worship in spirit and truth, leading them into a deeper relationship with God.

## **Supporting Scripture**

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**John 4:23-24** ...true worshippers will worship the Father in spirit and truth, for they are the kind of worshippers the Father seeks. God is spirit, and his worshippers must worship in spirit and in truth.

**Romans 12:1** ...offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship.

**Hebrews 13:15** Through Jesus, therefore, let us continually offer to God a sacrifice of praise – the fruit of lips that confess his name.

**Colossians 4:2** Devote yourselves to prayer, being watchful and thankful.

## **General Responsibilities**

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### **Worship**

- Plan worship services
- Schedule participation in worship services
- Coordinate communion preparation
- Track worship service attendance
- Recruit, train and develop men for leading prayers, communion meditation and singing

### **Nursery**

- Coordinate nursery staffing
- Make nursery facilities available during Sunday worship services

### **Special Services**

- Organize special services and prayer meetings
- Provide funeral support

## **General Team Responsibilities**

- Formulate an annual budget
- Provide monthly information to the Communications Team to be communicated to the congregation on successes and needs
- Provide annual updates to the Communications Team for the Ministry Manual
- Provide opportunities for everyone to get involved
- Pray (for guidance, receptive hearts, workers, resources)

## **A Statement from the Ministry Team**

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We want the times that our church family comes together for worship to both glorifying to God and inspiring to all participants. Worship is not about what we get out of it, but about what we give to God through it. Encouragement and edification of the body comes as we all truly seek to lay our hearts before God in our songs and prayers.

Our goal is that our worship of God will not end as we leave the church building but will continue in our everyday lives as we love and serve others. In this way our worship touches and impacts the community in which we live. We want to help organize prayer partners or prayer warrior groups to help people remain focused on the continued presence of God in our lives throughout the week.

We would also like to see our worship services reach out to the community by offering more “special” worship services like Christmas Eve services and Easter Sunrise Services. We would also like to have a special yearly Gospel Singing service.

## **Goals**

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### **Worship**

- Submit order of worship to the church secretary on time each week
- Maintain a record of when songs are used in worship
  - Avoid overuse of any one song
  - Utilize a variety of songs
  - Utilize a variety of both traditional and contemporary songs in every worship so that all ages are touched by the song service
- Coordinate the theme/focus of each worship service
  - Implement a process for tying the entire worship service around a central theme
- Coordinate participation in worship service so that all volunteers are utilized regularly
- Make sure everyone scheduled is covered at each worship service
- Make sure communion is ready for each Sunday worship service
- Organize the Wednesday devotionals before class
- Track Sunday morning attendance in worship

### **Nursery**

- Make sure the nursery is staffed for each Sunday worship service

### **Special Services**

- Plan a special Wednesday evening Thanksgiving devotional
- Plan a special Christmas eve devotional
- Plan at least one special time of prayer each year

- Organize singers for funerals when requested

### **General Team Responsibilities**

- Submit annual budget on-time
- Provide monthly information (including worship participation schedule and nursery schedule) to the Communications Team to be communicated to the congregation on-time each month
- Provide annual updates to the Communications Team for the Ministry Manual when requested
- Document roles and responsibilities of key team members
- Document all tasks performed by workers