

Broadman Baptist Church



Ministry Description Guide

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Introduction

At Broadman Baptist Church we believe: Every believer is a minister and every minister has a ministry.

We encourage all of our members to serve through the ministries of the local church. The only way we can become more like Christ is to serve one another and our community through ministries.

We also encourage every member to take initiative in developing ministries through participation in an already existing ministry or by creating a new ministry that our church and community need.

We hope you will find this ministry description guide helpful as you pray and seek God's discernment in determining where He would have you serve.

What is a church ministry?

The word "ministry" means an activity by Christians to spread or express their faith.

The ministries of the church are accomplished through the ministries of the people of the church. Serving in ministry is a Biblical mandate, all are welcomed to serve. Each ministry section will function according to the scriptures and the intent of the constitution, handbook and church policies.

Non-members can serve in the ministries of the church; however, they cannot assume ministry leadership roles. We encourage every believer to serve the local church through ministry.

Certain church ministries require applications, background checks and interviews for the safety of the individual, our fellowship and ministry.

Why should I join a ministry team?

It's a way to grow.

Joining a ministry team is a great way to grow in friendships, knowledge, and in your spiritual journey.

“Under His direction the whole body is fitted together perfectly, and each part in its own special way helps the other parts, so that the whole body is healthy and growing and full of love.” Ephesians 4:16

It's a way to give back.

Has the Broadman ministry touched your life in any meaningful way? Now is your chance to make a difference in someone else's life in, “A church that makes a difference!”

“God has given each of you some special abilities; be sure to use them to help each other, passing on to others God's many kinds of blessings.” 1 Peter 4:10

It's a way to glorify God.

Not only will you build relationships, and enjoy the satisfaction of a job worth doing, but more importantly, you will glorify God.

“Are you called to help others? Do it with all the strength and energy that God supplies, so that God will be glorified through Jesus Christ – to Him be the glory and power forever and ever.” 1 Peter 4:11

Character Statement

We highly encourage every believer to serve in the body of Christ to fulfill their calling and purpose. We understand that living the Christian life is a struggle in which we sometimes have failures for “all have sinned and fall short of God's glory” (Romans 3:23).

As you serve we ask that you prayerfully examine your life to make sure there are no blatant, perpetual, constant sins that might become a stumbling block to the ministry of the church. If you have sin issues, lifestyle issues or character issues that are in contrast with the Word of God we ask that you repent and turn to God first, then seek council from the pastor and then be restored in the ministry God has for you. If you are unable or unwilling to repent of church issues in your life we ask for the sake of the cause of Christ that you not seek to serve in ministry leadership and have the moral courage to resign if currently serving.

The intent of this statement is not perfection, but to ensure that those who serve in the ministry are an example of faith for the family of God and obedient to the commands of our Lord and Savior to the best of their abilities.

How do I know where I should serve?

An annual ministry fair will be conducted in order to plug people into ministry. This is a great way to talk to ministry leadership and team members to get more information. In addition, the ministry descriptions found in this book should answer many of your questions.

God has given each of us a unique set of qualities that we can use to bless others. Our personality traits, our interests, our occupation, our natural abilities and our life experiences all work together to make us who God wants us to be. Examine these traits and you may be able to discern the ministry that is uniquely suited you for.

Another great way to determine where you might want to serve is to take a spiritual gifts inventory. A spiritual gift is a God-given special ability, given to every believer at conversion by the Holy Spirit, to share his love and strengthen the body of Christ. The spiritual gifts God gives you are neither *for you* nor *about you*. They weren't given to boost your self-image or to serve as some kind of special reward from God. They are yours for the express purpose of blessing the body of Christ – the church. Discovering your spiritual gifts is not the ultimate goal – using them to bless others is.

Based on five key scripture passages (Romans 12:6-8, 1 Corinthians 12:8-10, 1 Corinthians 12:28, Ephesians 4:11 and 1 Peter 4:9-10) we can pull together a list of twenty spiritual gifts:

Administration	Faith	Interpretation	Pastoring
Apostleship	Giving	Knowledge	Prophecy
Discernment	Healing	Leadership	Teaching
Encouragement	Helping	Mercy	Tongues
Evangelism	Hospitality	Miracles	Wisdom

Below is a brief description of each spiritual gift along with a list of ministries that would benefit from that gift here at Broadman Baptist Church. Obviously this is not an exhaustive list but we hope it can serve as a starting point to help guide you in your ministry.

Administration: The God-given special ability to serve and strengthen the body of Christ by effectively organizing resources and people in order to efficiently reach ministry goals.

- ***All Coordinator Positions, Trustee, All Administrative Ministries, Pastor***

Apostleship: The God-given special ability to serve and strengthen the body of Christ by launching and leading new ministry ventures that advance God's purposes and expand his kingdom.

- ***Director of Ministries, Director of Discipleship, Youth Ministry Coordinator, Women's Ministry Coordinator, Men's Ministry Coordinator, Single's Ministry Coordinator, Pastor***

Discernment: The God-given special ability to serve and strengthen the body of Christ by recognizing truth or error within a message, person, or event.

- ***Deacon, Trustee, Financial Ministries Team, Nominating/Personnel Team, Security Team***

Encouragement: The God-given special ability to serve and strengthen the body of Christ by helping others live God-centered lives through inspiration, encouragement, counseling, and empowerment.

- ***Deacon, Outreach Team, Pastoral Prayer Team, Prayer Chain Team, Director of Ministries, Children's Church Team, C.I.A., Youth Ministry Team, Women's Ministry Secret Sister Coordinator, Men's Ministry Coordinator, Adult Music Team, Children's Music Team, Greeting Team, Usher Team, Fellowship Team, Helping Hands Team, Financial Ministries Team, Nominating/Personnel Team, Single's Ministry Coordinator, Mentor Team, Offertory Team, Security Team, Advertisement Team***

Evangelism: The God-given special ability to serve and strengthen the body of Christ by sharing the love of Christ with others in a way that draws them to respond by accepting God's free gift of eternal life.

- ***Outreach Team, Mission's Team, Children's Ministry Team, Children's Church Team, Youth Ministry Team, VBS Team, Bus Ministry Team, Life Impact Ministry, Advertisement Team***

Faith: The God-given special ability to serve and strengthen the body of Christ by stepping out in faith in order to see God's purposes accomplished, trusting him to handle any and all obstacles along the way.

- ***Deacon, Pastoral Prayer Team, Prayer Chain Team, Financial Ministries Team, Mentor Team, Offertory Team, Pastor***

Giving: The God-given special ability to serve and strengthen the body of Christ by joyfully supporting and funding various kingdom initiatives through material contributions beyond the tithe.

- ***Financial Ministries Team, Teller Team, Offertory Team***

Healing: The God-given special ability to serve and strengthen the body of Christ by healing, encouraging, helping and restoring those who are sick, hurting, and suffering.

- ***Deacon, Prayer Chain Team, Helping Hands Team***

Helping: The God-given special ability to serve and strengthen the body of Christ by offering others assistance in reaching goals that glorify God and strengthen the body of Christ.

- ***Deacon, Prayer Chain Ministry, Director of Ministries, Missions Team, Nursery Team, Children's Church Team, Audio-Visual Team, Greeting Team, Usher Team, Hostess Team, Family Activities Team, Helping Hands Team, Building and Grounds Team, Parking Lot Team,***

Administrative Office Team, Bus Ministry Team, Mentor Team, Green Thumb Team, Interior Decorating Team, Security Team

Hospitality: The God-given special ability to serve and strengthen the body of Christ by providing others with a warm and welcoming environment for fellowship.

- ***Women's Ministry Team Fellowship Coordinator, Greeting Team, Usher Team, Fellowship Team, Hostess Team, Family Activities Team, Helping Hands Team, Parking Lot Team, Interior Decorating Team, Green Thumb Team***

Interpretation: The God-given special ability to serve and strengthen the body of Christ by understanding, at a specific time, God's message when spoken by another using a special language.

- ***Missions Team***

Knowledge: The God-given special ability to serve and strengthen the body of Christ by communicating God's truth to others in a way that promotes justice, honesty, and understanding.

- ***Director of Ministries, Director of Discipleship, Children's Ministry Team, Children's Church Team, C.I.A., Adult Life Impact, Youth Life Impact, Children's Life Impact, Women's Ministry Team Bible Study Coordinator, Trustee, Pastor***

Leadership: The God-given special ability to serve and strengthen the body of Christ by casting vision, stimulating spiritual growth, applying strategies, and achieving success where God's purposes are concerned.

- ***Deacon, Director of Ministries, Director of Discipleship, Youth Ministry Coordinator, Men's Ministry Coordinator, Adult Music Team, Building and Grounds Coordinator, Mentor Team, Security Team, Pastor***

Mercy: The God-given special ability to serve and strengthen the body of Christ by ministering to those who suffer physically, emotionally, spiritually, or relationally.

- ***Deacon, Prayer Chain Ministry Team, Missions Team, Greeting Team, Helping Hands Team***

Miracles: The God-given special ability to serve and strengthen the body of Christ through supernatural acts that are perceived by observers to have altered the ordinary course of nature and bring validity to God and his power.

- ***Prayer Chain Ministry Team***

Pastoring: The God-given special ability to serve and strengthen the body of Christ by taking spiritual responsibility for a group of believers and equipping them to live Christ-centered lives.

- ***Director of Ministries, Director of Discipleship, WB Adult Discipleship Coordinator, Mentor Team, Life Impact Ministry, Men's Ministry Coordinator, Women's Ministry Coordinator, Single's Ministry Coordinator, Pastor***

Prophecy: The God-given special ability to serve and strengthen the body of Christ by offering messages from God that comfort, encourage, guide, warn, or reveal sin in a way that leads to repentance and spiritual growth.

- ***Life Impact Ministry, Pastor***

Teaching: The God-given special ability to serve and strengthen the body of Christ by teaching sound doctrine in relevant ways, empowering people to gain a sound and mature spiritual education.

- ***Director of Discipleship, Children's Ministry Team, Nursery Team, Children's Church Team, C.I.A., Youth Ministry Team, WB Adult Discipleship Coordinator, Adult Life Impact, Youth Life Impact, Children's Life Impact, Women's Ministry Team Bible Study Coordinator, VBS Team, Children's Music Team, Information Technologies Team, Advertisement Team***

Tongues: The God-given special ability to serve and strengthen the body of Christ by communicating God's message in a special language.

- ***Missions Coordinator***

Wisdom: The God-given special ability to serve and strengthen the body of Christ by making wise decisions and counseling others with sound advice, all in accordance with God's will.

- ***Deacon, Trustee, Financial Ministries Team, Mentor Team, Security Team, Pastor***

The above is taken in part from the book ***S.H.A.P.E.: Finding and Fulfilling Your Unique Purpose for Life By Erik Rees***

How do I join a ministry team?

The church is a voluntary organization. Its success is dependant on the freewill offering of each individual's time and God-given talents. There are two primary avenues to joining a ministry team.

The first is to participate in the annual "Ministry Fair" presented by the church. You will have the opportunity to view displays and talk to leadership to determine your level of interest in a particular area of ministry. A sign-up sheet will be available at each display. You will be contacted by the leadership soon thereafter about your interest and participation in your chosen ministry.

The second avenue to joining a ministry team is for the believer to take the initiative and responsibility to contact the leader of any ministry and tell them of your interest in joining the team. This can be done anytime throughout the year.

There is no established limit on how many ministry areas you may participate in. However, we suggest starting with one area then adding others as the Lord leads. Sometimes people tend to over burden themselves by taking on too much. We want you to be successful in your ministry. So please do only the amount that you can give your full attention to and is a fulfilling ministry for you.

The following leadership positions must be voted on and approved by the congregation annually in January of each calendar year: Director of Ministries, Director of Facilities, Director of Fellowship, Director of Worship, Director of Outreach, Director of Discipleship and Trustees. All other leaders must meet the following requirements: Be a member of Broadman Baptist Church in good standing, be approved by the Nominating/Personnel Team, the Senior Pastor and the Director of their ministry.

What do I do if I would like to redirect where I am serving?

Should you decide that you would like to serve in a different ministry or feel the need to discontinue service in a particular area of ministry, we ask you to follow the procedures below:

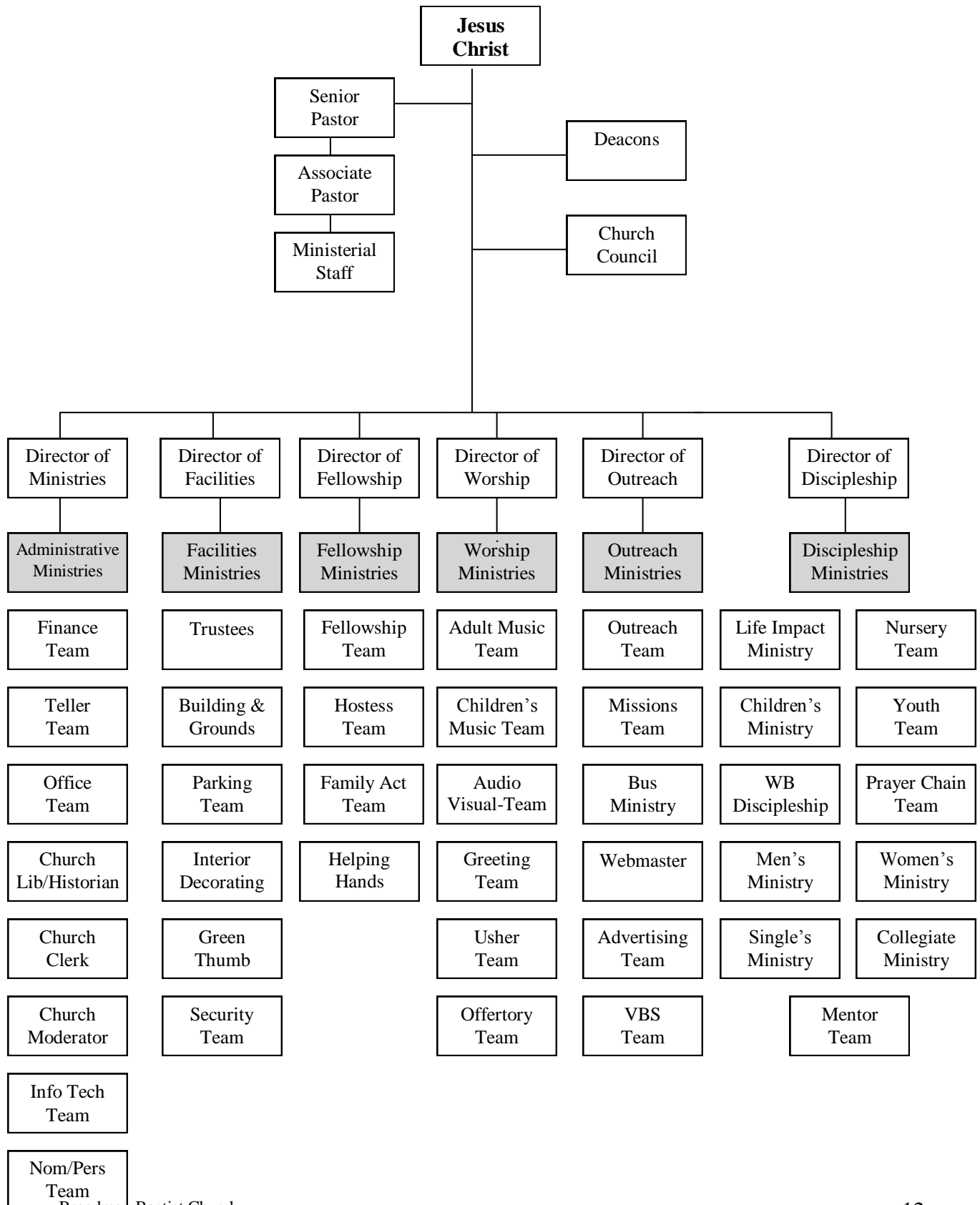
1. Notify the leader of that ministry that you would like to leave or move on to another area.
2. Notify the Nominating/Personnel Committee of your intent to leave or move.
3. Please give as much notice as possible so that a replacement can be found.

Most leadership and service positions are assumed to be a one year commitment unless otherwise stated. Key leadership positions are voted on annually by the church congregation.

The Nominating/Personnel Team will review ministry positions for their effectiveness on an on-going basis.

ORGANIZATIONAL CHART OF BROADMAN BAPTIST CHURCH MINISTRIES

“A Church that Makes a Difference!”



Ministry Teams and Leadership Positions

† Senior Leadership:

Senior Pastor
Associate Pastor(s)
Deacons Ministry
 -Chairman
 -Vice Chairman
Church Council
Director of Ministries
Director of Discipleship

† Discipleship Ministries: Director of Discipleship

Life Impact Ministry
 -Life Impact Coordinator
 -New Beginnings Teacher
 -Graduate and Professionals
 -Truth Seekers Teacher
 -Harvesters Teacher
 -Fellowship Teacher
 -Youth Teacher(s)
 -Children's Teacher(s)
Nursery Team
 -Nursery Coordinator
 -Assistant Nursery Coordinator(s)
Children's Ministry Team
 -Children's Ministry Coordinator
 -Children's Church Coordinator
 -Children in Action Coordinator
Youth Ministry Team
 -Youth Ministry Coordinator
 -Small Group Leader
 -Youth Council
WB Adult Discipleship Coordinator
Prayer Chain Team
 -Prayer Chain Ministry Team Coordinator
Men's Ministry Team
 -Men's Ministry Team Coordinator
 -Assistant Men's Ministry Team Coordinator
Women's Ministry Team
 -Women's Ministry Team Coordinator
 -Women's Bible Study Coordinator
 -Secret Sisters Coordinator
 -Women's Fellowship Coordinator
Single's Ministry
 -Single's Ministry Coordinator
Collegiate Ministry
 -Collegiate Ministry Coordinator
Mentor Team
 -Mentor Team Coordinator

† Administrative Ministries: Director of Ministries

Financial Ministries Team
-Finance Team Leader
-Treasurer
-Assistant Treasurer
-Financial Peace University Coordinator
Teller Team
-Teller Team Coordinator
Administrative Office Team
-Administrative Office Team Coordinator
Church Librarian/Historian
Church Clerk
Church Moderator
Information Technologies Team
-IT Team Coordinator
Nominating/Personnel Team

† Facilities Ministries: Director of Facilities

Building and Grounds Team
-Director of Facilities
Trustees
Parking Lot Team
-Parking Lot Team Coordinator
Interior Decorating Team
-Interior Decorating Team Coordinator
Green Thumb Team
-Green Thumb Team Coordinator
Security Team
-Security Team Coordinator

† Fellowship Ministries: Director of Fellowship

Fellowship Team
-Director of Fellowship
Hostess Team
-Hostess Team Coordinator
-Assistant Hostess Team Coordinator
Family Activities Team
-Church Activities Coordinator
Helping Hands Team
-Helping Hands Team Coordinator
-Assistant Helping Hands Team Coordinator

† Worship Ministries: Director of Worship

Adult Music Team

- Director of Worship
- Choir Leader
- Praise Team Coordinator
- Praise Team Leaders
- WB Praise Coordinator
- Instrumental Group Coordinator
- Pianist
- Assistant Pianist
- Organist
- Keyboardist

Children's Music Team

- Children's Church Music Coordinator
- Assistant Children's Church Music Coordinator
- Children's Choir Leader

Audio-Visual Team

- Audio-Visual Team Coordinator

Greeting Team

- Greeting Coordinator

Usher Team

- Usher Team Coordinator

Offertory Team

- Offertory Prayer Team Coordinator

† Outreach Ministries: Director of Outreach

Outreach Team

- Director of Outreach

Missions Team

- Missions Team Coordinator

Bus Ministry Team

- Bus Ministry Team Coordinator

Webmaster

Advertisement Team

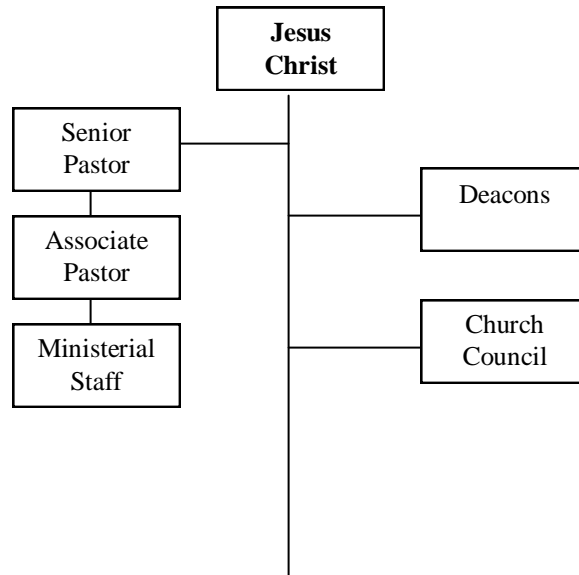
- Public Relations Coordinator

Vacation Bible School Team

- VBS Coordinator
- VBS Assistant Coordinator(s)

SENIOR LEADERSHIP

These ministries provide for the spiritual leadership of the Church.



✠ SENIOR PASTOR

Purpose:

The senior pastor is biblically positioned to provide spiritual oversight for the local congregation as shepherding a flock. This gift is the God-given ability to assume long term personal responsibility for their spiritual welfare by nurturing and guiding them toward on-going spiritual maturity.

Description of Duties:

- Oversee the spiritual welfare of the church.
- Oversee all ministries of the church.
- Oversee all church staff.
- Provide guidance to the Deacon body.
- Provide leadership, direct and assign duties to all associate pastor(s).
- For more information please refer to the church handbook.

Qualifications:

Meet the biblical qualifications for a pastor. Be approved by a majority vote of the congregation. Must be licensed or ordained in the ministry. Must accept a call to ministry.

Time Commitment:

Will average 40 hours per week. The church must safeguard the pastor to make sure he has time off, time with his family and time for spiritual retreat. The pastor must be allowed to take comp time when he is called to do pastoral duties in the evenings and on his days off.

Spiritual Gifts:

Administration, Apostleship, Faith, Knowledge, Leadership, Pastoring, Prophecy, Wisdom

✝ ASSOCIATE PASTOR/MINISTERIAL STAFF

Purpose:

The associate pastor uses his God-given gifts to provide leadership, nurturing and equipping members for spiritual growth.

Description of Duties:

- Perform all duties as assigned by the Senior Pastor.
- For more information please refer to the church handbook.

Qualifications:

Meet the qualifications of the pastor search committee or be recommended by the Senior Pastor. Be approved by a majority vote of the congregation or this may be delegated to the church pastor by the congregation. Accept a call to the ministry.

Time Commitment:

Will vary based on whether the pastor is full-time or bi-vocational. Full-time pastors can expect to work 35-40 hours plus services. Bi-vocational pastors will work as their schedule allows so long as they can oversee their ministry with excellence for the Lord.

Spiritual Gifts:

Administration, Apostleship, Faith, Knowledge, Leadership, Pastoring, Prophecy, Wisdom

✠ DEACONS MINISTRY

Purpose:

The Deacon Ministry is intended to be a blessing to the Church and the Deacons. Deacons serve as family care group ministers, serving the pastor and families under their care. A deacon is a position of humble servanthood to the Church body. (Church approved)

Description of Duties:

- The office of deacon as set forth in Scripture is one of sympathy, witness and service after the example of Jesus Christ.
- Responsible for ministerial support of the pastor.
- Assist in preparation for the ordinances.
- Visitation of members and serving congregational needs and concerns.
- Church discipline and conflict resolution.
- Oversight of church unity.
- Responsible for: pastoral prayer, preparation and clean up for Lord's Supper observance, preparation for baptism, collect and oversee offerings and food donations for benevolence needs and updating the church sign.
- For more information please refer to the church handbook.

- **Chairman:**
 - Communicates regularly with the pastor regarding church and deacon needs.
 - Oversees serving deacons.
 - Leads regular deacon meetings.
 - Serves on the Church Council.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Vice Chairman:**
 - Fills in for the chairman when needed.

Qualifications:

Deacons are selected by the congregation through a nomination process. Candidates must meet biblical qualifications; pass interviews and questioning by the pastor and current deacons. You must have been a member of Broadman Baptist Church in good standing for at least one year. If you feel God's leading to become a deacon, let the senior pastor know of your interest and he will begin the process toward election.

Time Commitment:

Approximately 4-5 hours per month, may vary depending on congregational needs.

Spiritual Gifts:

Administration, Discernment, Encouragement, Faith, Healing, Helping,
Leadership, Mercy, Wisdom

✝ CHURCH COUNCIL

Purpose:

The Church Council is made up of key ministry leadership positions, the Pastor & ministerial staff. It serves to assist the pastor in leading the ministry efforts of the church.

Description of Duties:

- The Church Council serves as an advisory body to the Church Pastor.
- The Church Council serves by leading the church in planning, coordinating, and calendaring of church activities and events.
- The Church Council evaluates the ministries and programs of the church.
- The Church Council is comprised of:
Deacon Chairman, Outreach Team Coordinator, Director of Ministries, Director of Discipleship, Missions Team Coordinator, Children's Ministry Team Coordinator, Youth Ministry Team Coordinator, Women's Ministry Team Coordinator, Men's Ministry Team Coordinator, Director of Worship, Director of Fellowship, Hostess Team Coordinator, Church Activities Coordinator, Director of Facilities, Finance Team Leader and At-Large Member (if needed)

Qualifications:

Council members must be involved in a key leadership position. In the absence of the leader, a representative can be appointed to the council. The Nominating Committee may appoint an At-Large Member to serve on the council annually (if needed).

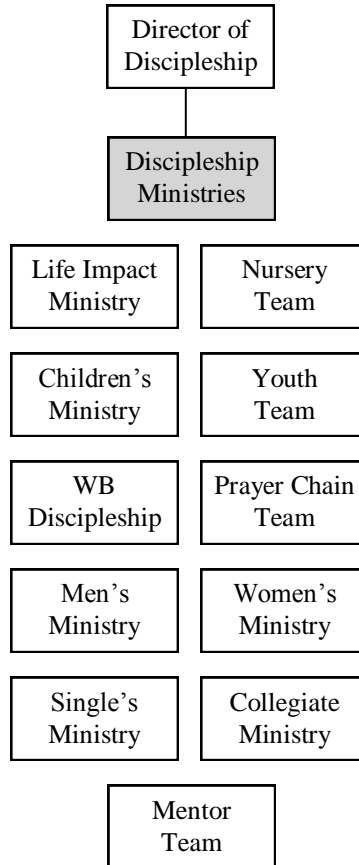
Time Commitment:

Generally one meeting per month (approximately 2 hours) plus individual ministry responsibilities.

DISCIPLESHIP MINISTRIES

These ministries encompass the goals of maturing believers in the Christian faith.

These ministries are overseen by the **Director of Discipleship**.



† DIRECTOR OF DISCIPLESHIP

Purpose:

In the church, discipleship encompasses the goal of maturing believers in the Christian faith through the practice of spiritual disciplines, growing in personal knowledge and understanding of God and His Word, increasingly living out that knowledge by applying to daily life and desiring to build these qualities into the lives of others. The Director of Discipleship works with programs and ministries at all age levels to provide spiritual direction to the members of the congregation to accomplish these goals in the lives of individuals and the church body.

Description of Duties:

- Responsible for overseeing: Life Impact Ministry, Children's/ Youth/ Nursery Ministries, Prayer Chain Team, Men's/ Women's/ Single's Ministries and Mentor Team
- Oversees teaching and selection of curriculum for all Life Impact classes at the Church, regardless of age group.
- Develop long term plans for Bible study and spiritual growth among members of the church.
- Recruit Sunday school teachers, substitutes, small group leaders, Bible study leaders and other volunteers to assist with the church's discipleship programs and ministries.
- Provide training for teachers and leaders in the ministry
- Plan and lead monthly teacher's meetings
- Encourage and nurture spiritual growth through discipleship training.
- Be accessible to those involved in Christian education.
- Be a part of the Church Council.
- Serves as the intermediate supervisor to the Children's Minister and Youth Minister to help these ministries succeed and to limit the involvement of the Church Pastor.
- Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

Qualifications:

This leadership role will be selected by the pastor and/or nominating committee and approved by the congregation. The individual must be spiritually mature, have a thorough understanding of church policies and procedures, be an excellent communicator, must possess excellent administrative and organization skills, be able to take direction and work harmoniously with the pastor, possess excellent leadership skills, be well grounded in biblical understanding, have the ability to ascertain the learning needs of every age level and oversee appropriate curriculum, recruit teachers/leaders as needed, and must be a member of Broadman Baptist Church in good standing for at least one year.

Time Commitment:

Approximately 15-20 hours per month up to full time. Must attend monthly Church Council meeting and hold monthly teacher's meetings.

Spiritual Gifts:

Administration, Apostleship, Knowledge, Leadership, Pastoring, Teaching

✝ LIFE IMPACT MINISTRY

Purpose:

Sunday School small groups that are intended to “impact” your life through Bible study and personal relationships to reach out and witness to all ages.

Description of Duties:

- **Life Impact Coordinator:**
 - Works closely with the Associate Pastor of Discipleship to make sure there are teachers and curriculum available for all classes.
 - Keeps records for all Life Impact classes.

- **Adult Life Impact:**
 - **New Beginnings Teacher**
 - **Graduates and Professionals Teacher(GAP)**
 - **Truth Seekers Teacher**
 - **Harvesters Teacher**
 - **Fellowship Teacher**
- **Youth Life Impact Teacher:** Bible study grades 6-8 and 9-12
- **Children’s Life Impact Teacher:** Bible study grades K-5

Qualifications:

The volunteer should have experience or willingness to learn to teach. Good communication skills. All teachers involved with those under 18 years old must pass a standard background check. Must be able to teach church approved curriculum.

Time Commitment:

Coordinator will spend approximately 2 hours per week; Life Impact Teachers should plan on investing approximately 2-4 hours per week depending on lesson preparation.

Spiritual Gifts:

Administration (Coordinator), Knowledge, Teaching

✠ NURSERY TEAM – (Bed babies – Pre.K)

Purpose:

While children of all ages are welcome in worship services, sometimes parents find worship and special events more meaningful when their very young children can be cared for in the nursery. This ministry takes care of babies, Toddlers and Preschoolers during the scheduled worship and activities of the church on a rotating basis.

Description of Duties:

- **Nursery Coordinator:**
 - Coordinates the smooth operation of all aspects of this ministry, including administrative duties.
 - Responsible for recruiting, training and scheduling team members.
 - Responsible for recommending curriculum to the Director of Discipleship and ordering supplies.
 - Arranges for background checks for all team members.
- **Assistant Nursery Coordinator:**
 - Assists the Nursery Coordinator as needed.
- **Nursery Team Member:**
 - Follow the guidelines set up by the Nursery Coordinator.
 - Arrive to your nursery assignment at least 15 minutes prior to the start of service.
 - If you cannot cover your nursery assignment find a replacement or contact the coordinator as soon as possible.
 - Above all else – share the love of Christ with the children and their parents.

Qualifications:

Must be able to work lovingly and effectively with infants and small children. Able to create and maintain schedules for all nursery volunteers. Be able to supervise all nursery volunteers. Pass a standard background check. Be a member of Broadman Baptist Church in good standing for at least six months.

Time Commitment:

Approximately 4-6 hours per week to include Sunday mornings and Wednesday evenings for the coordinators. Team Members will spend approximately 1-2 hours per assignment, may be quarterly or more often based on need and number of volunteers.

Spiritual Gifts:

Administration (Coordinator), Helping, Teaching

✝ CHILDREN'S MINISTRY TEAM

Purpose:

The Children's Ministry Team establishes an effective children's ministry for the church and works to provide an outreach to the children of the community.

Description of Duties:

- **Children's Ministry Coordinator:**

- Responsible to oversee and coordinate the activities and classes of the children's Life Impact up through 5th grade, including but not limited to special activities and off-church activities, their associated staff and volunteers, chaperones, organization, notification, transportation and any emergencies that may arise.
- The Children's Ministry Coordinator will also have responsibilities for (WB) Wednesdays at Broadman for children.
- Select and prepare, in consultation with the Director of Discipleship, all teaching and curricular materials and presentations.
- Recruit, train and provide support to a willing and enthusiastic staff of children's workers.
- Develop schedules for teachers within the children's ministry.
- Ensure safety and security procedures are followed.
- Coordinate childcare for special church events.
- Maintain good communication with teachers.
- Remain personally involved in teaching and be available to substitute if necessary.
- Be a part of the Church Council.
- Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Children's Church Coordinator:**

- Coordinates with the Children's Ministry Team to provide a worshipful experience for the children during Children's Church.
- Selects and plans curriculum on a quarterly basis.
- Recruits teachers to teach on a rotating basis.
- Provides training, support and prayer for volunteers including assistance in teaching resources, trends and ideas. Maintains open lines of communication with volunteers and assists in issue resolution.
- Coordinates with Worship Coordinator, Kid's Praise Team Coordinator and Children's Choir leader in song selection and preparing children to sing on Family Sundays.
- Prepares the Children's Church portion of the church budget.
- Ensures all safety and security guidelines as established for the church are followed.
- Serves as substitute or lines up substitutes as needed.

- **Children's Church Team Member:**
 - Lead, facilitate, and help children worship on Sunday mornings during the worship service on a rotating basis.
 - Lead the children using the materials provided by the Coordinator.
 - Come to class prepared to teach.
 - Be present in the classroom at least 15 minutes prior to class time and remain until the last child has been picked up.
 - Keep attendance records.

- **C.I.A. Coordinator:**
 - The C.I.A. teacher(s) establishes an effective midweek ministry to the children of the church that also serves as an effective outreach to the children of the community.
 - Prepares lessons in advance and arrives prepared to teach or has made arrangements for C.I.A. children to be taught.
 - Recruits and trains assistance as needed.

- **C.I.A. Team Member:**
 - Works under the guidance of the C.I.A. Coordinator.
 - May assist with crafts, snack, recreation etc.

Qualifications:

Must be able to work lovingly and effectively with children. Pass a standard background check. Be a member of Broadman Baptist Church in good standing for at least six months. The Children's Ministry Coordinator must have an intense interest in children's ministry areas, be able to work under the supervision of the Senior Pastor, Director of Ministries and Director of Discipleship, have excellent administrative and organizational skills, create schedules and ensure oversight of all ministry areas.

Time Commitment:

Will vary based on ministry position. The Coordinator positions will spend approximately 10-12 hours per month depending on the preparation required. The team members will serve Sunday mornings or Wednesday evenings. The Children's Ministry Coordinator must attend Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Evangelism, Helping, Knowledge, Teaching

✝ YOUTH MINISTRY TEAM

Purpose:

Ministering to young people on Wednesday nights and/or Sunday mornings and/or special events.

Description of Duties:

- **Youth Ministry Coordinator:**
 - The youth ministry leader provides a program of both spiritual and fellowship activities that allow youth to grow spiritually and develop deep and meaningful relationships with their peers, their parents, and God.
 - Develop and research ideas for youth service and outreach.
 - Responsible for youth activities, including WB and off-church activities.
 - Attend Church Council meetings.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.
- **Youth Small Group Leader:**
 - This leader serves, teaches, leads, and models the life of a vibrant and growing relationship with Jesus to a smaller group of teens or preteens within the youth group.
- **Youth Council:**
 - The youth council is an advisory/planning body for the youth.
 - Consists of the Youth Ministry Coordinator, parents, youth and anyone who feels called to minister to the youth.
 - Plans must be submitted to the Church Pastor and Church Council for final approval. In the event a Youth activity needs to be planned prior to the next Church Council meeting, the Church Pastor or the Minister of Discipleship in his absence may approve the event.
 - Members of Youth Council must be approved by the Church Pastor, Minister of Discipleship and Youth Ministry Coordinator.

Qualifications:

Must enjoy working with teens and pre-teens. Must pass a standard background check. Be a member of Broadman Baptist Church in good standing for at least one year. Work harmoniously with the Minister of Discipleship.

Time Commitment:

Approximately 4-6 hours per week for the coordinator plus Church Council meetings, varies depending on activities planned; Small Group Leader(s) will spend approximately 1 hour per week on Sunday morning and/or Wednesday evening; Youth Council will invest approximately 1-2 hours per month.

Spiritual Gifts:

Administration (Coordinator), Apostleship, Encouragement, Evangelism,
Knowledge, Leadership, Teaching

✠ **WB ADULT DISCIPLESHIP COORDINATOR**

Purpose:

To encourage the congregation to grow in worship, outreach, relationships, spirituality, church involvement, proclamation, prayer and in honoring God in our homes during the (WB) Wednesdays at Broadman.

Description of Duties:

- Work with the Senior Pastor to develop a discipleship plan for Wednesday nights.
- Prepare materials for discipleship training.
- Schedule teachers and coordinate special guest speakers as needed for discipleship training.
- Ensure that discipleship training reflects our core values to aid in the development of church members in their faith.

Qualifications:

Must enjoy teaching adult groups. Be spiritually mature. Be a member of Broadman Baptist Church in good standing for at least 6 months.

Time Commitment:

Seasonal commitment of approximately 2-4 hours per week including preparation.

Spiritual Gifts:

Administration, Pastoring, Teaching

✝ PRAYER CHAIN MINISTRY TEAM

Purpose:

This ministry is committed to praying for the immediate prayer needs of the church. This telephone/email ministry is available for church members whenever a need exists in their family or the family of a close friend for any prayer concern.

Description of Duties:

- **Prayer Chain Ministry Team Coordinator:**
 - Organizes prayer requests and keeps the prayer chain membership updated.

- **Prayer Chain Team Member:**
 - Keeps in touch with prayer leaders to receive prayer requests in a timely manner.
 - Prays fervently for all requests received.
 - Supports people who have requested our prayers.

Qualifications:

Possess a passion to provide intercessory prayer on behalf of others in need of spiritual, emotional or physical healing.

Time Commitment:

Varies greatly based on congregational needs. Approximately 1-2 hours per week.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Faith, Healing, Helping, Mercy, Miracles

✝ MEN'S MINISTRY TEAM

Purpose:

Touching the lives of men, this ministry gives men an opportunity to fellowship, study, pray & support one another.

Description of Duties:

- **Men's Ministry Team Coordinator:**
 - Provide Bible study, meetings, activities and events for men of the church in order to facilitate life change and spiritual growth for men.
 - Coordinates the annual Men's Retreat and other activities as needed.
 - Be a part of the Church Council.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Assistant Men's Ministry Team Coordinator:**
 - Assists the coordinator in providing for the spiritual growth of men of the church.

Qualifications:

Must be a man of Godly character. Believes in personal accountability. Has an energy for leading others.

Time Commitment:

Approximately 1-2 hours per month. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Apostleship, Encouragement, Leadership, Pastoring

✝ WOMEN'S MINISTRY TEAM

Purpose:

Touching the lives of women, this ministry gives women the opportunity to fellowship, study, pray and support one another.

Description of Duties:

- **Women's Ministry Team Coordinator:**
 - Coordinate with the Bible Study Coordinator, Secret Sister's Coordinator and Women's Fellowship Coordinator to develop women's ministry opportunities.
 - Be a part of Church Council.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Women's Bible Study Coordinator:**
 - Evaluate and order curriculum appropriate for a women's Bible study.
 - Arrange location and schedule and lead a Bible study for the women of the church.
 - Encourage participation at Bible study.

- **Secret Sister's Coordinator:**
 - Coordinate the Secret Sister ministry of the church.
 - Arranges Secret Sister meetings and fellowship.

- **Women's Fellowship Coordinator:**
 - Plan and coordinate events to encourage fellowship among the women of the church.

Qualifications:

Must be a woman of Godly character. Believes in personal accountability. Has an energy for leading others.

Time Commitment:

Most positions require approximately 1-2 hours per month. Increased time may occur seasonally depending on scheduled events. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Ministry Coordinator), Apostleship (Ministry Coordinator), Encouragement (Secret Sister Coordinator), Hospitality (Fellowship Coordinator), Knowledge (Bible Study Coordinator), Pastoring, Teaching (Bible Study Coordinator)

† SINGLE'S MINISTRY

Purpose:

The single's ministry provides programs that meet the spiritual needs of singles, a sense of community and belonging among single adults in the church, and outreach to single adults in the greater community.

Description of Duties:

- **Single's Ministry Coordinator:**
 - Provide Bible study, meetings, activities and events for the single members of the church.

Qualifications:

Must be a man or woman of Godly character. Believes in personal accountability. Has an energy for leading others.

Time Commitment:

Approximately 1-2 hours per month.

Spiritual Gifts:

Apostleship, Encouragement, Pastoring, Teaching

† COLLEGIATE MINISTRY

Purpose:

Description of Duties:

- **Collegiate Ministry Coordinator:**

Qualifications:

Time Commitment:

Spiritual Gifts:

✝ MENTOR TEAM

Purpose:

To seek out those members and prospective members who are in need of one-on-one spiritual guidance as new Christians and thus needing a mentor to help them develop in their spiritual walk.

Description of Duties:

- **Mentor Team Coordinator:**

- Oversee the mentorship efforts of the church.
- Ensure that potential mentees are contacted and matched with a mentor.
- Maintain a list of trained mentors and the status of mentees including making arrangements for the initial meeting.
- Ensure that each mentee completes a spiritual gifts inventory and suggest potential avenues of service.
- Ensure that a list of mentees is maintained and that regular contact separate from the mentor is maintained.
- Construct and maintain a status of spiritual gifts inventory for access by the Mentor Team, Director of Ministries and other church leadership as necessary for service needs as they may arise.
- Recruit and train Mentor Team members quarterly.
- Consult with the Director of Ministries and Director of Discipleship and office staff with respect to visitors and communicate with the Senior Pastor about prospective members and new Christians.
- Consult with Life Impact leaders to determine mentorship needs.
- Be involved with the Discovering Basic Christian Principles and New Believers classes to determine spiritual maturity for assimilation into church ministries and mentor matching.

- **Mentor Team Member:**

- Work under the leadership of the Mentor Team Coordinator.
- Ensure regular contact with mentees is maintained.

Qualifications:

Should be familiar with their own spiritual gifts, avenues of service in the church and have the ability to approach others about service opportunities. The coordinator should have basic computer skills to maintain a data base and track reports, be able to use a pre-produced curriculum to train mentors, be able to communicate regularly with other church leaders to identify mentorship needs and to pursue potential mentors. Must have a servant's heart and be willing to be a part of church leadership and an increased accountability of their spiritual walk.

Time Commitment:

Estimated 5 hours per week.

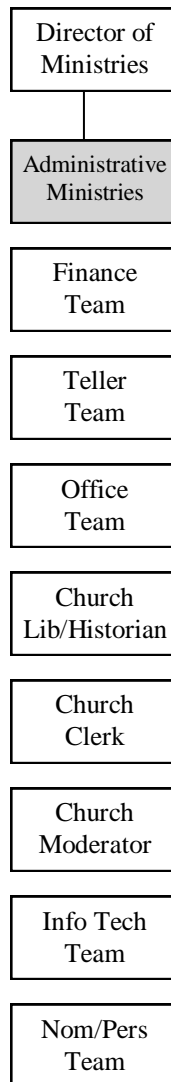
Spiritual Gifts:

Encouragement, Faith, Helping, Leadership, Pastoring, Wisdom

ADMINISTRATIVE MINISTRIES

These ministries are essential in the day to day function of the Church.

These ministry teams are overseen by the the **Director of Ministries**.



† DIRECTOR OF MINISTRIES

Purpose:

Help church members discover and develop their spiritual gifts so that they may begin using them to serve Christ within the church.

Description of Duties:

- Oversees the Administrative Ministries.
- Assess and promote the ministry needs of the church and recruit people based on their giftedness and willingness to serve.
- Conduct at least one ministry fair per year with the assistance of the deacon body and ministry leaders.
- Be a part of the Church Council and the Nominating/Personnel Team.
- Maintain a current ministry roster and a spreadsheet of spiritual gifts and believers.
- Be supportive of the pastor and the ministry direction of the church.
- Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

Qualifications:

This leadership position will be selected by the pastor and/or nominating committee and approved by the congregation. The individual must be spiritually mature, have a thorough understanding of church policies and procedures, be an excellent communicator, possess excellent administrative and organization skills, be able to take direction and work harmoniously with the pastor, possess excellent leadership skills, and be a member of Broadman Baptist Church in good standing for at least one year. This position can be filled by a volunteer, but a bi-vocational or full time minister is preferred.

Time Commitment:

Approximately 15-20 hours per month up to full time. Must attend monthly Church Council meeting.

Spiritual Gifts:

Administration, Apostleship, Encouragement, Helping, Knowledge, Leadership, Pastoring

✝ FINANCIAL MINISTRIES TEAM

Purpose:

The Financial Ministries Team is comprised of the Finance Team Leader, Treasurer, Assistant Treasurer, Financial Peace University Coordinator and members at large. This team is responsible for the current and future financial status of the church.

Description of Duties:

- **Finance Team Leader:**
 - Encourages stewardship.
 - Prepares budget for presentation to the church on a timely basis.
 - Oversees budget management.
 - Oversees gifts and memorials.
 - Works with the treasurer to provide financial guidance.
 - Be a part of Church Council.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Finance Team Leader:**
 - Act as an advisory team regarding church financial matters.
 - Help prepare the annual budget.

- **Treasurer:**
 - Keeps accurate and detailed financial records.
 - Performs accounting functions for the church.
 - Responsible for accurate recording of receipts and disbursements, reviews bank deposits, reviews bank statement reconciliations, makes sure check requests are properly authorized.
 - Reviews and monitors bill payments made by authorized check signers.
 - Provides the church with accurate and informative financial information in a timely manner.
 - Prepares monthly financial statements, prepares payroll taxes.
 - Makes sound decisions regarding management of church funds and payment obligations.
 - Attends finance committee meetings, presents financial information, written and oral, at quarterly business meetings.

- **Assistant Treasurer:**
 - Works with the treasurer to maintain the church's financial records.
 - Performs duties as assigned by the treasurer.

- **Financial Peace University Coordinator:**

- Provides regular training opportunities for members and visitors who progress through FPU.
- Order and supply all necessary materials.
- Arrange for the advertising of the courses.
- Coordinate scheduling of classes with participants and secure church space.
- Assist church members who demonstrate a sincere desire to manage their money God's way (not a financial planner or advisor).

Qualifications:

Financial ministries team members should personally demonstrate and model a strong commitment to stewardship. Have accounting and bookkeeping skills. Must be a church member in good standing for at least six months. Ability to keep personal financial information in the strictest confidence.

Time Commitment:

Time commitment varies based on ministry position but will average 1-2 hours monthly (may be more when preparing the budget). The treasurer may be expected to invest up to 10 hours per week with no assistant. The team leader is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration, Discernment, Encouragement, Faith, Giving, Wisdom

✝ TELLER TEAM

Purpose:

The tellers work under the direction of the Teller Coordinator to oversee the collection of all contributions to the church.

Description of Duties:

- **Teller Team Coordinator:**
 - Responsible for establishing and maintaining an adequate number of tellers for the church.
 - Coordinates the monthly teller schedule.
 - Provides guidance for the church tellers.
 - Provides training for new teller volunteers.
 - Dismisses tellers as needed.
 - Designate an adequate number of depositors.
 - Ensure that the practices, procedures and reporting meet the requirements of the treasurer, financial secretary and the laws of the State of Ohio.
 - Maintains an updated teller handbook for detailed instructions for teller volunteers.

- **Teller Team Member:**
 - Work under the guidance of the Teller Team Coordinator.
 - Record the amount of the offering.
 - Record details of special contributions, count cash, and balance the totals deposited from the various sources of giving.
 - Each Sunday, two people on this team work together to record weekly contributions and prepare a bank deposit.

Qualifications:

Volunteer must receive training from the Teller Coordinator. Volunteer must have the ability to keep personal financial information private. Basic math and organizational skills are beneficial.

Time Commitment:

A team member normally serves twice per quarter for no more than one hour per worship service.

Spiritual Gifts:

Administration, Giving

✝ ADMINISTRATIVE OFFICE TEAM

Purpose:

Members of this team help the pastor and church secretaries with administrative tasks.

Description of Duties:

- **Administrative Office Team Coordinator:**
 - Coordinates volunteers to provide assistance to the church Pastor and secretaries.

- **Administrative Office Team Member:**
 - Assignments given at the discretion of the pastor and church secretaries.
 - Prepare mailings, bulletin inserts, church bulletin boards.

Qualifications:

Must have good organizational skills.

Time Commitment:

Approximately 4-6 hours per month.

Spiritual Gifts:

Administration (Coordinator), Helping

✝ CHURCH LIBRARIAN/HISTORIAN

Purpose:

The mission of the church librarian/historian is to provide resources for the congregation that will further their understanding of the Christian faith and the history of Broadman Baptist Church.

Description of Duties:

- Organize and maintain the church library.
- Approve the purchase of additional literature and other educational materials for the library.
- Record and preserve significant events and documents of the past.
- Promote the understanding and appreciation of the local congregation's history.

Qualifications:

Volunteer must understand the importance of preserving the history of the church.

Time Commitment:

Approximately 1-2 hours every month to shelve library books and update materials as needed.

Spiritual Gifts:

Administration

✝ CHURCH CLERK

Purpose:

The church clerk is responsible for providing written records of church business meetings and keeping church records of membership.

Description of Duties:

- Record the minutes for church business meetings.
- Prepare the minutes and submit them for review by those present at the subsequent meeting.
- Submit for review all transfer of church letter requests and requests for church membership.
- Keeps a record of those joining the church through baptism, statement of faith or transfer.

Qualifications:

Must have good secretarial skills.

Time Commitment:

Approximately 2 hours per month, must attend business and special meetings.

Spiritual Gifts:

Administration

✝ CHURCH MODERATOR

Purpose:

Lead the business and special meetings of the church.

Description of Duties:

- Presides over all meetings of the church.
- Maintains order and follows the established rules of order.
- Prepares an agenda for church meetings.
- The church moderator shall not vote and should be a neutral party in the proceedings not expressing personal opinions to sway discussions.
- A detailed handbook is available.

Qualifications:

Must have good organizational and communication skills. Must be able to lead meetings impartially.

Time Commitment:

Approximately 2 hours per quarter, must attend business and special meetings.

Spiritual Gifts:

Administration

✝ INFORMATION TECHNOLOGIES TEAM

Purpose:

The IT team works under the leadership of the IT Coordinator and will provide computer support for the church pastor and staff.

Description of Duties:

- **IT Team Coordinator:**
 - Ensure that the church budget allows for regular hardware and software upgrades.
 - Oversee the purchase of software and hardware for church use.

- **IT Team Member:**
 - Provide training as needed to pastors and staff to ensure computers are used to full potential.
 - Perform minor to mid-level repairs to systems, calling in outside support when necessary.
 - Make users aware of software license restrictions and copyright restrictions.

Qualifications:

Should have an intermediate to advanced knowledge of the hardware and software used by the church, including any network systems. Computer skills, attention to detail and interest in electronics are highly desired.

Time Commitment:

The team will determine the required frequency of meetings. If there is an active issue or upgrade with computers, there may be several hours per week involved; otherwise, the time is minimal.

Spiritual Gifts:

Administration, Teaching

✝ **NOMINATING/PERSONNEL TEAM**

Purpose:

Recommend to the church people who could serve in ministry leadership positions. Work with the pastor on special occasions to recommend ministerial staff positions as needed and oversee the non-ministerial personnel that work for the church.

Description of Duties:

- Should have an awareness of the current job descriptions.
- Ensure that job descriptions and other records are kept current and accurate for assigned volunteers.
- Meet as a committee to develop lists of potential candidates for each open position based on spiritual gifts.
- Will contact individuals being considered for nominations; describe the job and determine if the two are compatible based on spiritual gifts and a willingness to serve.
- The team should develop an immediate and long-range strategy for identifying leaders.
- Process applications for volunteers and hired positions in the church.
- Make recommendations regarding evaluating, hiring and terminating paid staff.
- Participate with staff in conducting interviews and performance evaluations.
- Works with the Director of Ministries to improve the ministries of the church by making sure each ministry has competent and faithful leadership.

Qualifications:

A business background is very helpful for someone in this role. Volunteers should have good management and communication skills. Minimum of one year church membership.

Time Commitment:

Meets as needed to accomplish tasks. Typically six meetings per year, but may be more frequent depending on church needs.

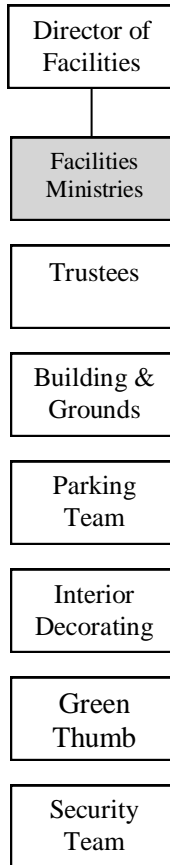
Spiritual Gifts:

Administration, Discernment, Encouragement

FACILITIES MINISTRIES

These ministries ensure that the buildings and grounds of the Church are in excellent condition.

These ministries are overseen by the **Director of Facilities**.



✝ BUILDING AND GROUNDS TEAM

Purpose:

The building and grounds team provides a wide variety of skills to keep the church facilities in excellent condition.

Description of Duties:

- **Director of Facilities:**

- Oversees the Facilities Ministries of the church.
- Supervision and management of maintenance and custodial crews.
- Supervise the care of all property and equipment acquired directly by the church.
- Management of construction projects.
- Coordinating volunteer work days.
- Purchasing supplies for building maintenance.
- Submit annual report and an annual budget for property maintenance.
- Be a part of Church Council.
- Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Building and Grounds Team Member:**

- Works under the leadership of the Director of Facilities.
- Hands-on maintenance, painting and cleaning.

Qualifications:

Must possess a skill appropriate for maintenance needs of the church building and grounds, i.e. carpentry, plumbing, electrical, labor, etc.

Time Commitment:

The coordinator will spend approximately 2-4 hours per month, additional time commitment dependent on church needs. Occasional work days are additional. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Helping, Leadership (Coordinator)

† TRUSTEES

Purpose:

Trustees are mandated by Ohio law. Along with the pastor they are the official representatives of the church in legal matters.

Description of Duties:

- Provide oversight of all real property and equipment owned by the church.
- Sign official documents of the church such as loans and contracts.
- Receive and administer all bequests made to the church.
- Be knowledgeable of local and state laws regarding property ownership and/or disbursement as well as any requirements covering sale or purchase of any real property.
- Ensure that adequate insurance coverage for all church property is provided.

Qualifications:

Must be trustworthy. Committed to the values, visions and beliefs of the church. Must be mindful and accordingly to protect the church from dangers; physical, legal, present and potential.

Time Commitment:

Approximately 1-2 hours per month.

Spiritual Gifts:

Administration, Discernment, Knowledge, Wisdom

✝ PARKING LOT TEAM

Purpose:

The parking lot ministry extends the ministry of hospitality into the church parking lot.

Description of Duties:

- **Parking Lot Team Coordinator:**
 - Coordinates Parking Lot Team Members ensuring appropriate staffing for worship services and special events.
 - Arrange for alternate parking opportunities when necessary.
- **Parking Lot Team Member:**
 - Direct traffic before church services and at other special occasions.

Qualifications:

Be able to direct parking in a friendly and functional manner.

Time Commitment:

Approximately 1-2 hours per week. Additional time may be needed during special events/services.

Spiritual Gifts:

Administration (Coordinator), Helping, Hospitality

✝ INTERIOR DECORATING TEAM

Purpose:

The aesthetics of the building help set the stage to worship God and make members and visitors feel welcome. This team is led by the Interior Decorating Coordinator.

Description of Duties:

- **Interior Decorating Team Coordinator:**
 - Coordinate and approve any decorating decisions such as flooring, paint or wallpaper colors and designs.
 - Purchase and arrange for the installation of decorations throughout the church building that enhance a welcoming and worshipful environment.
 - Coordinate the decoration of the church seasonally and for special occasions.

- **Interior Decorating Team Member:**
 - Provide decorating services at the discretion of the Interior Decorating Team Coordinator.

Qualifications:

Be a team leader with ability to choose and coordinate interior designs and patterns that will be pleasing to church members and visitors making them feel at home.

Time Commitment:

Approximately 2-4 hours per month, additional time seasonally at Christmas and Easter.

Spiritual Gifts:

Administration (Coordinator), Helping, Hospitality

✝ GREEN THUMB TEAM

Purpose:

To enhance the beauty of the outside of the church building to make members and visitors feel welcome.

Description of Duties:

- **Green Thumb Team Coordinator:**
 - Help beautify the church grounds with flowers, shrubs, and landscaping.
 - Approve and purchase the necessary greenery.
 - Arrange for volunteers when needed to help with planting, landscape maintenance and clean-up.
- **Green Thumb Team Member:**
 - Works under the direction of the Green Thumb Team Coordinator and the Director of Facilities.

Qualifications:

Be able to choose appropriate landscaping to beautify the church grounds.

Time Commitment:

Approximately 1 hour per month out of season, 10-12 hours per month spring through fall.

Spiritual Gifts:

Helping, Hospitality

† SECURITY TEAM

Purpose:

The goal of the Broadman Security Team is to provide the first line of defense against any and all intrusions to the safety and security of all church members.

Description of Duties:

- **Security Team Coordinator:**
 - To oversee all security operations for the safety of all church members, regular attenders and visitors.
 - Function under the headship of the senior pastor, trustees and personnel committee and the Director of Facilities.
 - Be responsible to maintain and oversee all operations of the security team.
 - Recruit new team members as need.
 - Determine the adequate number of volunteers to accomplish the task of security.
 - Maintain a written security plan approved by the pastor and trustees.

- **Security Team Member:**
 - Attend required training as determined by the coordinator.
 - Conduct patrols on a rotating basis determined by the coordinator.

Qualifications:

Coordinator must be able to create and maintain schedules for all security volunteers. Be able to supervise all security volunteers. Pass a standard background check. Be a member of Broadman Baptist Church in good standing for at least six months.

Time Commitment:

The coordinator should plan on committing approximately 4-6 hours per week to include Sunday mornings and Wednesday evenings. Team Members will spend approximately 1-2 hours per assignment, may be quarterly or more often based on need and number of volunteers.

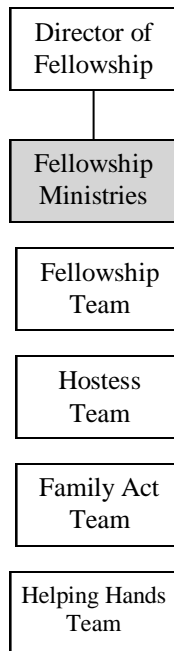
Spiritual Gifts:

Administration, Discernment, Encouragement, Helping, Leadership and Wisdom

FELLOWSHIP MINISTRIES

These ministries strengthen the bond between congregation members and establish healthy relationships.

These ministries are overseen by the **Director of Fellowship**.



✝ FELLOWSHIP TEAM

Purpose:

Fellowship is the strengthening of the bond between congregation members; spiritually and socially assimilating members or potential members into the life of the congregation establishing healthy relationships among God's people.

Description of Duties:

- **Director of Fellowship:**
 - Oversees the Fellowship Ministries of the church.
 - Works closely with the Church Activities Coordinator and Family Activities Team to schedule events and advertise them properly.
 - Aid in planning church activities or events.
 - Recruit fellow members to host specific events and serve with the fellowship team.
 - Participate in the annual ministry fair.
 - Encourage new ideas for improving fellowship both inside and outside of church services.
 - Attends Church Council meetings.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Fellowship Team Member:**
 - Works under the direction of the Director of Fellowship.
 - Aids in the building of mutual cooperation, trust and enjoyment among the people of the congregation.

Qualifications:

Interpersonal and social skills. Management skills of planning, organizing, directing and communicating. Ability to delegate and enable others to share in the work.

Time Commitment:

Approximately 4-5 hours per month, but varies throughout the year. Director of Fellowship will also attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Director), Encouragement, Hospitality

† HOSTESS TEAM

Purpose:

This team coordinates events associated with all fellowship meals.

Description of Duties:

- **Hostess Team Coordinator:**
 - Leads the members of the hostess team.
 - Provides food and fellowship at special events.
 - Coordinates the scheduling of team members to ensure adequate coverage at special events.
 - Delineates the responsibilities of each team member.
 - Ensures that the church kitchen has the needed equipment and supplies.
 - Be a part of the Church Council.
- **Assistant Hostess Team Coordinator:**
 - Assists the Hostess Team Coordinator as necessary.
- **Hostess Team Member:**
 - Work under the leadership of the Hostess Team Coordinator.
 - Set up, cleanup and serving of food at all special events.
 - Set up the fellowship hall as needed.
 - Prepare and serve meals for Wednesday night/WB services.
 - Cook and bake for special events as needed.
 - Help stock and organize kitchen supplies.
 - The **Café Team** will manage the coffee/tea bar.

Qualifications:

The volunteer should have good people skills and be friendly and hospitable. They should be able to communicate clearly and concisely. They should have a sincere desire to serve others.

Time Commitment:

The coordinator should plan on spending approximately 8-10 hours per month but will vary depending on church needs. Also will need to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Helping, Hospitality

✝ FAMILY ACTIVITIES TEAM

Purpose:

This team works with the Director of Fellowship to plan family activities that foster genuine community and fellowship for the entire church.

Description of Duties:

- **Church Activities Coordinator:**
 - Plan and coordinate excursions including scheduling, reservations, activities, food, costs, and all other details.
 - Lead the members of the family activities team.
 - Be a part of the Church Council.

- **Family Activities Team Member:**
 - Work under the leadership of the Director of Fellowship and Church Activities Coordinator.
 - Plan, organize, and implement family activities.
 - Advertise these activities as appropriate to the church and community.

Qualifications:

Committed to the strength and growth of the family. Committed to the vision, values and beliefs of the church. Outgoing with good communication and interpersonal skills.

Time Commitment:

Varies throughout the year, should expect 2-3 hours per month plus additional time for planned events. Some events will be seasonal. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Helping and Hospitality

✝ HELPING HANDS TEAM

Purpose:

This ministry serves the members of our congregation in immediate and tangible ways.

Description of Duties:

- **Helping Hands Team Coordinator:**
 - Coordinates the Helping Hands Team.
 - Delegates to volunteers what services need provided to members.
- **Assistant Helping Hands Team Coordinator:**
 - Assists the Helping Hands Coordinator as needed.
- **Helping Hands Team Volunteer:**
 - Prepare and take meals to people within the congregation who are ill or recovering from major surgery.
 - Offer light housekeeping for those who are ill or recovering from major surgery.

Qualifications:

Must enjoy serving compassionately to those in need. Be willing to help others in their home and/or deliver meals to homes.

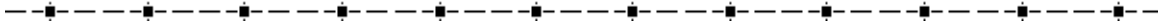
Time Commitment:

Will vary depending on congregational needs.

Spiritual Gifts:

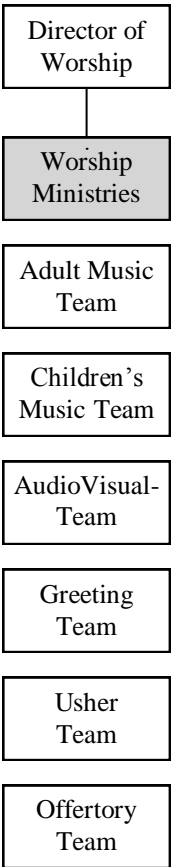
Administration (Coordinator), Encouragement, Healing, Helping, Hospitality, Mercy

WORSHIP MINISTRIES



These ministries provide opportunities for the congregation to worship corporately and individually.

These ministries are overseen by the **Director of Worship**.



✠ ADULT MUSIC TEAM

Purpose:

The music team provides music for all worship services. Encouraging the use of talents in music leadership (leading worship through song), praise team (assist music leaders and guide congregation), choir (adult, children, handbell), vocalists (solos, duets, ensembles), and instrumentalists (organ, piano, woodwind, brass, drums, guitar etc.)

Description of Duties:

- **Director of Worship:**

- Oversees the Worship Ministries of the church.
- Provides leadership in the corporate music and worship ministry of the church.
- Works with the Pastor to achieve a worshipful service.
- Schedules and leads quarterly meeting with Worship Planning Team (Adult Music Team).
- Prepares monthly music schedule and worksheets for Sunday morning services.
- Completes CCLI reporting.
- Participates in Church Council meetings.
- Establishes and manages the music budget.
- Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Choir Leader:**

- Works in coordination with the Director of Worship, equipping the congregation and musicians for worship through music.
- Leads/directs choir practices and specials.
- Coordinates special music scheduling.
- Organizes choir cubicles.
- Places announcements in Church newsletter.
- Leads offertory hymns.
- Participates in quarterly music planning meetings.

- **Praise Team Coordinator:**

- Prepares and distributes quarterly praise team schedule making sure there is a speaking leader for each service.
- Point of contact for all praise team members.
- Attends all praise team practices.
- Coordinates Sunday morning practice including sound team and praise team.
- Communicates all schedule/performance changes with the praise team. Maintains a schedule for Praise Team Leaders.
- Arranges for replacement praise team members as needed due to illness or absence.
- Participates in quarterly music planning meeting.

- **Praise Team Leaders:**
 - Leads the congregation in expressing the love and adoration of God through music.
 - Attends Wednesday night practices weekly in preparation for Sunday's service.
 - If on the rotation or serving as a substitute, attends Sunday morning practice at 9:15am.
 - Communicates absences as soon as practical with Praise Team Coordinator.
 - Rotates as the speaker and prayer leader during Sunday morning services.

- **Instrumental Group Coordinator:**
 - Organizes and leads instrumental ensemble in practices and performances and communicates with members regarding practice and performance dates and times.
 - Works with the worship coordinator to schedule ensemble performances.
 - Selects, orders/downloads music for all instrumental parts.
 - Manages the instrumental budget.
 - **Instrumental Group Member:** Attend weekly practices and Sunday morning practices and play the Doxology and Offertory hymn one time per month. May have additional special practices and performances as scheduled by the Instrumental Group Coordinator.

- **WB Praise Coordinator:**
 - Leads the WB (Wednesday) praise team.
 - Lines up praise team and accompanists for Wednesday night service.
 - Creates slides for Wednesday services.
 - Selects music and coordinates the music and slides with the sound team.

- **Accompanists:**
 - Supports the church choir, praise team, instrumental ensemble and people providing special music as they present the message of Christian faith through song.
 - Will attend practices and accompany music providers at worship services.
 - Schedules replacement if unable to attend a service or special.
 - May include...
 - **Pianist**
 - **Assistant Pianist**
 - **Organist**
 - **Keyboardist**

Qualifications:

A humble attitude growing from the knowledge that the music team's efforts are meant to glorify God. Some musical background or a willingness to develop your musical skills is helpful.

Time Commitment:

1-2 hours per week in general. Leadership positions will also have additional time spent in preparation and organization. Musicians will have additional time spent in rehearsals. Worship Coordinator should anticipate additional time for the many duties of this ministry including attendance at Church Council meetings.

Spiritual Gifts:

Administration, Encouragement, Leadership

†CHILDREN'S MUSIC TEAM

Purpose:

The Children's Music ministry allows children to learn to worship and express their faith and love of God through music.

Description of Duties:

- **Children's Church Music Coordinator:**
 - Works in cooperation with the Director of Worship in planning, scheduling performances and budget preparation.
 - Directs children's musical programs for special occasions including Family Sunday.
 - Recruits children for the program.
 - Recruits adults to assist with programs and supervision of the children.
 - Plans and selects materials necessary for the program.
 - Incorporates Bible study into the program.
 - Communicates with children and parents regarding rehearsals and performances.
 - Participates in quarterly music planning meetings.

- **Assistant Children's Church Music Coordinator:**
 - Assists the Kid's Praise Team Coordinator as needed.

- **Children's Choir Leader:**
 - Plans and leads the Wednesday night Kid's Choir Bible Study and Music.
 - Plans and selects materials necessary for the program.
 - Communicates with children and parents regarding rehearsals and performances.
 - Participates in quarterly music planning meetings.

Qualifications:

Musical ability. Experience working with children. Patience and love for children.

Time Commitment:

Approximately 2-3 hours per week.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Teaching

✝ AUDIO-VISUAL TEAM

Purpose:

To enhance the worship experience of the church by providing support through the use of professional audio/visual equipment.

Description of Duties:

- **Audio-Visual Team Coordinator:**
 - The audio-visual director provides leadership for workers who serve the church in the areas of sound, lighting, and video.

- **Audio-Visual Team Member:**
 - Works with the Audio-Visual Coordinator to enhance worship services using sound and video technology.
 - This team is responsible for operating the audio and video equipment during the worship services and preparing the power point slides for announcement and worship slides.

Qualifications:

Must have some proficiency in the use of computers, MS Powerpoint, various audio and video equipment or the desire to learn.

Time Commitment:

Varies based on assignment including pre-service and during service Sunday mornings and Wednesday evenings. Additional time commitment seasonally with special services.

Spiritual Gifts:

Administration (Coordinator), Helping

✝ GREETING TEAM

Purpose:

To provide a warm, friendly, and orderly reception to make visitors and members feel welcome.

Description of Duties:

- **Greeting Team Coordinator:**
 - Coordinates persons to serve as greeters at both regularly scheduled and special services.
 - Makes sure visitor cards are filled out properly and given to the Pastor or Deacon.
 - Ensures that visitor packets are given to first time visitors.
 - Recruits volunteers to serve as greeters.
 - Maintains a rotating schedule of volunteers.

- **Greeting Team Member:**
 - A Greeter welcomes congregation members and visitors as they enter worship services.
 - The Greeter sets the tone for the Sunday experience.

Qualifications:

People oriented and friendly. Eager to welcome people to services.
Knowledgeable of locations and ministry programs within the church.

Time Commitment:

Approximately 1-2 hours monthly.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Helping, Hospitality, Mercy

✠ USHER TEAM

Purpose:

The usher team works under the guidance of the Usher Coordinator and is essential in welcoming people into the sanctuary and ensuring a smooth flowing worship service.

Description of Duties:

- **Usher Team Coordinator:**
 - Coordinates a team of ushers for the beginning of the worship service and for the receiving of offerings.
 - Coordinate usher team volunteers as needed for special offerings and or information disbursement.
 - Ensure prior to the worship service that all pews are equipped with offering envelopes, visitor cards and pencils.
 - Remain after the service to tidy the pews including disposing of trash, used bulletins and Lord's Supper cups.
 - Monitor heat or air conditioning and make sure the worship area is comfortable for those seated.
 - Get an attendance count to provide to the church office.
 - Monitor the church hallways as needed.

- **Usher Team Member:**
 - Work under the direction of the Usher Coordinator.
 - Welcome congregation members, visitors and guests into the sanctuary, help seat people, hand out programs, and help take up the offering.
 - Assist late arrivers with finding available seating.

Qualifications:

Usher team members should be people oriented, friendly and hospitable. They should be eager to welcome people to services. They should be knowledgeable of the various ministries and programs within the church.

Time Commitment:

Approximately 15-30 minutes before and after each worship service as well as during the offertory portion of the service.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Helping, Hospitality

† OFFERTORY TEAM

Purpose:

To provide leadership in prayer during the offertory portion of the worship service.

Description of Duties:

- **Offertory Prayer Team Coordinator:**
 - Coordinate a rotating schedule of Offertory Prayer Team members.
 - Find replacements and/or fill in on an as needed basis.

- **Offertory Prayer Team Member:**
 - Select and read appropriate scripture to the congregation from the pulpit.
 - Selected scriptures should reinforce God's principles of giving.
 - Lead the congregation in a short prayer to bless the tithes and offerings.

Qualifications:

Ability to speak in front of a large group confidently with conviction.
Confidence to choose appropriate scripture for the offertory portion of the worship service.

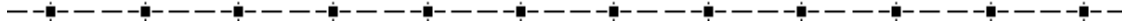
Time Commitment:

Approximately 3-5 minutes during the offertory portion of the worship service. Approximately 5-15 minutes of preparation time.

Spiritual Gifts:

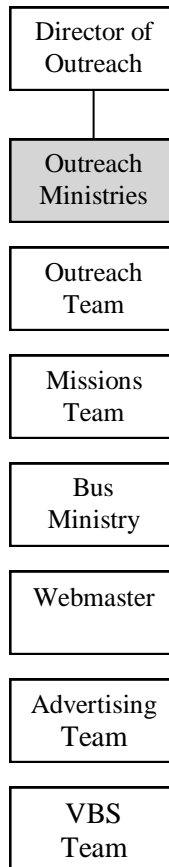
Encouragement, Faith, Giving

OUTREACH MINISTRIES



These ministries help the Church reach beyond its own walls to touch the world around it.

These ministries are overseen by the **Director of Outreach**.



✝ OUTREACH TEAM

Purpose:

Jesus called the church to be salt and light to the world. These ministries help the church continually reach beyond its own walls to touch the world around it.

Description of Duties:

- **Director of Outreach:**
 - Oversees the Outreach Ministries of the church.
 - Serves the church by developing and facilitating an effective and comprehensive program of both local community outreach and global missions.
 - Be a part of Church Council.
 - Must file an annual report in November to reflect the previous year's ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Outreach Team Member:**
 - Assists in reaching the goals set forth by the Director of Outreach.
 - Participate in special outreach programs.
 - Outreach Team members strive to be a part of a team that follows up on visitors and helps implement an intentional outreach plan for the church.

Qualifications:

Must have a heart desire to reach others with the Gospel of Jesus Christ. Should possess excellent communication skills. An "outgoing" personality is a must.

Time Commitment:

Approximately 2 hours per month plus attending outreach events. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Administration (Coordinator), Encouragement, Evangelism

✝ MISSIONS TEAM

Purpose:

This team guides the church to fulfill the command to “go and make disciples of all nations.”

Description of Duties:

- **Missions Team Coordinator:**
 - Coordinates the mission of the month.
 - Plans annual mission projects.
 - Oversee special missions offerings.
 - Educate the congregation about the Cooperative Program.
 - Be a part of Church Council.
 - Must file an annual report in November to reflect the previous year’s ministry accomplishments. This should also serve as a predictor and promotion of what is to come the following year.

- **Missions Team Member:**
 - The missions committee member works with the Missions Coordinator.
 - Members focus their attention on helping the church reach out “to the uttermost parts of the earth.”

Qualifications:

Must have a heart desire to reach others with the Gospel of Jesus Christ. Should possess excellent communication skills. An “outgoing” personality is a plus. Must be willing to work outside the church individually or in small groups.

Time Commitment:

Approximately 1 hour per week. Coordinator is also expected to attend monthly Church Council meetings.

Spiritual Gifts:

Evangelism, Helping, Interpretation, Mercy, Tongues

✝ BUS MINISTRY TEAM

Purpose:

The Bus Ministry provides transportation for those who otherwise would not be able to attend church.

Description of Duties:

- **Bus Ministry Team Coordinator:**
 - Communicate with the church office regarding those in need of transportation.
 - Provide team members with addresses and directions as needed.
 - Be responsible to check fluids levels in the vehicle and report maintenance needs to the church office for repair.
 - Coordinates with the Director of Facilities regarding bus maintenance issues.

- **Bus Ministry Team Member:**
 - Will work under the direction of the Bus Ministry Team Coordinator.
 - Drivers will pick up those in need of transportation, as designated by the church office and/or Coordinator, in a timely manner and deliver them to the church.
 - Notify the Coordinator of vehicle maintenance needs.

Qualifications:

Drivers must have a good driving record, valid Ohio Driver's License and be at least 25 years old.

Time Commitment:

Approximately 30-45 minutes on Sunday morning and the same on Wednesday evenings. Other times as needed.

Spiritual Gifts:

Administration (Coordinator), Evangelism, Helping

✝ WEBMASTER

Purpose:

The Webmaster is responsible for maintaining the church's website.

Description of Duties:

- **Webmaster:**
 - Keep the website current, informative and user-friendly.
 - Ensure that all content is acceptable to the church and lawful by current copyright rules.
 - Maintain a back-up copy of the church website on a remote computer or hard drive.

Qualifications:

Must be proficient with web authoring tools. Good communication skills.

Time Commitment:

Approximately 6-8 hours per month.

Spiritual Gifts:

Administration

✝ ADVERTISEMENT TEAM

Purpose:

This team works under the direction of the Public Relations Coordinator to advertise church events.

Description of Duties:

- **Public Relations Coordinator:**
 - Communicates with the local media and the greater community, ensuring that they are aware of church events and activities.
 - Provides human interest feature ideas.
 - Arranges for pastoral staff to comment on other news events that affect church life or Christianity in general.
 - Advertises church events in the local newspapers and presents ideas of promoting our church to the community.

- **Advertisement Team Member:**
 - Works under the guidance of the Public Relations Coordinator.
 - Help promote church activities both within the church and the community at large.

Qualifications:

Must have good communication skills. Experience in public relations and/or advertising is helpful.

Time Commitment:

The coordinator will invest approximately 2-4 hours per month. Team Member time commitments will vary based on the needs of the coordinator.

Spiritual Gifts:

Administration, Encouragement, Evangelism, Teaching

✝ VACATION BIBLE SCHOOL

Purpose:

A fun and intensive Christian education experience where children worship, learn, play together, and grow in their faith. VBS reaches out to the community to touch the lives of young children, youth and families for Christ.

Description of Duties:

- **VBS Coordinator:**
 - Organizes the scheduling, volunteer recruiting, advertising, and purchasing for Vacation Bible School.
 - Coordinates the various ministry areas of VBS.
- **Assistant VBS Coordinator:**
 - Works under the direction of the VBS Coordinator.
- **VBS Team Member:**
 - Will work under the direction of the VBS Coordinator.
 - The various positions of this ministry may include: decorations, snacks, crafts, missions, teaching, music, recreation, outreach, administration and a multitude of helpers.

Qualifications:

Enjoys working with children and other adults in a fun, learning environment. Will need strong leadership and organizational skills. Work harmoniously with the pastor.

Time Commitment:

Varies depending upon VBS ministry area. Time commitment is seasonal. The week of VBS the coordinator and team members should plan on investing approximately 4-5 hours per night.

Spiritual Gifts:

Administration (Coordinator), Evangelism, Teaching

MODIFYING THE HANDBOOK

There will be times in which this handbook may need to be modified with deletions or additions. The Nominating/Personnel Team along with the Senior Pastor can make such recommendations to the Church Council. The Church Council may then approve the modifications.

The church body will be informed of any major modifications, such as a deletion of a ministry position or addition of a new position at the next scheduled business meeting.

ADOPTION

This document was adopted by a majority vote of the
Broadman Baptist Church congregation
on July 8, 2009

Revised
