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**Spiritual Operating Procedures**

 

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# INTRODUCTION

Greetings, in the name of our Lord and Savior, Jesus Christ. The purpose of this SOP (Spiritual Operating Procedures) is to provide an overview of the expectations of ministry leaders and members of True of Light Missionary Baptist Church. It shall also stand as a reference guide for ministry leaders.

As Pastor of True Light Missionary Baptist Church, I look forward to fulfilling the mission of God’s church by providing this manual as a reference guide.

As Christians, the Bible is our complete source of information for direction in life. This manual in conjunction with the Bible will serve as a tool by which we make ministry happen. As pastor my expectations must be clear, this (S.O.P) seeks to bring clarity to those expectations. It is the duty and responsibility of every servant-leader at True light to read, understand and adhere to these principles. Paul in Colossians 3:23 admonishes us to ensure that our work is God directed. The work that we perform is not for finite man; rather it is unto an infinite God. Let us therefore run with potency and passion with this knowledge.

Thank you for joining me in providing Christ centered leadership for True Light Missionary Baptist Church. Together, we will make a greater impact for the Kingdom of God.

As we move into the next and exciting phase of ministry, my hope and prayer is that you are as excited as I am to “enjoy the ride” and appreciate what God has in store for us as a church family.

Yours in Christ,

Pastor Anthony F. Halley II

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# VISION

Our Goal Is To Make Believers Out Of Nonbelievers And Disciples Out Of Believers.

# MISSION

Building A Family Of Devoted Disciples Of Christ, By Equipping Through The WORD, Empowering By The WORD, So We May Evangelize To The World.

# THEME

But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness into His marvelous light.

**1 Peter 2:9**

***“Church in The Pursuit of Excellence”***

# True Light Missionary Baptist Church Organizational Structure

# True Light Missionary Baptist Church Organizational Structure

**Assistant Pastor​**

* + - Prayer Ministry
		- New Member Orientation​
		- SAS
		- Worship

**Chairperson of the Deacons**

* + - Condolence Ministry​
		- Visitation Ministry​
		- Evangelism
		- New Members

**Worship​ Leader**

* Music Ministry​
* Artistic Lights​
	+ - Praise Dance Ministry​
		- Perpetual Praise Ministry​
		- Audio Visual Ministry
		- Ushers Ministry​
		- Greeters Ministry
		- Public Relations​

**Ministry Support Director**

* + - Culinary Arts Ministry​
		- Health & Wellness
		- Fitness Ministry
		- Senior Adult Activities Coordinator
		- Sanctuary & Décor​
		- Church Historian​

**Christian Education​ Director**

* + - Sunday School​
* Vacation Bible Study
	+ - Children & Youth​ Ministry
		- Young Adult Ministry
* Pastor's Aid Ministry​
* Boys to Men​
	+ - Girls Rights of Passage​
		- Marriage & Family Ministry​
		- Men's Ministry​
		- Women's Ministry​
		- Baptismal Ministry

**Trustees**

* + - Stewardship
		- Building & Grounds
		- Transportation

# STANDARDS FOR LEADERS

COLOSSIANS 3:22-25

**The following statements will serve as the standard for all True Light Baptist Church leaders.**

**Leaders:**

1. Must be in good standing with True Light Missionary Baptist Church. Those who lead, as deacons, trustees, ministry leaders, ministry chairpersons, staff members, etc., are extensions of the pastoral work of the church. Therefore, those who lead in this church must be pro-God.
2. Must use the office to serve God by being the hands and feet of Jesus Christ.
3. Must exhibit Christ likeness in character, conduct, conversation, and cooperation.
4. Must lead fellow members in supporting their efforts to advance the kingdom’s cause through our church.
5. Must work well with other church leaders and support other church ministries in their efforts to advance the kingdom’s cause through our church.
6. Must be open to constructive criticism and respect members’ opinions and rights.
7. Must be knowledgeable of God’s Word (a continuing student of the Word).
8. Must be knowledgeable of church programming, to be able to inform others of the ministries, service(s) and other specifics of True Light Missionary Baptist Church.
9. Must be a tither. Must support the church morally, financially and embrace the biblical principles of Christian stewardship.
10. Must work for the improvement of self by attending, teaching (ex. Sunday School and training ministries), workshops, bible studies, revivals, seminars, and worship services of the church.
11. Must follow leadership and work well with others.
12. Must be a non-gossiper.
13. Must be humble, slow to anger, patient, wise and of honest report.
14. Each leader will serve a minimum of two years. Term limit will be extended at Pastor’s discretion.
15. Must comply with the church’s Standards for Leaders.

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The senior pastor shall serve as the chief under shepherd and overseer of True Light Missionary Baptist Church, feeding, leading, and nurturing the sheep. The pastor will lead the church in spiritual growth by giving God inspired vision and direction.

**Responsibilities**

1. The Pastor shall be a spiritual leader of high Christian character and a duly ordained Baptist minister.
2. The Pastor shall be of sound doctrine and meet the Scriptural qualifications set forth in 1 Timothy 3:1-7.

This is a true saying, if a man desires the office of a bishop, he desireth a good work. 2A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behavior, given to hospitality, apt to teach; 3Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; 4One that ruleth well his own house, having his children in subjection with all gravity; 5(For if a man know not how to rule his own house, how shall he take care of the church of God?) 6Not a novice, lest being lifted up with pride he fall into the condemnation of the devil. 7Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.

1. The Pastor shall be the recognized leader of the True Light Missionary Baptist, giving personal direction to its total ministry, working with all duly constituted officers and ministries in promotion of the church’s program. He shall moderate all Vision meetings, shall conduct the church ordinances, shall be exofficio member of all ministries and functions of the church, shall have control of the pulpit, and shall be expected to minister to the total spiritual needs of all members collectively and individually.
2. Oversee pastoral staff.
3. Provide leadership and vision for the church. Direct plans for ministry and church growth, develop and fine-tune the church structure to advance God’s Kingdom agenda.
4. Motivate, equip and nurture the people of True Light through example, preaching and teaching God’s Word and spiritual counseling.
5. Spend significant time in prayer and Bible study in preparation to minister God’s Word.
6. Coordinate visitation ministries to attend to all sick, hospitalized, or grieving church members.
7. Officiate at weddings and funerals of membership or ensure and alternate is available.
8. Provide premarital counseling, counseling regarding salvation and spiritual issues and other counseling for church members.
9. Perform Communion and baptism.
10. Oversee church discipline and manage conflict in the church. Seek to reconcile relationships and promote unity within the church body.
11. Participate in evangelism efforts through preaching and giving invitations during worship services, revivals or other special services, visitation and other outreach efforts.
12. Comply with the church’s Standards for Leaders.

# ASSISTANT PASTOR

The Assistant Pastor will assist the Senior Pastor lead others into a growing relationship with Jesus Christ as well as taking on important responsibilities within the church, such as overseeing key leaders and leading ministries. The Assistant Pastor will also be responsible for standing in for the Senior Pastor in their absence, in core duties, and for maintaining integrity within the church.

**Responsibilities**

1. Act on behalf of the Pastor in the Pastor’s absence.
2. Assist Senior Pastor in overseeing the ministries of the church and keep regular contact with Ministry Leaders.
3. Represent the Pastor at ministry meetings in the absence of the Pastor.
4. Teach weekly new member orientation classes and provide spiritual gifts assessment for service opportunities.
5. Schedule bi-monthly meetings for Ministers in collaboration with the Pastor.
6. Provide vigilant follow up with Ministry heads to ensure effective and impactful ministry outcomes.
7. Give special interest to the Deacons’ Family Care Ministry to ensure operational effectiveness.
8. Attend staff meetings, department and Leadership Conferences and preside as needed in the absence of Pastor.
9. Attend meetings of the organized work of conventions as time and church finances permit.
10. Assign a presiding Minister for Refuel Wednesday Bible Study and Sunday Worship Service.
11. Participate with the True Light Cares Ministry (visitation of sick and shut in and administering communion and benevolence).
12. Is subject to the pastor and performs other related duties as specified by the Pastor.
13. Comply with the rules of the church’s Standard for Leaders.

# DEACONS

Deacons exist to support the total church program and to assist the Pastor in his spiritual ministry to the congregation and in all matters of concern to the total life of the church.

**Responsibilities**

1. Deacons will be appointed by the Pastor.
2. New deacons shall be selected for ordination or recognized officially by the church upon joint recommendation of the Pastor, Chairman of Deacons and church body.
3. The number of deacons shall be decided by the Pastor. Deacons shall serve upon ordination.
4. No deacon shall serve automatically by virtue of previous ordination by another church.
5. Deacons shall facilitate the Family Care ministry needs of the church.
6. All prospective deacons are to be set aside for a period of six to nine months prior to ordination.
7. The Pastor shall remove any deacon that no longer meets the church’s Standards for Leaders and scriptural qualifications as defined in 1 Timothy 3:8-13:

Likewise, must the deacons be grave, not double tongued, not given to much wine, not greedy of filthy lucre; Holding the mystery of the faith in a pure conscience. And let these also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husbands of one wife, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.

1. Organize and oversee the church prayer ministry.
* Recruit leaders and develop the schedule for prayer meetings.
* Recruit participants and organize a contact list for the prayer chain for emergency requests.
* Develop a rotation schedule for prayer warriors to pray during services and special events.
* Contact appropriate leaders to share praises and prayer requests.
* Ensure prayer warriors and partners receive training to pray for every prayer need as they are received.
1. Check prayer box and webpage twice a week for prayer requests.
2. Provide a phone number for contact in case of emergency requests.
3. Pray the Word of God over every request received.
4. Oversee budget and expenditures for the prayer ministry.
5. Be available daily to receive and distribute requests to the appropriate prayer ministry leader in a timely manner.
6. Pray for the vision of the church as the pastor has laid forth.
7. Comply with the rules of the church’s Standards for Leaders.

# CHURCH ADMINISTRATOR

This office is responsible to the Pastor in the performance of its duties. The primary role of the Church Administrator is to provide support and assistance to the pastor and to maintain the operation of the church office to ensure church affairs are handled effectively and efficiently.

The nature of this position requires empathy and discretion as it pertains to church affairs.

**Responsibilities**

1. Hold and handle with confidence the pastor’s private matters regarding his office.
2. Schedule and maintain Pastors daily, weekly, and monthly calendar to include special events.
3. Organize the offices of the Pastor and Administrator to reflect a professional God centered environment.
4. Coordinates all travel arrangements for Pastor and church, working with Trustees to secure appropriate funding as needed.
5. Assist the Visitation/Deacons (True Light Cares) Ministry as needed.
6. Manage the day-to-day operations of the senior pastor’s office by receiving all incoming work and correspondence.
7. Have good rapport with the congregation, external organizations and the general public.
8. Ensure office supplies are maintained for the Pastor and Church.
9. Attend meetings with and for the senior pastor upon request.
10. Prepare and read all church resolutions or designate and alternate to do so.
11. Prepare all certificates (baptisms and baby dedications, etc.) and file appropriately.
12. Receive annual events to be placed on church calendar from ministry leaders by October 1st annually and ensures the accuracy of church calendar.
13. Keep an accurate, up-to-date account of the church membership roll.
14. Provide a secure, dry storage area for retention of all permanent congregation records
15. Proofread all written materials, to include, internal and external correspondence, bulletins, programs, letters, etc. representing the church.
16. Schedule and coordinate use of church buildings for rental.
17. Assist ministries with the production of annual programs and church related programs.
18. Schedule contract labor and vendors for repairs and services, in collaboration with the Building and Grounds Superintendent, as needed.
19. Record and maintain thorough and complete records of all scheduled or called church vision or leadership meetings.
20. Perform any other related duties as specified by the Pastor.
21. Attend mandatory staff meetings.
22. Work with appropriate ministries, officers and leaders to carry out the ministry of the pastor and church.
23. Turn over all records, property keys and other related materials at the time of job termination or pastoral request.
24. Comply with the rules of the church’s Standards for Leaders.

# CHIEF OPERATING OFFICER

Reports to the Senior Pastor, serves as the church’s primary business manager and leads the church’s day to day operations in support of the church’s ministries. The COO is a mission-driven, process-minded, leader who will help others deliver results that reflect the church’s mission.

**Responsibilities**

1. Partner with Church Ministries so that all of the ministries can thrive and be aligned with our vision, values and strategies.
2. Oversee/Lead Church Operations and Church Administration- will lead and oversee all the operational side of TLBC (e.g., facilities, finances, budgets, administration, IT, HR, Legal, etc.). He/she will oversee all internal processes and infrastructures to ensure they are effective, efficient and are aligned with the vision, values and strategies of TLMBC.
3. Establish and monitor systems and processes that assist support staff in the execution of their day-to-day responsibilities.
4. Ensure a culture of focus and accountability where each direct report understands his/her role, responsibilities, outcomes and achieves them with excellence.
5. Provide financial oversight and ensures financial and other appropriate information is reported to the Senior Pastor and Trustees.
6. Oversee an annual budgeting process that reflects strategic priorities and makes sure we stay aligned and on track throughout the year.
7. Provide authentic and effective leadership in such a way that people are built up, encouraged and loved.
8. Able to lead volunteer teams, recruit, develop and inspire people, set clear expectations and accountability.
9. Attend mandatory staff meetings.
10. Comply with the church’s Standards for Leaders.

# TRUSTEE MINISTRY

The Board of Trustees of True Light Missionary Baptist Church are Officers of the church appointed by the Pastor. They are to handle all legal and financial details concerning the church. The Trustees serve primarily as the church’s legal representatives and transact such business as the church authorizes them to do.

The Board of Trustees has authority and responsibility for fiscal stewardship, oversight and management of properties of the church. Trustees will consider their first allegiance to be to God and will examine all issues in the light of His leadership. Trustees are responsible to the Chairman of the Trustee Board. Trustees are responsible for working collaboratively with other Trustees to complete ministries work assigned to them by the Chairman of Trustee Board. Work assigned will typically fall under the following work groups: Finance Ministry, Facilities Ministry, Contracts Ministries and other work groups deemed necessary to carry out the mission of the Church.

**Responsibilities**

Trustees must:

1. Be a member of True Light Missionary Baptist Church, who has attended regularly for at least one (1) year and has exhibited a willingness to serve.
2. Be a model of biblical stewardship and financial integrity.
3. Have sound fiscal integrity and the ability to safeguard all financial and other confidential information.
4. Be committed to attending at least 75% of Trustee meetings held during the year.
5. Be committed to attending all general church vision meetings.
6. Be committed to being a team player on the Board of Trustees and a morale builder in the congregation. Trustees have the responsibility and opportunity to carefully examine and question all issues on the agenda. Once a vote is taken on an issue, they should be united in support of that decision.
7. Be familiar with the church’s programs and operations.
8. Participate in board retreats and planning meetings as scheduled.
9. Participate in resource development and fundraising activities as appropriate (capital campaign).
10. Maintain confidentiality.
11. Define the Church budget at the beginning of each calendar year.
12. Assist with the collections of offerings when there is not a sufficient number of Finance Ministry Members available.
13. Raise awareness for good stewardship and sponsoring annual stewardship campaigns.
14. Manage funds to operate the church.
15. Support and push the tithing program of the church and encourage members to become tithers and financial supporters of the church.
16. Keep constant check on the budget and inform the pastor and church when added efforts are needed to increase giving.
17. Make written reports to the church at annual church Vision meetings.
18. Receive budget requests from each ministry leader by October 1st annually.
19. Comply with the rules of the church’s Standards for Leaders.

# CHURCH FINANCIAL SECRETARY

The Church Financial Secretary is to oversee the day-to-day business and financial activity of the church. Office is responsible to the Pastor first, and then Finance Chairperson and Trustees with performance of its work.

**Responsibilities**

1. Assign financial contribution numbers to new members, as needed.
2. Prepare and distribute employee payroll checks weekly.
3. Post payroll and accounts payable checks written weekly.
4. Calculate Employee Tax (941) owed and initiate payment in the Electronic Tax Payment System bi-weekly.
5. Reconcile bank accounts monthly.
6. Prepare and mail 941 IRS Report quarterly.
7. Prepare and issue W-2 Forms for all permanent employees annually.
8. Prepare and issue 1099 Forms for contract employees and guest speakers annually.
9. Prepare and distribute vendor checks for services rendered.
10. Document each invoice with payment information.
11. Place missing financial contribution numbers on tithe/offering envelopes as necessary.
12. Record envelopes in computer, generate report and prepare quarterly membership statements.
13. File contribution envelopes for storage and retention.
14. Provide income reports to the Trustee Chairman quarterly and annually.
15. Accept and issue receipt for funds relating to weekly activities, i.e., late tithes/offerings and ministry reports and store in safe for deposit.
16. Issue check or cash to benevolent recipients as authorized.
17. Prepare payouts for in-house activities weekly and emergencies as they arise as authorized.
18. Receive and process as authorized Funds Requested according to schedule and availability of funds.
19. Issue receipt for funds relating to weekly activities, i.e., late tithes/offerings, ministry reports, and store in safe for deposit.
20. Turn over all records, computer diskettes, property keys and other related materials at the time of job termination or pastoral request.
21. Perform any other related duties as specified by the pastor.
22. Comply with the church’s Standards for Leaders.

# FINANCE MINISTRY

The Finance Ministry will be responsible for counting and verifying receipts from Sunday services and weekly Bible Study. They will be responsible for appropriately documenting and depositing all funds as per standard operating procedures. The church Treasurer is responsible for all deposits of funds within 24 hours. Contribution envelopes and copies of the deposit forms will be given to Financial Secretary for record keeping. The Finance Ministry will provide weekly deposit reports to the Finance Chair, who will report to the Trustee Chairman, each Sunday.

**Responsibilities**

### FINANCE CHAIRPERSON

The Chairperson shall have general responsibility for the council of cash; to ensure all deposits and receipts of all banking transactions, are securely and appropriately accounted for, and ensures all disbursements are properly authorized. The Chairperson shall be generally responsible for the accounting system and supervision and maintenance thereof. They shall report to Trustee Chairperson periodically on the financial status of the church or other related matter with which he/she is charged.

#### FINANCIAL SECRETARY

The Secretary shall be responsible for preparing all checks for disbursement and issuing a receipt for funds received for the ministry from church members or others. They shall also be responsible for assisting the Chairman in the maintenance of the accounting system. He/she is to make certain that all funds received are given to the Treasurer within a reasonable time (i.e., 24 hours or less). He is an authorized co-signer of checks to be disbursed.

#### TREASURER

The Treasurer will be responsible for depositing all money in the church’s bank account. He/she is an authorized co-signer of checks to be disbursed. The Treasurer shall be appointed by the Pastor. The Treasurer shall be responsible for depositing all contributions to designated church bank accounts.

1. The Treasurer shall receive from the Finance Ministry, after income has been counted, all monies belonging to the church for the purpose of depositing it in the bank. Monies shall be deposited within twenty-four (24) hours of the time it was received.
2. The Treasurer shall submit to the Pastor and trustees, upon their requests, information as to the condition of the treasury.
3. The Treasurer shall be bonded by a reputable bonding company.
4. All members of the Finance Ministry are authorized to sign church checks.
5. Must comply with the church’s Standards for Leaders.

# PASTOR’S AID MINISTRY

# SAINTS ARMED TO SERVE (SAS)

The function of the Pastor’s Aid Ministry is to advocate for the needs of the pastor and his family. Their goal is to ensure there is no lack for the pastor or his direct family members, including his spouse and children. Working as a Pastor's Aide Ministry member requires the highest level of confidentiality.

The pastor will appoint this ministry and its chairman annually. The Pastor’s Aid members will elect all other officers.

**Responsibilities**

1. Lead out in educating the church in its responsibilities to the pastor and his family.
2. Check on the pastor and his family concerning their needs constantly.
3. Lead out in every service that is given on behalf of the pastor and his family, such as birthdays, anniversaries, or Pastor appreciation celebrations.
4. Know and support the pastor’s program for the church and urge others to support the same.
5. Make quarterly reports to the church concerning the work of this ministry.
6. Recommend cost of living, merit, love gifts, etc. for the pastor.
7. Comply with the church’s Standards for Leaders.

# ASSISTANT TO THE PASTOR – EVANGELISM

The Assistant to the Pastor for Evangelism will serve as an extension of the pastor in True Light’s evangelism program.

**Responsibilities**

1. Coordinate the evangelism program of the church.
2. Ensure all entities of the evangelism ministry are properly functioning. This means to equip them through training and undergird, and enhance the leadership of the various entities of the evangelism ministry.
3. Lead out in all efforts to move True Light and its evangelism program forward.
4. Guide church members to be personal witnesses of their faith in Jesus.
5. Stay informed on evangelistic and witnessing resources, materials, methods, and administration.
6. Recommend and submit an annual estimated budget for evangelistic and outreach needs in October of each year.
7. Attend ministry meetings and other self-development conferences, etc.
8. Be subject to the Pastor and perform other related duties as specified by the pastor.
9. Perform other duties as assigned by the pastor.
10. Comply with the church’s Standards for Leaders.

# EVANGELISM MINISTRY

The Evangelism Ministry seeks to build authentic relationships with the lost. This ministry seeks to actively share their faith with those who don’t know Christ

**Responsibilities**

1. Follow up with visitors and prospects that have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
2. Serve as a support group for the orientation ministry, assisting those who come forward for salvation to unite with the church during or following church services.
3. Pray regularly for the evangelism ministry, for the needs of those who will be visited and for specific names of people needing salvation.
4. Be able to share your faith with others, using personal life experiences and testimony as well as Scripture.
5. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.
6. Provide training to those who become involved in the evangelism ministry.
7. Provide ongoing support and training materials as needed.
8. Plan a course or seminar at least bi-annually for training and reinforcement of church’s evangelism program.
9. Teach proper evangelism techniques.
10. Comply with the church’s Standards for Leaders.

# ASSISTANT TO THE PASTOR – VISITATION

# TRUE LIGHT CARES MINISTRY

This individual will be responsible for providing love and spiritual care to church members on behalf of the Pastor.

**Responsibilities**

1. To serve as an extension of the Pastor’s Office by ministering to the sick and shut in.
2. To visit the sick, shut in and bereaved expressing the pastor and church’s sentiment and concern during their time of sickness or bereavement.
3. To keep the pastor apprised of members who are bereaved or sick and shut in and their condition.
4. To inform the church secretary and/or administrative assistant of new sick members or changes in sick member’s condition.
5. Attend ministry meetings and other self-development conferences, etc.
6. Is subject to the pastor and performs other related duties as specified by the pastor.
7. Comply with the church’s Standards for Leaders.

# ASSISTANT TO THE PASTOR – CHILDREN AND YOUTH

To provide quality Christian Leadership which epitomizes biblical principles, teaching and preaching, targeting children and youth of the church.

**Responsibilities**

1. To represent the pastor over the Children and Youth ministries.
2. To work with and advise children and youth directors in their work to make for a harmonious and productive work.
3. To organize, facilitate and insure the effective work of both, the children and youth of the church.
4. Attend ministry meetings and other self-development conferences, etc.
5. To work with other preachers, staff, members and officers of the church for a progressive work of the church.
6. To ensure all staff working with children have been through background checks.
7. To ensure that all children and youth workers have gone through proper background checks.
8. Is subject to the pastor and performs other related duties as specified by the pastor.
9. Comply with the church’s Standards for Leaders.

# CHRISTIAN EDUCATION MINISTRY

This ministry shall constantly study the teaching and training program of the church, with special attention to each ministry and church ministry. The work of the Christian Education Ministry will be divided into the following areas: Children, Youth, Young Adults, Adults, Leadership Development, Education and Library.

**Responsibilities**

1. Promote entire educational programs of the church.
2. Develop and interpret the educational objectives and goals of the church.
3. Enlist, train and recommend all church educational workers.
4. Evaluate, determine and supervise the curriculum of the educational program.
5. Prepare the educational budget of the church and submit to the Finance Ministry for approval.
6. Works with Administrative Assistant to coordinate convention/conference arrangements for True Light assigned delegates.
7. Works with Administrative Assistant to coordinate convention/conference arrangements for True Light assigned delegates.
8. Comply with the rules of the church’s Standards for Leaders.

# CHRISTIAN EDUCATION DIRECTOR

## The Christian education director is responsible for planning, implementing and overseeing the Christian education program of the church.

**Responsibilities**

1. Plan and implement the Christian education program.
2. Work closely with the Pastor and Christian Education Ministry to develop all aspects of the Christian Education ministry of the church.
	* Work with appropriate church leaders to set goals, determine priorities, establish programs, and coordinate Christian Education calendar.
	* Work with the Christian Education Ministry to implement Year-Round programs for Christian Education.
	* Ensure all areas of Children and Youth Ministry are implemented, including curriculum and programs.
	* Encourage members to explore and use their spiritual gifts; equipping leaders, volunteers and teams through training and support.
	* Work closely with the Sunday School Superintendent to enhance Christian Education opportunities for children, families, Sunday School and small groups.
	* Develop and implement innovative ways to make Christian Education more effective.
	* Keep current of the latest trends, methods, and materials as related to religious education.
	* Assist in identifying, recruiting and equipping leaders/teachers for Sunday School and Small Groups.
	* Be an advocate within the church for Christian Education.
3. Participate in regularly scheduled staff meeting, Teachers Meeting and Christian Education meetings.
4. Schedule special seminars or classes for specific group needs (divorce care, parenting, finances, marriage enrichment, etc.).
5. Assume other responsibilities as assigned by the Senior Pastor in keeping with the scope of this job description.
6. Sit on the advisory ministry for the scholarship ministry.
7. Must comply with the rules of the church’s Standards for Leaders.

# SUNDAY SCHOOL SUPERINTENDENT

The Sunday School Superintendent will lead and oversee the ministry of the Sunday School. This person will ensure proper staffing, training and operation of the department.

**Responsibilities**

1. Oversee operation of Sunday School ministry (teachers on hand, lessons available, start/end on time, records procedures followed/forms completed, etc.).
2. Pray regularly for the Pastor, his family, all leaders and for spiritual, numerical and financial growth and development of the Sunday school.
3. Recruit volunteers to serve in Sunday School ministry.
4. In collaboration with the Director of Christian Education and the Christian Education Ministry, develop and implement a training program for Sunday school leaders (teachers and workers).
5. Coordinate Teacher Training and regular Teacher’s meetings.
6. Obtain information on Sunday school curriculum; inform teachers of selection; order curricula.
7. Oversee distribution of Sunday school material or store it in a designated location for easy access by leaders.
8. Recognize, encourage and motivate Sunday school workers.
9. Communicate information regarding goals, special days, etc.
10. Act as substitute teacher in the absence of the Primary teacher if no other substitutes are available.
11. Report to Sunday school area of ministry no later than 8:50 a.m.
12. Sit on the advisory ministry for the scholarship ministry.
13. Perform other duties as assigned by the pastor.
14. Complies with the church’s Standards for Leaders.

# SUNDAY SCHOOL TEACHER

The Sunday school teacher is responsible for providing spiritual nurture through biblical instruction, guidance and positive role modeling.

**Responsibilities**

1. Teaches small groups of adults or children.
2. Regularly attends scheduled Teachers/Christian Education meetings.
3. Ensures that participants are age or gender appropriate (when applicable per class curriculum and/or mission focus).
4. Committed to proper study and preparation for weekly classes.
5. Reaches out to find and enroll adults and children who are not currently active participants in Sunday school.
6. Contacts absentees weekly and all children in assigned groups regularly.
7. Utilizes weekly visitor information as outreach opportunities.
8. Provide Superintendent with at least one day, preferably one-week advanced notice of substitution needs.
9. Report to Sunday school area of ministry no later than 8:50 a.m.
10. Provide contact information to participants.
11. Reports to Sunday School Superintendent for any needs.
12. Must comply with the church’s Standards for Leaders.

# VACATION BIBLE SCHOOL DIRECTOR

Vacation Bible School Director is responsible for planning, promoting and overseeing the entire VBS program.

**Responsibilities**

1. Coordinate with Christian Education Director and Children’s Ministry Director to order VBS curriculum and material.
2. Ensure that sufficient quantities of VBS supplies are available. Obtain craft materials, etc. through announcement for donations from church members. Purchase what is needed after donations.
3. Submit VBS projected Budget annually in October to Trustee Chairman.
4. Work with Pastor and Children’s ministry director to recruit VBS workers.
5. Manage VBS promotion and registration.
6. Work with Information Ministry to promote VBS in the community.
7. Plan, promote and carry out a VBS worker-training workshop.
8. Distribute supplies to VBS workers.
9. Oversee entire VBS program; plan and direct special services/programs.
10. Collect visitor information from registration forms for follow up.
	* VBS director sends letter to children’s parents, thanking them for allowing child to participate and inviting them to participate in Adult classes and other church functions.
	* Teachers send cards to students expressing “thank-you-hope-you-enjoyed-come-again” cards.
	* Give unchurched prospect information to church outreach director for follow-up.
11. Pray diligently for workers and children.
12. Oversee budget and expenditures for the VBS.
13. Comply with the rules of the church’s Standards for Leaders.

# LADY JENAY HALLEY MEMORIAL SCHOLARSHIP MINISTRY

The True Light MBC Lady Jenay Halley Memorial Scholarship Ministry is dedicated to providing financial awards to members of True Light MBC who graduate from high school and college.

**Responsibilities**

1. The Scholarship Ministry establishes consistent procedures by which all scholarships will be awarded on behalf of the church.
2. True Light MBC scholarship ministry requires each applicant to complete an application so that all information will be provided in a uniform and consistent manner.
3. The scholarship ministry will ensure all applicants are members of True Light MBC in good standing.
4. The scholarship ministry will seek out and provide ways to engage young people to raise funds for scholarship fund.
5. The Scholarship Ministry will meet each spring to review guidelines and application forms to be used for the coming academic year. The chairperson of the Scholarship Ministry will appoint four members to be on a special Advisory Team with the chairperson. This Advisory Team will help the chairman review all applications. The Christian Education Director and Sunday School Superintendent will serve on the advisory team.
6. The Advisory Team will give careful consideration of requests. The Scholarship ministry will follow the guidelines except when the Advisory Team recommends a deviation. The Scholarship ministry will then consider such recommendations.
7. The scholarship ministry will work with the Christian Education Director and Sunday school superintendent in making final decisions with regards to scholarship awards.
8. Comply with the rules of the church’s Standards for Leaders.

# MINISTER OF MUSIC

The principle function of the Minister of Music is the development and promotion of the music ministry at True Light Missionary Baptist Church. The Minister of Music is in charge of the Worship experience through music and performing arts.

**Responsibilities**

1. Be responsible to the pastor for the Music Ministry of the church, especially the music for the worship services of the church.
2. Coordinate the Music Ministry to promote a spiritual atmosphere of worship and praise; encompassing a balance of hymns and contemporary musical genre.
3. Recruit and train music staff as appropriate.
4. Ensure all rehearsals are covered.
5. Supervise and evaluate the work of all music leaders and assigned paid staff workers of the music ministry.
6. Coordinate music for funerals of TLMBC members.
7. Lead in developing and overseeing a church music library for musicians and choir members to keep our music repertoire fresh and updated.
8. Promote excellence in the Music Ministry by evaluating performance of musicians, choirs, and congregational singing. To encourage each musician to introduce and train our choirs with new music.
9. Hold musicians and director’s rehearsal prior to choir rehearsal for the purpose of familiarizing each musician with songs to be practiced/performed, make song selections for worship on upcoming events and determine individual musician responsibilities for each worship service.
10. Attend mandatory staff meetings.
11. Responsible for resolving ministry related concerns including counseling, disciplinary action or termination and labors to resolve them.
12. Consults with Personnel Director for any unresolved concerns.
13. Comply with the rules of the church’s Standards for Leaders.

# MUSICIANS

The principle function of the Musician is to provide music excellence for each worship experience as directed by the Minister of Music.

**Responsibilities**

1. Be accountable to the Minister of Music.
2. Be present in worship services from beginning until benediction. Musicians must remain in the sanctuary available to render services as needed or as directed by the Minister of Music.
3. Be present, punctual and available as a salaried employee of the church at all worship services unless other arrangements are made with the Minister of Music’s approval.
4. Present new music to Minister of Music for consideration.
5. Assist Minister of Music and other musicians to carry the Music Department forward musically.
6. Submit written requests for any absences to Minister of Music for approval two weeks in advance.
7. Comply with the rules of the church’s Standards for Leaders

#  CHURCH HISTORIAN

The Historian is responsible for keeping accurate records, photos of church events, milestones, and organizing the information to preserve a historical library of the church’s heritage.

## Responsibilities

1. Clip and file any news or magazine articles about the church, pastor or related ministries.
2. Keep photo archives by properly identifying photos of;
	* All pastors, ministers and paid staff members who have served the church
	* Special events
	* Church building, grounds and any additions or improvements
3. Keep an up-to-date journal of special services and events held at the church such as revivals, homecomings, anniversaries, conferences, outreach activities, dramas, ministry fairs, and ministry related activities etc.
4. Keep a record of church expansions and improvements; note dates, etc.
5. Keep up-to-date biographical information about the pastor(s).
6. Maintain all church history, to include, pictures, documents, etc. in a secure place located on church property.
7. Provide up to date written and pictorial church history to leaders as requested for special occasions, such as Church Anniversary celebrations, etc.
8. Perform the responsibilities as listed above and other duties as deemed appropriate by the Pastor.
9. Comply with the rules of the church’s Standards for Leaders.

**PRAYER TEAM**

The prayer team will act as a support group to the ministry director. The prayer team will handle individual prayer requests as directed by the ministry leader.

**Responsibilities**

1. Pray the Word of God continually and consistently for a great variety of needs.
2. Be easily accessible by phone.
3. Pray for emergency prayer requests.
4. Pray for the vision of the church as the Pastor has laid forth.
5. Pray for wisdom, vision, and guidance for the Pastor as he leads the church according to the Word of God.
6. Pray for needs such as salvation, commitment and rededicated lives, protection from evil, wisdom and safety for leaders, special requests, to tear down strongholds, etc.
7. Pray for local, national, and international concerns, including missions.
8. Pray during church services, weekly prayer meetings and at home.
9. Do not share confidential information with those outside the prayer ministry and do not gossip about the special needs.
10. Comply with the rules of the church’s Standards for Leaders.

# NEW MEMBER ORIENTATION MINISTRY

The primary responsibility of the Orientation Ministry is to help new members become an integral part of the church family. This ministry coordinates efforts to ensure members and persons visiting the church are appropriately listed on follow-up program of the church. The aim, ultimately, is to ensure that no member or visitor goes without contact by a New Member Orientation Ministry team member to offer prayer, offer salvation through Christ, encourage return visits to draw as many as possible into the church. This effort must be deliberate, organized, and consistent.

**Responsibilities**

1. Greet each new member with a warm spirit and welcome him or her into the church.
2. Determine how the individual is coming to the church; by letter, Christian experience, candidate for baptism, restoration or watch care.
3. Enroll new members in “New Member Orientation Class” to provide overview of church procedures, practices, privileges, and doctrines.
4. Ensure new members attend orientation as scheduled.
5. Lead new members to participate in the ministries and programs of the church.
6. Give names of the new members to the Chairman of Deacons to be placed on the Deacon’s Family Care List.
7. Take a picture of each new member and coordinate placement of picture with Décor Chairperson.
8. Develop a picture wall a “MEET OUR NEW MEMBERS” banner across the top of the picture wall.
9. Comply with the church’s Standards for Leaders.

### NEW MEMBERS

Welcome and encourage all new members through letters, cards, telephone calls, etc.

### EVANGELISM

To work with the Evangelism Ministry and teams to follow-up their contacts with the new converts, the unchurched, and potential church members. The aim should always be to offer salvation through Christ and to draw new members into the church.

### VACATION BIBLE SCHOOL

To reach the unchurched who participate in Vacation Bible School. Where there are unchurched youth and children, there are unchurched parents. The VBS will be intentional in promoting Christ through its curriculum and outreach.

**VISITORS (in worship)**

Make contact through cards, letters, calls, etc. with those who register as visitors in worship. Express our gratitude for their presence; invite them to come again; inquire as to their need for a church home and encourage their joining our church.

# CONDOLENCE MINISTRY

The Condolence Ministry’s function is to display an expression of comfort to the bereaved family and assist in funeral preparations, if necessary.

**Responsibilities**

1. Contact bereaved family to offer condolence and assistance, as needed.
2. Notify the church office of funeral details and other pertinent information when known.
3. Verify with Church Secretary that floral arrangements have been ordered in representation of the Church.
4. Send cards to all known bereaved members of True Light Baptist Church.
5. Keep Deacons Family Ministry informed of any special needs of the bereaved family.
6. Comply with the church’s Standards for Leaders.

# SENIOR ADULT ACTIVITIES COORDINATOR

The senior adult activities coordinator will plan and organize one special activity a month for senior adults to promote ministry to one another and include fun, fellowship and encouragement.

Responsibilities

1. Get to know the senior adults in the church and find out what their interests are and what activities they enjoy. Do a yearly survey regarding activity choices.
2. Plan and organize a monthly activity for senior adults.
	* Consider the interests and activities enjoyed by senior adults.
	* Occasionally try something new for variety and excitement.
	* Schedule some activities in the church facilities and others in different locations—even short-day trips.
	* Research—other churches, books, etc.—to discover what other senior adult ministries are doing.
3. Prepare an activity calendar and distribute copies to senior adults.
4. Coordinate Senior Ministry calendar events with the church’s Administrative Secretary. Give a copy of the activity schedule to the administrative secretary to provide accurate information to those who may call inquiring about event dates and times of activities and so that the activity information may be included in the church master calendar.
5. Comply with the church’s Standards for Leaders.

# MEN’S MINISTRY DIRECTOR

The men’s ministry director will organize and lead a ministry that builds up and helps the men of the church become spiritual leaders and provides an avenue of outreach to men in the community.

**Responsibilities**

1. Organize and oversee the men’s ministry.
2. Regularly pray for
	* Men in the church
	* Families in the church whose men do not attend
	* Men in the community at large
3. Collaborate with the Christian Education Ministry to plan special courses for training men to become spiritual leaders in the home, church and community.
4. Plan at least one yearly retreat for prayer, fellowship and encouragement: a men’s rally event, special camp, lake retreat, etc.
5. Organize small groups that meet regularly for accountability, building relationships and spiritual encouragement through prayer, devotions and sharing. Rearrange into new small groups at regular intervals—perhaps quarterly.
6. Plan activities and special projects for men only: prayer breakfasts, church improvement day, fishing expedition, father/son event, softball league, etc.
7. Develop a mentoring network where spiritually mature men (or men who have faced specific situations) can identify with and give guidance/support to men going through similar situations.
8. Report special needs to the Associate Pastor.
9. Oversee budget and expenditures for the men’s ministry.
10. Submit annual budget requests to Chairman, Trustee Ministry in October of every year.
11. Comply with the church’s Standards for Leaders.

# BOYS 2 MEN MINISTRY

 The Boys 2 men ministry exists to help boys and young men to matriculate effectively into purposeful, godly manhood and to provide the necessary tools and support for success. The goal of the Boys 2 Men ministry is to create an intentional environment where boys learn what it means to be a godly man.

**Responsibilities**

1. Coordinate activities to facilitate the programs to provide tools for boys to mature into successful men of God.
2. Pray for the needs of the boys of the church and community.
3. Provide an environment conducive of learning.
4. Connect boys to Christian and community-based outreach efforts throughout the year.
5. Expose boys to youth and men’s organization throughout the city for character building opportunities.
6. Provide biblical based curriculum.
7. Provide practical skills training. (i.e. mechanics, carpentry, fishing. Etc.)
8. Provide monthly training for young men of the church.
9. Plan at least a quarterly event where men and young men of the church can fellowship together off campus.
10. Be a resource for young men.
11. Be there in times of celebration and tragedy.

 13. Comply with the standards for leaders.

# WOMEN’S MINISTRY DIRECTOR

The women’s ministry director will provide direction, vision and will organize, coordinate and oversee the women’s ministry of the church.

**Responsibilities**

* 1. Meet regularly with the women’s ministry to discuss progress, praises, challenges, solutions and new ideas.
	2. Be available to talk with women about concerns or needs they may have.
	3. Participate in special events and activities for women.
	4. Plan a special yearly inspirational trip for women.
	5. Read, research and evaluate materials on women’s ministries and apply what you learn to this church’s women’s ministry.
	6. Provide training opportunities for women in the church.
	7. Pray regularly for the women of the church.
	8. Act as a liaison between the women’s ministries and the pastor.
	9. Develop a women’s ministry budget to present to the Trustee Ministry in October of each year.
	10. Oversee the distribution of funds for women’s ministries and keep track of budget expenditures.
	11. Comply with the church’s Standards for Leaders.

**CHILDREN & YOUTH MINISTRY DIRECTOR**

To build young disciples for Christ by developing and implementing a comprehensive approach to children & youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model.

There shall be a comprehensive approach to the development and implementation of the children & youth ministry at all levels within TLMBC. This comprehensive approach is based on the understanding of the primary task of ministry is to love God, love people, and serve others in order to make disciples of Jesus Christ.

**Responsibilities**

1. Be a supportive member of the church.
2. Be an advocate for children & youth and educate the congregation about the hopes, concerns and needs of them in the local church and community.
3. Help plan, develop, and implement all aspects of a balanced children & youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
4. Mentor children & youth in developing their leadership skills.
5. Communicate and work closely with parents in the discipleship of their children & youth.
6. Be aware of resources for developing the children & youth ministry programming and participate in continuing education events and training opportunities.
7. Recruit, train, and manage volunteers who work with children & youth in all aspects of ministry and ensure adequate volunteer support and adult to children & youth ratios.
8. Be a liaison between the church and other community organizations, people, and resources that relate to children & youth ministries.
9. Work in partnership with the Evangelism Team to effectively reach youth in the community and develop a strategic children & youth ministry outreach plan.
10. Keep records of children & youth participation and manage the ministry budget.
11. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
12. Make yourself available to children & youth in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
13. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
14. Ensure that the Child Protection policies are observed in all children & youth ministry settings.
15. Comply with the church’s Standards for Leaders.

**Qualifications and Aptitudes:**

1. Must have an unwavering and growing faith in Jesus Christ.
2. Must have a reputation that models and promotes the Christian faith.
3. Must have a clear calling to children & youth ministry and a passion to serve students, not just a desire for a career in ministry.
4. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a children & youth ministry in alignment with the mission and vision of the church.
5. Must possess a proven ability to work effectively with children & youth, parents, diverse individuals, and teams of volunteers.
6. Must be willing to submit to a background check and drug screen and ensure that all children & youth workers have one on file.

# GIRL’S RIGHT OF PASSAGE

The “Rites of Passage” is an ancient process of introducing children to the arts and responsibilities of adulthood. The boy must be a husband, father, protector and head of the household and the defender of the community. The girl must be a wife, mother, keeper of the home and the nurturing and rearing force for children. In our ancestral homeland, men drew boys out of the village to take them through the procedure of initiation into manhood and the women took their girls apart to teach them the roles women must play. Though time-honored “rites” they went through the “passage” from childhood to adulthood.

The “rites” program involves a girl and a preceptor. It aims at instilling in young African American girls a strong respect for self, family and community. It is based on the value system of the Christian faith and the church. It combines work and study with fun and friendship. It will teach skills for living from a wide range of educational areas. It is a prolonged and intense passing of ideals and principles from elder females to younger females.

This program seeks to “affirm and punctuate the positive aspects of passing from childhood into womanhood”. It aims to ensure that each girl knows that she is sacred, loved, respected and valued. It also solicits the support of the community to bring out the best in its girls.

Shall comply with the church’s Standards for Leaders.

# KINGDOM INC. (YOUNG ADULT MINISTRY)

Kingdom Inc. is designed to serve and develop young adults to grow and mature spiritually through their relationship with God as men and women in their student life, single life, and married life. Kingdom Inc. seeks to strengthen and educate young adults in all aspects of their lives using biblical principles as the guide to reaching Christ likeness.

## Responsibilities

1. Kingdom Inc. will provide fellowship, spiritual growth and genuine ministry.
2. Kingdom Inc. will be proactive in serving the church and the community.
3. Kingdom Inc. will exercise love, honor and humility in every area of their lives.
4. Maintain a healthy and growing personal spiritual life and lead others to do the same.
5. Pay attention to the hopes, concerns and needs of people under 40 in the world to determine how the church might be more engaging in ministry with them in their growth as Christian disciples and good neighbors.
6. Will be connected to the overall goals of True Light MBC.
7. Raise awareness at True Light MBC to young adult issues, being open to advice and constructive criticism.
8. Learn about curriculums and other resources available that will benefit young adults. Make recommendations to Sunday school and Christian education of possible beneficial material.
9. Encourage all young adults to be vital participants in True Light MBC.
10. Must comply with the church’s standards for leaders.

# PRAISE DANCE MINISTRY DIRECTOR

The Praise dance ministry director is responsible to plan and oversee a Praise dance ministry that honors God and inspires the congregation.

**Responsibilities**

1. Develop and nurture a personal relationship with God through Bible study and prayer.
2. Participate in training opportunities.
3. Plan creative dance presentations.
4. Work with choreographer when needed to develop special routines FOR MUSICALS: children, adults, seasonal, etc.
5. Recruit, organize and oversee creative dancers involved in creative dance ministry, including ballet and creative/interpretive movement.
6. Participate in practices/dress rehearsals as needed.
7. Oversee budget and expenditures for the creative dance ministry.
8. Comply with the Standards for leaders

mime ministry

To create a unique and Anointed Interpretative Ministry under the existing ministry of the Artistic Lights.

Seeking to reach out to the young men of all ages of The Family of Light, but not to exclude anyone who is interested within the church family.

**Summary:**

The Art of Miming originated in Ancient Greece. It means Imitation, The silent Art of Pantomime. A creative way to utilize unique talents through exaggerated gestures without the use of words or props. All things were created by God and for God, therefore this ministry will be taught based on scripture and why we do what we do while Giving God all the Glory, Adoration, and the Highest Praise throughout movement.

**Goal:**

The goal is to artistically communicate the Bible with the use of Gospel music to teach our presentation through exaggerated body, facial movements, and hand motions. Everything will be done professionally, decently, and in order.

1 Corinthians 14:40 says “Do leave a strong spiritual message on the congregation’s mind.”

**Participation:**

* Mime ministry members should be very willing and eager to learn.
* Committed to serving with an open mind and humble heart.
* Must attend assigned rehearsals for presentation readiness.
* Participate in opportunities for Christian growth in Sunday School or Bible Study.

# ARTISTIC LIGHTS DIRECTOR

The Artistic Lights Director is responsible for overseeing all aspects of the church drama ministry to ensure that presentations are as excellent and inspirational as possible.

 **Responsibilities**

1. Oversee and pray for all aspects of the drama ministry.
2. Participate in training opportunities yearly, or as presented. Plan training sessions for drama ministry volunteers.
3. Research community for resources—libraries, fine arts centers, rental centers, colleges, bookstores, local theaters—to locate sources of props, costumes, etc. for drama presentations. Maintains a log of suppliers for rental or purchase of props and other needs.
4. Look for new ideas and scripts to use in the church’s drama ministry. Select scripts, or work within the church to write scripts, for skits, seasonal programs, plays, etc.
5. Recruit volunteers for drama ministry: actors, actresses, narrators, etc.
6. Work with appropriate church staff or volunteers to construct or obtain props or materials needed for drama productions.
7. Organize and schedule drama teams for skits, illustrated sermons, mimes, storytelling, or other dramatic approved mediums.
8. Collaborate with other ministry leaders such as choreographers, costume designers, creative dance ministry director and others to inform them of upcoming needs.
9. Oversee budget and expenditures for the drama ministry.
10. Comply with the rules of the church’s Standards for Leaders.

**HEALTH AND WELLNESS MINISTRY**

The health and wellness ministry will be responsible to render first aid as needed during church services, activities and events. This person (s) must show a caring and concerned spirit in calming and ministering to individuals who need first aid.

**Responsibilities**

1. Be available during church services, activities, events.
2. Provide first aid to members/visitors needing such services.
3. Transport or arrange transportation to the hospital when necessary.
4. Teach CPR (or arrange to have another qualified individual teach) to the pastoral staff, church leaders and congregation.
5. Coordinate health and wellness programs for the church.
6. Conduct health and wellness fairs at least annually to meet the needs of the congregation.
7. Comply with the rules of the church’s Standards for Leaders.

**SANCTUARY AND DECOR MINISTRY**

The Sanctuary and Decor Ministry will plan for and implement the decoration of the interior and exterior of the church building and all other properties of the church and maintain the overall esthetics of the church by ensuring that church represents the beauty of God in all church areas.

## Responsibilities

1. Ensure God’s house is maintained as a beautiful place in which to worship.
2. Create or select and purchase floral arrangements as needed for the foyer, sanctuary, hallways, bathrooms, outside entrances, and Education Building.
3. Place live floral arrangements in the sanctuary for special church events such as church anniversary, pastor’s anniversary, etc. as needed in collaboration with appointed Program or special event/Ministry Leader.
4. Change arrangements, wreaths, and other decorative items by seasons and for special occasions.
5. Maintain and purchase table coverings, etc. as needed for routine and special occasions.
6. Decorate tables in the fellowship hall for church-wide fellowship meals.
7. Remove and store all decorative items immediately after their use. Store linens and table coverings in the Education Building storage room; store floral and decorative arrangements in the room(s) designated and marked as storage for decorations.
8. Be aware of the use of decorative items by other ministries and groups in the church; provide directions for their care and storage.
9. Lead in clearing out and organizing the storage areas as needed.
10. Monitor special needs throughout the buildings such as painting or sprucing up to beautify the church and make recommendations to the Trustee Ministry.
11. Keep a calendar of events throughout the year.
12. Assist, as needed, with all weddings referred to the ministry.
13. Perform other duties as assigned by Pastor.
14. Complies with the church’s Standards for Leaders.

**TRANSPORTATION MINISTRY**

The Transportation Ministry’s is responsible for providing requested transportation for the membership and others to and from church sponsored activities.

**Responsibilities**

1. To establish a route for regular church pick-ups (Sundays and through the week).
2. To work with the Travel Ministry concerning church trips and charter obligations.
3. To work with all church ministries in extending bus service to those being added to our membership.
4. To provide driver(s) for every church trip throughout the church year.
5. To be responsible to the Leadership Council and Trustees.
6. To maintain a file on drivers containing a copy of their current drivers’ license and motor vehicle report.
7. To verify that drivers meet the following requirements:
	* Must be a member of True Light Baptist Church in good standing,
	* Twenty-five years of age or older
	* Must have a valid Texas driver’s license on file
	* Must have a satisfactory status on Motor Vehicle Report
8. Comply with the rules of the church’s Standards for Leaders.

**CULINARY ARTS MNISTRY**

This ministry is responsible for the preparation and ordering only of food for church sponsored meals.

**Responsibilities**

1. Prepare meals for the following occasions:
	* Church and Pastor’s Anniversaries when held at True Light
	* Funeral Services held at True Light
	* Out-of-town visitors for annual and other special occasions
	* As needed or requested by Ministry Leaders (i.e., Ministry leader must submit ministry support request, detailing specific needs for the ministry event)
2. Ensure safe and proper food handling, cooking and storage to prevent food borne illness.
3. Discard and or remove all unconsumed food items.
4. Clean up after each activity.
5. Properly store all food items to prevent contamination.
6. Maintain an inventory of food, water and supplies to meet all ministry needs.
7. Review ministry Culinary Arts request forms with the Church Secretary weekly to ensure supplies and food requests are available as needed.
8. Submit annual budget for Culinary Arts ministry needs.
9. Maintain a locked kitchen door during meal preparation and serving. Non-Culinary Arts staff will not be allowed admittance to the kitchen during preparation and serving of meals.
10. Service performed must be with a smile to “The Glory of God”.
11. Comply with the church’s Standards for Leaders.

**GREETER’S MINISTRY**

The Greeters Ministry should greet members and visitors as they enter church activities. They should perform services for visitors to show that the church is glad they chose to worship with us and that they are welcome anytime.

## Responsibilities

1. Register visitors.
2. Welcome visitors verbally.
3. Ensure visitors complete visitor registration cards and turn in to Deacon’s Family Ministry.
4. Assist the Orientation ministry in providing hosts/hostesses for new member fellowship gatherings.
5. Provide services with a smile to “The Glory of God”.
6. Must perform the Responsibilities as listed above and other duties as deemed appropriate by the Pastor
7. Comply with the church’s Standards for Leaders.

**USHERS**

The ushers will regularly participate in worship services and will assist with literature distribution; welcoming, directing and seating guests and others as needed.

## Responsibilities

1. Attend worship services.
2. Assist guests and members with seating as needed.
3. Distribute literature as called upon such as visitor packets, bulletins, etc.
4. Offer assistance as needed during worship service (fans, tissues, etc.).
5. Assist elderly and disabled individuals.
6. Provide services with a smile to “The Glory of God”.
7. Must perform the Responsibilities as listed above and other duties as deemed appropriate by the Pastor
8. Comply with the church’s Standards for Leaders.

**FITNESS DIRECTOR**

The physical fitness director is responsible for leading a regular exercise group to help meet the physical needs of the members and promote healthy living.

**Responsibilities**

1. Survey the church to determine the needs and interest for morning and evening programs.
2. Schedule classes depending on results of survey.
3. Consider setting a nominal fee for the class to help pay for the instructor and supplies. Supplies to consider:
	* Instructional videos
	* Tasteful music to exercise by
	* Scales for checking weight
	* Pamphlets on women’s health issues
	* Progress/participation charts
4. Open fitness sessions with a brief devotional. Lead the fitness groups in exercise. Provide water after session has ended. Each session should last no longer than one hour.
5. Promote wellness and physical fitness among all members.
6. Comply with the church’s Standards for Leaders.

**MARRIAGE AND FAMILY MINISTRY**

In a collaborative manner, prepare and continually educate the people of the True Light to faithfully live the covenant vocation of marriage and family life; encourage couples in their role as a living sacrament, a sign of God’s love, life and service to the world; provide ongoing support to marriages and families throughout the changing life cycles of marriage and work with the divorced, separated and those who have lost their spouse; and nurture the call to holiness of family life.

## Responsibilities

1. Establish and implement consistent marriage preparation guidelines.
2. Research, recommend, and coordinate the best marriage preparation, marriage enrichment, marriages in crisis and marriage dissolution support programs available.
3. Develop and coordinate volunteer training for these programs to ensure that all marriage related programs being held are consistent with biblical teachings and best practices.
4. Establish goals for Marriage and Family Life Ministry.
5. Establish, manage and submit annual budget to Chairman of Trustees in October each year.
6. Act as liaison to pastor, staff, and volunteers in all areas regarding the marriage and family life cycle.
7. Develop, organize, and promote various marriage and family events held at True Light using social media and other outlets.
8. Recruit, train, and provide formation and support to all those involved in marriage ministry.
9. Comply with the church’s Standards for Leaders.

**MEDIA MINISTRY**

**The Media Ministry is responsible for the operations of all audio-visual equipment. The Media Ministry will provide recordings for people who are unable to attend services or who desire to share messages with others.**

**Responsibilities**

1. **Arrive prior to worship services to ensure the proper function and set up of all equipment as needed.**
2. **Operate sound recording equipment to record messages and special music.**
3. **Label each master recording appropriately with content/date and keep an organized library of masters.**
4. **Duplicate CDs as needed.**
5. **Maintain equipment and arrange for repairs as necessary. Report equipment and supply replacement needs or recommendations to the Assistant Pastor.**
6. **Must be consistent and dependable.**
7. **Ensure pastor’s mic is ready for Refuel Wednesdays and first Sunday (Sunday school.)**
8. **Ensure Sunday announcements are prepared and ready to be presented.**
9. **Be available for all worship services held at TLMBC.**
10. **Be innovative in the way members are reached through the media ministry.**
11. **Professionally record messages and music for the glory of God.**
12. **Deliver the recordings to the appropriate individuals, either at church, by mail or through outreach ministries.**
13. Submit annual and reoccurring budget requests to Chairman of Trustees.
14. Perform other duties as specified by the pastor.
15. C**omply with the church’s Standards for Leaders**

**DIRECTOR OF COMMUNICATIONS/MARKETING**

**The Director of Communications/Marketing is responsible for the internal and external communication activities of True Light Baptist church. They are in charge of the marketing of the church through advertising, public relations and traditional, electronic, and emerging media. Oversees and is “hands-on” with both internal and external communications activities aggressively seeking to foster the church’s mission and improve the “brand” while enabling cross-communications between the staff, ministries,** ministrie**s and the congregation.**

## Responsibilities

**1. Create and execute communication strategies to advance the core strategies (Equipping, Empowering and Evangelizing) of the church’s mission statement and preserve a positive image.**

**2. Develop, recommend, and implement the marketing and communication strategies for the church.**

**3. Communicate information regarding the church, its mission and activities to appropriate targeted audiences through existing communications such as the newsletter, Sunday bulletin, email, blog, and develop other channels as needed.**

**4. Develop and maintain relationships with church leaders and media representatives at all levels.**

**5. Develop and manage the annual communications/marketing budget**

**6. Work with ministry leaders to ensure that proper promotion of all ministries is executed.**

**7. Involvement and participation in the life of the church is required to give the best understanding and insight into the church and its mission.**

**8. Must have an understanding of printing and publication processes.**

**9. Must possess the ability to handle stress, work independently and as a team member, and deal with people in a professional and Christian manner.**

**10. Comply with the standards for leaders.**

**BUILDINGS AND GROUNDS SUPERINTENDENT**

**The buildings and grounds superintendent is responsible for the general upkeep and oversight of the church property. This person may arrange for yearly church clean-up days in which church volunteers assist with special projects.**

**Responsibilities**

1. **Provide general oversight and maintenance of buildings and grounds; ensuring safe, clean and proper orders of the facilities. Keep a record of work orders of regular maintenance done on buildings/grounds and a list of project priorities.**
2. **Maintain tools necessary for general repairs of church properties.**
3. **Make building repairs such as plumbing, electrical, carpentry, painting, and make recommendations to the Trustee Chairman for outside repair services when necessary.**
4. **Inform personnel director when assistance is needed in performing job duties.**
5. **Fill/drain baptistery as needed.**
6. **Operate heating and cooling equipment (ensuring proper settings for any events held in the facilities and adjust settings for times the facilities may not be in use).**
7. **Set up and take down tables and chairs as needed for weekly services, meetings, and special functions.**
8. **Ensure that buildings are kept clean.**
9. **Manage all keys to the facilities. Keep a master of each key. Obtain new keys when needed.**
10. **Ensure church security; lock and unlock facilities for church services and events.**
11. **Ensure that church vehicles are maintained.**
12. **Replace light bulbs. Turn off non-required lights.**
13. **Accountable to personnel director.**
14. **Performs other duties as specified by the pastor or Personnel/Staff Director.**
15. **Comply with the church’s Standards for Leaders.**

 **SPECIAL EVENTS**

**True Light Baby Dedication**

**Anthony F. Halley II, Pastor**

Congratulations on your desire to dedicate your child to the Lord! Our church is eager to assist you in this important matter. This is truly a momentous and reverent time in the life of you and your child.

Baby Dedication ceremonies are held on any Sunday approved by our administration office. Once your application is received in the office, the church administrator will call to confirm and schedule a dedication date. At the conclusion of the ceremony, a Certificate of Dedication and a Bible will be presented to the parents.

**IMPORTANT NOTICE:** Please turn the attached Baby Dedication Request Form into the church office ONE MONTH prior to the requested date. You may contact the church administrator at 713-861-8437 for scheduling questions. Please contact Deaconess Francis Kennedy for any special needs at 281-931-8958.

**BABY DEDICATION REQUEST FORM**

If you would like to have a baby/child dedicated at TLMBC, please submit one form per child. **Please be advised that your requested Baby Dedication date is not confirmed until you have received confirmation from administrator.**

**CHILD’S INFORMATION**

Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Hospital where child was born: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Month Day Year

Requested Month of Dedication: \_\_\_\_\_\_\_\_\_\_\_\_\_ Second Option: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTS INFORMATION**

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please include City, State and Zip)

Home Phone Number: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Work Number: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Work Number: (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are one or both parents born again Christians? Yes No Still considering

Unsure what this means

Due to the spiritual nature of the questions asked during the Baby Dedication Ceremony, it is helpful for the Pastor to understand the marital and living situation of both parents. Which of the following best describes the parents’ marital and living situation?

Married and living together Never married and living together Never married and not living together Divorced Separated Other (please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**GODPARENTS INFORMATION**

Godmother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Godfather’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will participate in the Baby Dedication Ceremony? (Circle all that apply)

Both parents Mother only Father only Godparent(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Anthony F. Halley II, Pastor Date*

**EVENT SUPPORT REQUEST FORM**

Please complete this form for event support. If you have any questions, please contact the Church Secretary at 713.861.8437 or email at kross@truelightmbc.org.

**Contact Information:**

Please provide all contact information of the individual in charge of this event as well as contact information of the individual assisting with this event. If there is no assisting individual, please provide “NA” as the answer. If there is an individual assisting, please provide ***all*** of the assisting individual’s information. Failure to do so will delay an approval.

**Leading Ministry:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ministry Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #:** (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assisting Individual:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:** (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information:**

Please provide all information regarding this event. If there is anything you are unsure of, please contact the Church Secretary.

Sanctuary

Activity Building

Choir Room

Parking Lots

Overflow

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location Needed**:











**Materials Needed**:



Food (Meals)

Food (Snacks)

Refreshments

Chairs

Tables

Writing Materials

Copies

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_













**Ministry Support Needed:**



Pastor’s Aid

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Greeters

Leadership

Media

Music

Orientation

Ushers











Administration

Christian Education

Culinary

Deacons

Deaconesses

Evangelism

Finance

















Number of Attendees: \_\_\_\_\_\_\_\_\_\_ Announcement Needed:





Yes No

If an announcement is needed, please provide the announcement information below:

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Notes:

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| **FEES FOR FACILITY USAGE** |
|  |  |  |
| **FACILITY** | **CHURCH MEMBER** | **NON-CHURCH MEMBER** |
|   |   |   |
| **SANCTUARY** |   |   |
| **Funerals & Weddings** |  |  |
| Deposit | $0.00 | $500.00 |
| Usage Fee | $0.00 | $500.00 |
| **Others (Concerts, Conference/Panel)** |   |   |
| Deposit | $200.00 | $500.00 |
| Usage Fee | $200.00 | $500.00 |
| **Piano/Organ Use** |  |  |
| Deposit | $0.00 | $75.00 |
| Usage Fee | $0.00 | $75.00 |
| **EDUCATION/FELLOWSHIP HALL** |   |   |
| **Funerals & Weddings** |  |  |
| Deposit | $0.00 | $750.00 |
| Usage Fee | $0.00 | $500.00 |
|  **Others (Parties, Meeting Space)** |   |   |
| Deposit | $300.00 | $500.00 |
| Usage Fee | $125.00 | $500.00 |
| **Sound System/Media** |  |  |
| Deposit | $0.00 | $0.00 |
| Usage Fee | $50.00 | $50.00 |
| **Security** |   |   |
| Per Hour (2-hour minimum) | $50.00 | $50.00 |
|   |   |   |

# TRUE LIGHT *MISSIONARY* BAPTIST CHURCH

**FACILITY USE AGREEMENT**

True Light Baptist Church (TLBC) facility use agreement will be between current members of TLBC and/or member’s non-member immediate family. “Current member” is considered to be someone who has been a member of TLBC for at least a year and is supporting TLBC. “Non-member immediate family” is considered as member’s parents, grandparent(s), spouse, mother/father in-law, sibling(s), brother/sister in-law, children, grandchildren and daughter/son in-law.

Building use activities fall under the oversight of the TLBC Trustee Board. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church office. When possible, we will attempt to make our facility available to individuals for one-time or short-term usage, but our first priority is to congregation programs and membership needs.

No activities or advocacy may take place within the congregation, its buildings or ground that conflict with the practices of this congregation.

So that all users can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement and Release Form. A copy of the approved form will be returned to you once approved.

Included in the guide are the following:

* Rules and Regulations
* Fee Schedule
* Facility Use Agreement
* User Agreement & Liability Release Form
1. **CHURCH PROPERTY** – Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Trustee Board. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. **FACILTY CARE** – The church area used by users must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.
3. **KITCHEN RULES** – Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location. Church supplies are not to be used except by church sponsored activities.
4. **PIANO AND ORGAN USE** – Permission to use the piano, organ, or other church owned instruments must be granted by the Director of Music. Piano and/or organ should not be moved.
5. **SANCTUARY SOUND SYSTEM** – The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members(s) or by individuals pre-approved by the Head of the Sound Department and may result in an additional fee. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING AND NO ALCOHOL USE ALLOWED** – All users using our facilities shall abide at all times by a “no smoking” rule in all parts of the buildings and campus, including corridors, restrooms, and parking lots. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.
7. **BUILDING USE** – All users agree that they will ensure that all event participants leave the building after the event.
8. **RESERVATION TIME** – The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Final clean-up for events must be completed by 11:00 pm. If a user cancels an event for any reason, they must give 24-hour notice to the church office or forfeit activity fee.
9. **SUPERVISION OF CHILDREN AND YOUTH** – The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
	1. No fewer than two adults should be present at all times during any program or event involving children.
	2. Adult supervision is required at all times both inside and outside of the church property including the parking lot.
	3. Children and /or siblings of users must stay with the group or under the care of additional adult supervisors.
10. **FOOD AND DRINK** – Food and drink should be limited to designated areas. **No food or drink is allowed in the Sanctuary.** Anyone using the church property is responsible for cleaning after each use – both equipment (e.g., dishes, silver, table cloths, etc.) and removed immediately after the event. Storing of catering equipment is not permitted.
11. **DECORATIONS** – Decorations may not be attached to the walls or doors with tape or anything that will damage the surfaced. Please seek approval from Trustee Board for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.
12. **EMERGENCY SCHEDULING CONFLICTS** – The Trustee Board reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
13. **STORAGE** – Storage space is limited. All users using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
14. **BREAKAGE** – All users using our facilities are expected to exercise reasonable care and judgement to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Trustee Board, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) involved.
15. **SAFETY** – For the safety and security of congregation and guests, TLBC prohibits certain items from being brought into the church building, unless specific permission is granted by Senior Pastor.
	1. Guns and Firearms
	2. Martial Arts & Self Defense Items
	3. Bows & Arrows
	4. Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items
16. **SECURITY** – The congregation works to maintain a safe and sure environment within the facility; however, no systems are guaranteed. We ask that all users pay close attention to personal property and valuables and not leave them unattended. TLBC is not responsible for theft or damage to personal property. **A certified peace officer is required at all events with attendance of over 200 people.** TLBC will schedule security personnel for the duration of the event for a fee (see fee schedule)
17. **PAYMENT** – Payment must be made at least (30) thirty days prior to event with the exception of funerals. Payment methods accepted are personal check, cashier check or money order with the exception of funerals. Payments for funerals will be made at the time of approval of the Use Agreement; cash, checks, and money orders are the only methods of payment. See “Fees for Facility Usage” table for deposit and fee amounts.

**RELEASE AND INDEMNITY**

This **Release and Indemnity Agreement** is between the name(s) of the User and TLBC.

***RECITALS***

* TLBC is the owner of the real property and improvements located at 7102 N. Main St, Houston, TX.
* The User desires to use the property described above for meetings and/or other activities.

***AGREEMENT***

NOW THEREFORE in consideration of this church permitting the user to us the property and improvements described above, the user agrees as follows:

The User(s) herby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the User(s) use of the property. If any member, guest, invitee, or participant of the User makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the User(s) use of the property, the User(s) will indemnify, defend and hold the church and its Trustees, administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expense, attorney fees, losses, liability, damages, and costs arising out of such claim.

**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and indemnity Agreement.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

True Light *Missionary* Baptist Church

7102 N. Main St.

Houston, TX 77022

Office: 713-861-8437

E-mail: kross@truelightmbc.org

Rev. Anthony F. Halley II, Senior Pastor