Ministry Purpose & Contact Information

Operational Guide

September 2012

“This is a continuously changing document that is updated as needed.”

Last Updated: 9/3/2012
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Brookland Baptist Church – Main Campus

“Proclaiming the Gospel of Jesus Christ, through Evangelism, Education and Economic Empowerment”

Reverend Dr. Charles B. Jackson Sr., Senior Pastor

Worship Service – Brookland Baptist Church, 1066 Sunset Blvd., West Columbia, SC 29169

- Sundays 8:15 & 11:00 AM
  - Lord's Supper/Holy Communion – 1st Sundays before the conclusion of each Worship Service

Children’s Worship – Brookland Baptist Church, 1066 Sunset Blvd., West Columbia, SC 29169

- 1st, 2nd, 4th and 5th Sundays 8:15 & 11:00 AM

Sunday School – Brookland Baptist Church, 1066 Sunset Blvd., West Columbia, SC 29169

- Sundays 10 AM

Bible Study - Brookland Baptist Church, 1066 Sunset Blvd., West Columbia, SC 29169

- Pastor’s Bible Study – Wednesdays 12 Noon & 6:30 PM; Young Adult Bible Study – Tuesdays 6 PM;
  - Women’s Bible Study – 2nd & 4th Sundays 6 PM

Radio Broadcast – Columbia, SC

- Sundays Pastor Jackson, Sr. – KISS FM 103.1 - 7:30 AM; WFMV FM 95.3 - 5:30 PM

Brookland Baptist Church – Northeast Campus

Rev. Dr. Chris Leevy Johnson, Brookland Northeast Campus Pastor

Worship Services – Northeast Campus, 2501 Summit Parkway, Columbia, SC 29229

- Sundays 10:00 AM
  - Lord’s Supper/Holy Communion – 1st Sundays before the conclusion of Worship Services

Children’s Worship – HOPE Academy, 1301 Summit Parkway, Columbia, SC 29229

- 1st, 2nd, 4th and 5th Sundays 10:00 AM

Sunday School

- Adults & Young Adults – Northeast Campus, 2501 Summit Parkway, Columbia, SC 29229
  - HOPE Academy, 1301 Summit Parkway, Columbia, SC 29229

- Sundays at 8:45 AM

Bible Study - – Northeast Campus, 2501 Summit Parkway, Columbia, SC 29229

- Wednesdays 6:30 PM – 7:30 PM

Radio Broadcast – FM 95.3 (WFMV), Columbia, SC

- Sundays 10:30 AM
Purpose of this Manual

This manual is designed to provide Brookland Baptist Church Northeast Ministry Leaders with the information they will need to perform ministry work in this Northeast Community such as:

- The process for joining Brookland Baptist Church and the criteria for maintaining active membership
- The church staffing structure and their responsibilities at Brookland Baptist Church Northeast
- The use of the facilities and office services at Brookland Baptist Church Northeast
- The listing of procedures regarding church-related financial transactions involving members and events at Brookland Baptist Church Northeast
- The process for initiating Pastoral-led ceremonies at Brookland Baptist Church Northeast
- An overview of the ministry structure, ministry objective, leadership selection process and the role of ministry leaders at Brookland Baptist Church Northeast
- An outline of the process required to start a new ministry at Brookland Baptist Church Northeast
- The listing of church hours of operation and weekly meeting schedules at Brookland Baptist Church Northeast
- The process for adding a meeting to the meeting schedule at Brookland Baptist Church Northeast
Introduction

The Ministry Development Team of Brookland Baptist Church, Northeast is charged with overseeing the development of the ministries at Brookland Northeast that support the church’s mission, to proclaim the gospel of Jesus Christ through evangelism, education, and economic empowerment. The development of all ministries will go through a process as defined by the Ministry Development Team.

Our leaders must know and understand two important doctrines associated with the teachings at Brookland Baptist Church...Our Church Covenant and the Apostle Creed.

Baptist Church Covenant

As a church, we adhere to the covenant of the Baptist Church which is as follows:

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior; and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and in holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others, endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other’s reputation, not needlessly exposing the infirmities of others; to participate in each other’s joys, and with tender sympathy bear one another’s burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other Church where we can carry out the spirit of this covenant and the principles of God’s word.
**Apostle Creed**

We use the Apostle Creed to acknowledge our Christian belief during each worship service as follows:

WE BELIEVE...in God the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son Our Lord, who was conceived by the power of the Holy Spirit, born of the virgin Mary, suffered under Pontius Pilate, was crucified died and was buried. On the third day, He rose again from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty; from thence He shall come to judge the living and the dead.

WE BELIEVE...in the Holy Spirit, the Church founded by Our Lord and Savior Jesus Christ, the resurrection of the body and the life everlasting.

**Ministry Development Process**

As a leader at Brookland Baptist Church Northeast, now that you know of the doctrines we use to confess our faith, you need to understand how Ministries are developed at Brookland Baptist Church Northeast.

A developed ministry at Brookland Northeast can include multiple programs that further support that ministry. A program under a ministry can be expanded with initiatives. These initiatives should have a specific goal to be accomplished within a specific timeframe. Some ministries will only have activities, no initiatives, which they perform regularly and consistently.

Ministries at Brookland Northeast will have persons responsible for ensuring the ministry along with all programs, initiatives and activities under a ministry operate as designed. The Director of a ministry will serve as the lead contact for a ministry and will be appointed by the Pastor. Directors of ministries will also play a role on the Ministry Development team. The role of the Directors on the team is yet to be determined. Term limited service will be associated with the Coordinator of a program. At this time, Coordinators will not play a role on the Ministry Development team.
The illustration below shows the makeup of a ministry.

### Ministry Components

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### The Ministry Development Team of Brookland Northeast

The Ministry Development Team is composed of nine members appointed by Pastor Jackson to help develop the ministries at Brookland Northeast as follows, along with the Directors of the six ministry area at Brookland Northeast.

- **Rev. Ronald Best**
  - Director
  - rbest97@yahoo.com
  - (803) 260-4873

- **Rev. C. J. Butler**
  - heydey99@yahoo.com
  - (803) 960-7120

- **Deacon Thomas Daniels**
  - tkdaniels1@bellsouth.net
  - (803) 865-0383

- **Tim Gaskin**
  - tlgaskin@bellsouth.net
  - (803) 528-3501

- **Lynda Gethers**
  - lyndagethers@live.com
  - (803) 754-5250
  - (803) 528-6364

- **Rosalyn Glenn**
  - glenndestiny@bellsouth.net
  - (803) 419-9398
  - (803) 422-4108

- **Betty Parker**
  - bmwparker@sc.rr.com
  - (803) 622-4511

- **Deacon Billie Pharr**
  - bpharr629@yahoo.com
  - (803) 865-1116 home
  - (803) 360-5883 cell

- **Deaconess Diann Williams**
  - Assistant Director
  - dpwfinn@bellsouth.net
  - (803) 736-2145 home
  - (803) 600-0530 cell

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DIRECTORS

- Rev. Mark Childress  markcthementor@yahoo.com  (803) 699-3201 home  
  Congregational Care Ministry  (803) 807-8772 cell
- Rosalyn Glenn  glenndestiny@bellsouth.net  (803) 419-9398  
  Music & Arts Ministry  (803) 422-4108
- Dr. Gwenda Greene  ggreene3@bellsouth.net  (803) 865-9455 home  
  Christian Education Ministry  (803) 447-4084 cell
- Deacon Michael Keels  keels.mike@yahoo.com  (803) 788-7242 home  
  Ushers Ministry  (803) 309-4590 cell
- Les Sprauve  lesp47@bellsouth.net  (803) 419-8016 home  
  Outreach Ministry  (803) 338-8709 cell
- Cliff Wilson  wilsoncliff@yahoo.com  (803) 556-8102  
  Media Ministry  cliff.wilson@rei-va.com

On the following page is an organizational chart of the Brookland Northeast Campus structure.
Organizational Chart of Ministries for Brookland Northeast

*Blue boxes denotes new ministries with no Facilitator assigned at Brookland NE
Pastoral Staff

The Ministers that support Pastor Chris at the Brookland Northeast campus are as follows, with the understanding that Rev. Ron Best is the Assistant Campus Pastor.

**Ministers**
- Rev. Ron Best
- Rev. Mark Childress
- Rev. C.J. Butler
- Rev. Paul R. Dunbar

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**Deacons/Deaconess Ministry**

“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 Timothy 3:13 KJV*

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**Deacons**

**Deacon Leon S. Williams, NE Liaison**

**Purpose:** To assist the Pastor in the pastoral ministries of the church.

**Participants:** Men of dignity within the church, selected by the Pastor, who possess Christian purpose and who has great reverence for spiritual matters.

**ACTIVITIES**

**Invitation to Discipleship**

**Deacon Andre’ Lewis, Facilitator**

**Goal:** To accept individuals into the membership of Brookland Northeast.

**Date Held:** Every Worship Service after the call to discipleship is given by Campus Pastor or designee.

**Participants:** Deacons and church members of Brookland Northeast requested by the Facilitator to provide assistance.

**Communion**

**Deacon Leon Williams, Facilitator**

**Goal:** To serve the Holy Communion under the direction of the Campus Pastor.

**Date Held:** Every 1st Sunday

**Participants:** All Deacons assigned to Brookland Northeast.

**Wednesday Devotional Service**

**Deacon Leon Williams, Facilitator**

**Goal:** To plan and coordinate Devotional Service.

**Date Held:** Every Wednesday night from 6:45 pm – 7 pm before Bible Study.

**Participants:** All Deacons assigned to Brookland Northeast.
Deaconess

Deaconess Celeste Williams, NE Liaison

Purpose: To serve alongside the Deacons in assisting them with the ministries of the church.
Participants: Wives of the Deacons and other Women of dignity within the church, selected by the Pastor, who possess Christian purpose and who have great reverence for spiritual matters.

ACTIVITIES

Communion Preparation
Deaconess Dorothy Daniels, Facilitator

Goal: To plan and coordinate the preparation of the Holy Communion and serving table.
Date Held: Every 1st Sunday
Participants: All Deaconesses assigned to Brookland Northeast.

Pulpit Beverage Preparation
Deaconess Diann Williams, Facilitator

Goal: To plan and coordinate the preparation of the beverages served to the minister(s) delivering the sermon.
Date Held: Every Sunday
Participants: A Deaconess assigned to Brookland Northeast.

Baptism
TBD, Facilitator

Goal: To plan and coordinate the preparation of candidates for Baptism.
Date Held: Every Quarter
Participants: A Brookland Northeast Deaconess in conjunction with Brookland West Deaconess.

Ministry Development Team

“*The Spirit of the Lord is upon me, for He has appointed me to preach good news to the poor. He sent me to proclaim that captives will be released, that the blind will see; that the downtrodden will be freed from their oppressors and that the time of the Lord’s favor has come.*”

_Luke 4:18 – 19_

Rev. Ronald Best, NE Director
Deaconess Diann Williams, NE Assistant Director

Objective

The Ministry Development Team will identify and assess the internal and external needs for the campus and community; develop a written comprehensive format that will govern ministries to include long term and short term goals; identify competent, committed personnel to direct and serve ministries; evaluate the effectiveness of ministries on a consistent basis to determine their effectiveness;
strategically phase in ministries to meet the vision and mission of Brookland Northeast; and, establish an initial budget for the start up of ministries.

Mission

We will minister to the whole person spiritually (soul), physically (body), mentally (mind), financially, and emotionally. We will do this by ensuring we have effective, efficient ministries to meet the spiritual and social needs of the people we serve. We will ensure we have competent, capable, and committed managers over these ministries in order to ensure the sustainability and effectiveness of our efforts.

Initiatives

Ministry Awareness Event
Tim Gaskin, Facilitator

Goal: To introduce the congregation to the ministries of Brookland Northeast.
Participants: Church membership is not required.

Ministry Training
Betty Parker, Facilitator

Goal: To coordinate annual training for the Ministries of Brookland Northeast.
Participants: Individuals involved in or anticipating involvement in a Ministry of Brookland Northeast.

Ministry Evaluation
Diann P. Williams, Facilitator

Goal: To annually review all Ministries of Brookland Northeast to ensure they are operating within the mission of Brookland Baptist Church and make recommendations for Operational Guide updates.
Participants: Individuals responsible for directing and facilitating the Ministries of Brookland Northeast.
Congregational Care Ministry

“Love each other as I have loved you.”
John 15:12 KJV

Rev. Mark Childress, NE Director

OBJECTIVE

The Congregational Care Ministry is to provide care and encouragement for righteous living to the church body. The ministry is critical to the overall health of the church. It will focus on the internal health and needs of the congregation by encouraging a personal relationship with Christ as the standard for living life well.

Participants: Church membership is not required for those participating in the activities of this ministry.

Benefit: Provide an opportunity for members of the congregation to develop new friendship, and create a loving church family environment.

Volunteers: 5 – 10 Volunteers needed per activity/event with just a willingness to participate. No training is required; however, those working with children will be required to go through annual child abuse training and criminal records check. The number of days per week volunteering will vary.

Budget: The budget for the entire Congregational Care Ministry is estimated between $15,000 - $20,000 annually.

Evaluation: The success of this program and its initiatives will be determined by the participants through a survey that will be developed at a later date.
Senior Program

“Fear thou not; for I am with thee: be not dismayed; for I am thy God: I will strengthen thee; yea, I will help thee; yea, I will uphold thee with the right hand of my righteousness.

Isaiah 41:10 KJV

Rev. Paul R. Dunbar, NE Coordinator

PURPOSE

To meet the physical, emotional, social and spiritual needs of the seasoned warriors in the church and the community by providing various events & activities.

The Senior Program at Brookland Northeast works totally in conjunction with the West Columbia Campus.

Initiatives (In Conjunction with West Columbia Campus)

- October: Seniors Fair Day
- November: Thanksgiving Day Dinner
- December: Viewing of Christmas Lights, Christmas Fellowship, Christmas Program
- Prayer Time with Pastor Jackson
- Hot Meals
- Health Care Issues & Concerns
- Fire and Home Safety Workshops
- Wills/Living Wills & Estate Planning
- Light Aerobics
- Tours and Field Trips
- Social and Recreational Activities
- Birthday Celebrations AND MUCH MORE

Adult Program

“So teach us to number our days, That we may gain a heart of wisdom.”

Psalm 90:12 NKJV

James & Tonya Hart Hamilton, NE Coordinators

PURPOSE

To help adults focus on living their faith in their daily lives, on building strong households of faith, and on learning the words and ways of Christ by providing adult outlet activities such as social events, fellowship, and travel, that foster growth as worshipers in God’s word and deed.

Participants: Church membership is not required for participants age 40 and above.

Benefit: Provide an opportunity for adults to meet, develop new friendship, and create a healthy church family environment.
Volunteers: 5 – 10 Volunteers needed per activity/event with just a willingness to participate. No training is required and the number of days per week will vary.

Evaluation: The success of this program and its initiatives will be determined by the participants through a survey that will be developed at a later date.

Initiatives

**Adult Social/Fellowship/Adult Travel Events**  
James & Tonya Hart Hamilton, Facilitator

Goal: To bring adults together to experience positive communication, friendship, opportunities to travel and opportunities to get know each other outside of church.

**Sisterhood**  
Sandra Best, Facilitator

Goal: To edify, educate and facilitate the spiritual growth and maturity of women.

Participants: Females age 18 years or older who agree with and are committed to the mission and objectives of the Sisterhood.

**Brotherhood**  
Deacon Willie Leathers, Facilitator

Goal: To facilitate the spiritual growth of the men of the church.

Participants: Males age 18 years or older.

**Couples for Christ**  
Deacon Mike & Deaconess Celeste Williams, Facilitators

Goal: To promote the Christian growth of married couples.

Participants: Married couples.

**Cultural Dance & Exercise**  
Audrey Stinc, Facilitator

Goal: To teach participants current dance routines with a purpose of exercising the body.

**Facilities Support**  
James Hamilton, Facilitator

Goal: To provide support in managing the campus facilities with parking cars and setting up room layouts as needed.
**Young Adult Program**

“I will keep thy statutes: O forsake me not utterly. Wherewithal shall a young man cleanse his way? by taking heed thereto according to thy word. With my whole heart have I sought thee: O let me not wander from thy commandments.”

Psalms 119:8-10 KJV

Tameka Brown, NE Coordinator

**PURPOSE**

The Young Adult Program is designed to encourage young adults to participate in church by providing age appropriate activities and opportunities for them to develop their spiritual relationship with God.

**Participants:** Church membership is not required for participants age 18 - 39.

**Benefit:** Provide an opportunity for young adults to meet, develop new friendship, and create a church family environment.

**Volunteers:** 5 – 10 Volunteers needed per activity/event with just a willingness to participate. No training is required and the number of days per week will vary.

**Evaluation:** The success of this program and its initiatives will be determined by the participants through a survey that will be developed at a later date.

**Initiatives**

**Social/Fellowship/Travel Events**

Tameka Brown, Facilitator

**Goal:** To bring young adults together to experience positive communication, friendship, opportunities to travel and to get to know each other outside of church.

**Single's Ministry**

Tre Taylor, Facilitator

**Goal:** To bring singles together to experience positive communication, friendship, opportunities to travel and to get to know each other outside of church.

**Teen Program**

“You are of God, little children, and have overcome them, because He who is in you is greater than he who is in the world.”

1 John 4:4 NKJV

Sharon Dublin, NE Coordinator
PURPOSE
To facilitate spiritual growth in teens, while helping them understand their purpose, while helping them understand their adolescence according to God’s word, and while supporting their parents by providing resources and training for those leading them through these formative years.

Participants: Church membership is not required for participants age 13 – 19.

Benefit: Provide an opportunity for teen to meet, develop new friendship, and create a church family environment.

Volunteers: The Teen Advisers and Advisory Council parents will serve as primary volunteers. We will also collaborate/partner with other ministries for training and volunteers on an as needed basis.

Budget: The estimated cost associated with the Teen Program at Brookland N.E is about $10,000.

Evaluation: The success of this program and its initiatives will be evaluated by 1) the quantity and quality of the program activities delivered; and, 2) the quantity and quality of the outcomes that our program achieves.

Initiatives

Advisers’ Retreat
Teen Advisory Council
Karen Butler, Facilitator

Mentoring and Community Service
Lothrio Johnson, Facilitator

Leadership Development Academy
Tonja Eady, Facilitator

Teen’s Retreat
Back To School Bash
Carowinds
Female Development, Janelle Butler and Perceffessess Canty Facilitators
Male Development, Major Kennedy and Deacon Leverette Williams Facilitators

A/B Honor Roll and Spotlight on Youth
Cynthia Brown, Facilitator

Teen Worship
Rev. CJ Butler and Rev. Mark Childress, Facilitators

Goal: To excite, inspire, and ignite teens for the work of the Kingdom by preparing them to live virtuously and to evangelize within their community.
Youth Program

“Train up a child in the way he should go; even when he is old he will not depart from it”
Proverbs 22:6 KJV

Lynda Gethers, NE Coordinator

PURPOSE

The Youth Program is designed to encourage and cultivate Christian youth leadership in our young people ranging in age from 5 years to 14 years. This kind of focus on youth allows young people to have a place of recognized value in the church and encourages them to strive for kingdom living in their everyday walk with Christ. Many families will be drawn to our church because of the work done with their children. Our goal is to develop young people for a lifetime of discipleship, so that our youth will find a place of their own as Christians; where they will be eager, and made ready to witness and bring others to Christ.

Participants: Church membership is not required for participants age 5 – 14.

Benefit: This type of Christian leadership will serve as a catalyst to strengthen and grow our church as well as the Christian community.

Volunteers: Volunteer needs are currently being met. All volunteers must have a special calling to work effectively with our children. They should be patient, compassionate, understanding and have good constructive communication skills. Special training from the Department of Social Services or certified instructors on “child abuse and neglect” is required for safety and liability reasons. Christian instruction on working with children is also required.

Evaluation: The success of this program and its initiatives will be measured through internal evaluations and reviews at our annual retreat.

Budget: The estimated cost associated with this program at Brookland N.E is being determined.

Initiatives

Children’s Worship/Children’s Church
Deacon Walter Brownlee, Facilitator

Goal: To spiritually develop, educate, and inform children of Bible truths and to train the children in worship and in leadership positions within the church.

Date Held: Every 1st, 2nd, 4th & 5th Sunday from 8:45 AM – 11:30 AM

Participants: Church membership is not required and participation is open to children 5 – 11 years old attending worship services with a parent or guardian

Benefit: This program offers children between the ages of 5 and 11 a kid-friendly service to relate to, while introducing key elements of the adult service...including but not limited to songs, prayer, scripture, offering and a session where they can relate and apply services to their daily lives.

Volunteers: Two (2) additional volunteers are needed with the following skills: obviously, Biblical knowledge, presentation skills, flexibility, creativity, and ability to work with children. Volunteers will
need to commit to only one Sunday a month to teach. Very little training is needed other than on the job training which can be facilitated by the program facilitator.

**Evaluation:** The success of this program and its initiatives will be measured through parent feedback surveys and older Children's Church worshipers

**Budget:** The estimated cost associated with this program at Brookland N.E is being determined.

---

**Nursery**

*Angela McClester, Facilitator*

**Goal:** To care for children under the age of 5 whose parents are attending worship service.

**Date Held:** Every 1st, 2nd, 4th & 5th Sunday from 8:45 AM – 11:30 AM

**Participants:** Church membership is not required and participation is open to children under the age of 5 attending worship services with a parent or guardian.

---

**“Dance the Word” Bible Study Group**

*Zelice Nevils, Facilitator*

“The Israel rejoice in their Maker, let the people of Zion be glad . . . Let them praise his name with dancing . . .”

*Psalm 149: 1-3 (NIV)*

**Goal:** This program is to encourage biblical studies and movement by youth. Dance the Word cultivates a child’s understanding of worship and interest in Christian service in the church. This initiative gives youth an outlet for their expressions of Christianity while teaching them the Word. The children learn to channel their energy as they focus and meditate on God. In a disciplined and engaging manner, young people learn how scriptures in the Bible heard in a sermon or a song, influence and inspire lyrical Christian movement in the church. It is a spirit, mind, body and soul experience that makes the Bible much more transparent to children. Once they examine the message in a sermon or lyrics of a song; the spoken Word stays in their heart and minds.

**Date Held:** TBD

**Participants:** Church membership is not required, and participation is open to children age 5 – 11.

**Benefit:** This experience impacts our youth’s approach to daily living at home, at school, at play and at church. Families are drawn to and become faithful to our church because of the work done to touch the lives of their children. The activity serves as an effective means of developing young people for a lifetime of leadership and discipleship in the church.

**Volunteers:** Interest has exceeded our need. All volunteers must be focused on biblical studies and have a special gift to work effectively with our youth. They should be patient, compassionate, constructive in approach and have excellent communication skills. Special training on “child abuse and neglect” is recommended for safety and liability reasons. In addition, Christian instruction on best practices when working with young children is required.

**Budget:** To be Determined
Youth Fitness, Health & Nutrition

Charles Tolliver, Kelly Brooks, & Tim Gaskin, Facilitator

"Do you not know that your body is a temple of the Holy Spirit? . . . Therefore, honor God with your body,"

I Corinthians 6:19 -20 (NIV)

Goal: To encourage young people to become active warriors for Christ. The initiative will focus on giving Youth practical tools for good nutrition, exercise and team-building. Young people will learn and demonstrate the importance of teamwork and sportsmanship through healthy and fun competition.

Date Held: TBD

Participants: Church membership is not required, and participation is open to children age 5 – 11.

Benefit: This activity serves as an effective means of developing young people for a lifetime of leadership and discipleship in the church.

Volunteers: Volunteer needs are still under development. All volunteers must be focused on biblical studies and have a special gift to work effectively with our youth. They should be patient, compassion, constructive in approach and have excellent communication skills. Special training on “child abuse and neglect” is recommended for safety and insurance liability reasons. In addition, internal Christian instruction on best practices when working with young children is required. They should be patient, compassion, constructive in approach and have excellent communication skills. Special training on “child abuse and neglect” is recommended for safety and liability reasons. In addition, Christian instruction on best practices when working with young children is required.

Evaluation: The success of this program and its initiatives will be is measured through Youth engagement, event discipleship, evaluations and review at our annual retreat.

Budget: To Be Determined

Care & Keep

Gary & Pam Rice, NE Coordinators

PURPOSE

To contact individuals who join Brookland Baptist Church Northeast within a designated period of time upon joining the church and maintaining a continuous relationship with the member.

Participants: All persons who establish membership or watch care association with Brookland Baptist Church

Initiatives

New Member Fellowship

TBD, Facilitator

Goal: To nurture new members by fellowshipping with them over food and introducing them to the church leadership in a small setting

Participants: Participants must have joined prior to the scheduled event and have not previously attended a New Member Fellowship.
Media Ministry

“Out of all your gifts ye shall offer every heave offering of the LORD, of all the best thereof, even the hallowed part thereof out of it.”
Numbers 18:29 KJV

Cliff Wilson, NE Director

OBJECTIVE

The Media Ministry is designed to spread the gospel using audio, video, lighting, photographs and staging in unique ways.

Benefit: This ministry benefits the church by capturing the worship services and church activities for those who are unable to physically attend the events and for historical purposes.

Volunteers: Church membership is required for this ministry. There is no limit on the number of volunteers utilized in this ministry and this ministry does require special training or mentoring in handling the equipment used in this ministry. (See Appendix for additional information)

Budget: The cost to operate this ministry is approximately $5,800 annually.

Evaluation: This ministry is deemed successful when minimum technical issues occur during church services/activities and project initiated are completed as requested. (See Appendix for additional information)
Ministry Leaders’ Operational Guide

Audio/Visual

Terdell Mealing, NE Coordinator

PURPOSE
The Audio/Visual program will set up equipment necessary for creating and distributing audio/visual media for all church functions.

Assistants
Kevin Canty, Jr.  Michael Simmons
John Dublin

Broadcasts

Carlos Moses, NE Coordinator

PURPOSE
The Broadcasts program will broadcast the Worship Services to the public using local medias and tapes.

Date Held:  Every Sunday
Location:  Broadcasted on 95.3 (WFMV), Columbia, SC at 10:30 am with tapes sold every Sunday after worship service

Assistants
Silisia Moses

Video

Tim Gaskin, NE Coordinator

PURPOSE
The Video program will record the Worship Services for publishing to the community at large.

Date Held:  Every Sunday
Location:  Published on the Brookland Baptist Church website, www.brooklandbaptist.org

Photography

Lin Johnson, NE Coordinator

PURPOSE
The Photography program will record the events of Brookland Northeast in pictures.

Date Held:  As needed
Location:  Published on the Brookland Baptist Church website and in special books.
Music & Arts Ministry

“Serve the LORD with gladness: come before his presence with singing.”
Psalm 100:2 KJV

Rosalyn Glenn, NE Director

OBJECTIVE
The Music & Arts Ministry is designed to create consistent musical and art forms of worship in an inspiring and uplifting force for Brookland Northeast.

Benefit: To enhance the worship service.

Volunteers: Church membership is required for this ministry. There is no maximum limit to the number of volunteers utilized in this ministry. Volunteers must be able to sing.

Budget: The cost to operate this ministry is TBD.

Evaluation: This ministry is deemed successful by enhancing the worship services through art form.
Sanctuary Choir
Rosalyn Glenn, NE Coordinator

PURPOSE
The Sanctuary Choir will provide Christian music for Sunday morning worship services.

Volunteers: Church membership is required, open to anyone age 12 and above with a gift to sing

Youth Choir
Monetha Gaskin, NE Coordinator

PURPOSE
The Youth Choir will provide Christian music for Sunday morning worship services.

Volunteers: Church membership is required, open to youth under age 12 with a gift to sing

Drama
Deacon Walter Brownlee, NE Coordinator

PURPOSE
The Drama program will permeate through drama the miraculous power of our Lord and Savior as we glorify God, minister to families, and strengthen spiritual relationships within communities.

Volunteers: Church membership is not required, open to interested participants in any of the following areas – poetry, play and skit writing, art, photography, graphic design, costume design, theatrical makeup, stage and prop management, carpentry, engineering, audio/visual technology, theatrical lighting, special effects design, public relations, marketing, and project coordination.
Outreach Ministry

“And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee.”
Luke 10:35 KJV

Les Sprauve, NE Director

OBJECTIVE

The Outreach Ministry is designed to reach new converts and to help those in need by going out into the community and spreading the gospel of Jesus Christ. This ministry will show God’s love to those in need by providing food, clothing, shelter, and other basic needs.

Benefit: To reinforce the ministry of the church by providing support to those in need within our community.

Volunteers: Church membership is required for this ministry. There is no maximum limit to the number of volunteers utilized in this ministry and there is no external training or special requirements needed to be a part of this ministry; however, all participants working with children are required to go through an annual Certification program on child abuse and neglect and submit to an annual criminal records check.

Budget: The cost to operate this ministry is TBD.

Evaluation: This ministry is deemed successful by implementing and facilitating community outreach programs.
Ridgeview Partnership
Melvin Baker, NE Coordinators

PURPOSE
The Ridgeview Partnership is to develop a strong spiritual relationship with Ridgeview High School.

Initiatives

Christ Teen
Ponzell Edwards, Facilitator

Goal: To assist this Richland 2 program in ministering to students at Ridgeview High. This program is in collaboration with Ridge View High school. This forum is designed for teens to discuss the bible, personal goals, and life challenges. The Brookland Outreach team’s role is to listen, mentor and coach.

Location: Christ Teens is an after school program that meets every Thursday during the school year at Ridge View high school (Portable #27 and 28).

Angel Network
Cecila Hartman, NE Coordinators

PURPOSE
The Angel Network is to provide support to those in need within the community. Primary focus will be senior citizens.

Initiatives

Angel Tree
Cecila Hartman, Facilitator

Goal: To provide Christmas gifts to children with incarcerated parents.

Military/Veterans Support
Marvin Thomas, NE Coordinators

PURPOSE
The Military/Veterans Support program will provide support to veterans and active duty military servicemen/women.

Initiatives

Packages to the Troops
Roma Thomas, Facilitator

Goal: To provide troops serving out of the country with care packages.
Christian Education Ministry

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”
2 Timothy 2:15 KJV

Deaconess Dr. Gwenda Greene, NE Director

OBJECTIVE
The Christian Education Ministry is designed to provide an understanding of the Bible and Jesus Christ; to provide an understanding of how one is saved by faith; to provide an understanding of the role of the Holy Spirit, the Church and the body of Christ; to provide an understanding of prayer; and, to provide an understanding of forgiveness.

Benefit: To support the Pastor’s delivery of God’s word, by providing additional Biblical study on how to apply God’s word to everyday life situations.

Volunteers: Church membership is required for this ministry. There is no maximum limit to the number of volunteers utilized in this ministry. Training in how to teach God’s word is a requirement for this ministry. Also all participants working with children are required to go through an annual Certification program on child abuse and neglect and submit to an annual criminal records check.

Budget: The cost to operate this ministry is TBD.

Evaluation: This ministry is deemed successful by the attendance and retention of the students attending these Christian Education classes.
**Sunday School**
Linette Brown, NE Coordinator

**PURPOSE**
Sunday School will teach God’s word through subject focused and researched teachings.

**Date Held:** Every Sunday from 8:45 AM – 9:45 AM

**Participants:** Church membership is not required, open to anyone who chooses to attend

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<th>Teachers</th>
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<td><strong>Adults</strong></td>
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<td><strong>Primary</strong></td>
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<td>Silisia Moses</td>
<td>Eric Sleader</td>
<td>Lynda Gethers</td>
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<tr>
<td>Betty Parker</td>
<td>Deacon David Moore</td>
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<tr>
<td><strong>Teens</strong></td>
<td><strong>Juniors</strong></td>
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<tr>
<td>Sharon Kennedy</td>
<td>Mrs. Paul Dunbar</td>
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**New Members Orientation**
Deacon Thomas Daniels, NE Coordinator

**PURPOSE**
New Member Orientation will give the new member a clear understanding of the significance of the new life in Christ; to explain the responsibilities inherited because of the Christian experience; to orientate new members about the church ministries; and, to define what it means to become a member of God's Church.

**Date Held:** Every Sunday from 8:45 AM – 9:45 AM

**Participants:** All new members of Brookland Baptist Church Northeast are expected to attend.

<table>
<thead>
<tr>
<th>Assistants</th>
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<tbody>
<tr>
<td>Linette Brown</td>
</tr>
<tr>
<td>Deaconess Sabrina Moore</td>
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</table>

**Bible Study**
Reverend Dr. Christopher Leevy Johnson, NE Coordinators

**PURPOSE**
Bible Study involves teaching God’s word in a small group setting where questions can be asked and answers provided on how to confront tests in our lives and develop a deeper understanding of God.

**Date Held:** Every Wednesday from 6:30 PM – 8 PM

**Participants:** Church membership is not required, open to anyone who chooses to attend.

**Book Club**
Reverend Dr. Christopher Leevy Johnson, NE Coordinator

**PURPOSE**
The Book Club will allow the congregation to read & discuss books about spiritual issues with other believers.

**Participants:** Church membership is not required, open to anyone who chooses to attend.
Ushers Ministry

“For a day in thy courts is better than a thousand. I had rather be a doorkeeper in the house of my God, than to dwell in the tents of wickedness.”

Psalms 84:10 KJV

Deacon Michael Keels, NE Director

**OBJECTIVE**

The Ushers Ministry is designed to prepare the sanctuary and or other area of the church for attending worshippers where they are free to focus on the worship and teaching of Christ during church services. To warmly greet, welcome, serve and protect the worshippers from distractions during service. To provide order with minimal to no distraction before, during and immediately after services.

**Benefit:** To provide and reinforce the order of the service, provide special comfort and assistance as needed to worshippers, and provide special comfort and assistance to the Pastor.

**Volunteers:** Church membership is required for this ministry. There is no maximum limit to the number of volunteers utilized in this ministry and there is no external training or special requirements needed to be a part of this ministry.

**Budget:** The cost to operate this ministry is between $400.00 - $800.00 annually.

**Evaluation:** This ministry is deemed successful by having orderly and reverent worship services.
Senior Ushers

Lin Johnson, NE Coordinator

PURPOSE
The Senior Ushers will prepare the sanctuary for the entrance of the congregation and guest; hand out programs and literature to all as they arrive; directs the seating of all congregants; provide special comfort as required; and provide special assistance to handicapped worshipers as needed.

Junior Ushers

Ivory Gethers, NE Coordinator

PURPOSE
The Junior Ushers will prepare the sanctuary for the entrance of the congregation and guest; hand out programs and literature to all as they arrive; directs the seating of all congregants; provide special comfort as required; and provide special assistance to handicapped worshipers as needed.

Hospitality/Greeters

Frenchie Sanders Walker, NE Coordinator

PURPOSE
The Hospitality/Greeters team will warmly greet individuals who attend worship services and provide them with information about Brookland Baptist Church.

Health & Wellness

Deaconess Hazel Keels, NE Coordinator

PURPOSE
The Health & Wellness team will assist worshippers with medical needs during worship services, during other activities of the church, during external programs, and in community based programs with a purpose of reducing and eliminating health disparities.

Volunteers Special Skills: Members age 18 years of age and older who are in a nursing or healthcare profession can provide direct service in this program; however, others outside of this criteria can be used for special events, regardless of age or skills in the nursing or healthcare profession.
Criteria for Evaluating a Northeast Ministry Director

**EXPERIENCE:**
___1. Have ministry and leadership experience in a church.
___2. Have strong leadership skills and a heart for ministering to people.
___3. Have a demonstrated skill to encourage and develop others.

**EDUCATION:**
___4. Have solid Biblical training and experience in leadership or ministry.

**FAMILY:**
___5. Family should support the idea of the ministry and be involved in the normal daily life of the church.

**CHARACTER:**
___6. Lifestyle must be consistent with those of mature Christians and Christian leaders in the church community.
___7. Service in this ministry role must be for one reason only...to help develop the participants spiritually.

**PERSONALITY:**
___8. Must be able to work well with the age group supported in this ministry.
___9. Must have a gentle manner, be a warm-hearted caregiver and a "developer" of people and ideas.
___10. Must be able to work independently and lead the ministry group.

**Rankings**
5 – Strongly agree
4 – Agree
3 – Unsure
2 – Disagree
1 – Strongly disagree
Ministry Director Guidelines

The following pages contain information developed to organize your ministry. This information should be used as a guide in developing your ministry. This information will provide you with an opportunity to measure, evaluate, and provide a sense of accountability for your ministry. The intent is to provide direction on how preparation can lead to a more productive service in your role as a Ministry Director.

1. Organizational Chart – Purpose: To broadcast the positions within your ministry and who occupies each position.
2. Position Description – Purpose: To communicate the responsibilities associated with program coordinators and initiative Facilitators placed in those positions.
3. Policies & Procedures – Purpose: To outline and document the procedural functions associated with your ministry. These procedures should include a checklist to ensure critical functions associated with the ministry are completed and checked by someone other than the person completing the task.
4. Expense Voucher – Purpose: To allow you to submit your reimbursements/disbursements for expenses associated with your ministry.
5. Steps to Implementing a New Ministry – Purpose: To document and give guidance to a Ministry Director’s request to start a new program or initiative under their ministry.
Ministry Organizational Chart Example

**BROOKLAND BAPTIST CHURCH NORTHEAST MEDIA MINISTRY ORGANIZATIONAL CHART**

The following is a flow chart of the ministry structure:

- **Cliff Wilson** Director
  - **Terdell Mealing** Sound Coordinator
    - **Kevin Canty Jr.** Sound Technician
    - **Michael Simmons** Volunteer(s)
  - **Carlos Moses** Broadcasts Coordinator
    - **John Dublin** Sound Technician / Inventory Facilitor
    - Volunteer (optional)
Memorandum

To: Media Ministry Staff
CC: Ministry Development Team, NE
From: Cliff Wilson, Director of Media Ministry
Date: January 25, 2011
Re: Sound Technician Responsibilities

Team,

I reviewed the Brookland Baptist Church Northeast objectives for the Media Ministry. These inner workings are reflected in the ministry’s policies and procedures, which serve as the backbone of the ministry, in order to maintain standards and quality. Changes to policies are periodically made to achieve a positive impact to our Media Ministry. The goal of this policy is to encourage and increase the clarity of job roles.

Defined Responsibilities:

- The sound technician will be responsible for setting up equipment and improving sound to support music and speech for the worship ministries, thereby enhancing the total worship experience.
- The sound technician will primarily provide sound and recording support for worship services.
- The sound technician will be required to prepare and test all sound equipment in advance of each service.
- The sound technician will be required to establish priorities, exercises good judgment, meet deadlines, and ensure issues are resolved in a timely manner.
- The sound technician will assist volunteers in administering both the sound board and visual/projection equipment.
- The sound technician will also be responsible for carefully securing and reloading all sound equipment at the end of each service, in conjunction with the musician.
- The sound technician will work closely with the Facilitators of the music ministry to ensure a high level of support is provided in identifying the best possible sound.
- The sound technician must ensure that solid test plans are prepared and that thorough application testing is conducted.
- The sound technician will maintain an updated inventory of sound equipment.
- Reports any defective or damaged equipment to Coordinator and Director.

This policy of responsibilities will take place effective immediately. If any staff member have questions about this new policy please do not hesitate to contact the Director of Media Ministry at 803-556-8102.

Sincerely,
Cliff Wilson
Policies & Procedure Example

**BROOKLAND BAPTIST CHURCH NORTHEAST SOUND EQUIPMENT SETUP PROCEDURES**

1. Retrieve the board from the electrical closet on stage. Uncover the board and connect power cord.

2. Set up choir microphones 4-9 and plug into the back of the board lower terminal block. Each microphone cord should be labeled accordingly. If microphone cord is not labeled notify the Coordinator for corrections. See Diagram of Stage set up.

   **Illustration:**
   
   ![Diagram of Microphone Set Up](image)

3. After setting up the pulpit set wireless microphone 1 which is color coded red. Change out the batteries each service on wireless microphone 1 and check wireless microphones 2 and 3 as well.

4. Set up House speakers. Verify that the stand is properly secure and the locking pin is installed. Plug in the designated labeled cord “LEFT and RIGHT” in the back of the speakers and into the back of the board lower terminal block. See Diagram of Stage set up.

   **Illustration:**
   
   ![Diagram of Speaker Set Up](image)

5. Set up speaker monitors for the pulpit, choir, and musicians. Plug in the designated labeled cord “Mono 1, Mono 2, and Mono 3 on the side of the speakers and into the back of the board lower terminal block. See Diagram of Stage set up.

   **Illustration:**
   
   ![Diagram of Speaker Monitor Set Up](image)

6. Next, tape down all cords to eliminate tripping on the stage. The microphone cords and the speaker cords shall not be pulled tight at the connect point. It is important to leave a little slack to minimize on damaging the cords. The microphone cords shall be placed at 90 degree angles coming from the microphone and placed in a bundle along the floor to provide continuity. See Diagram of Stage set up.
7. Plug in the musicians in their designated channels in example, keys channel 10 and Bass channel 13. The Bass musician provides a portable receiver to connection and the Keys musician has a mobile amplifier that provides termination. Plug the musicians into the back of the board lower terminal.

Illustration:

8. Now perform sound checks with the microphones and musicians. Once this has been conducted, set your levels on the practice run through with the choir and record your settings. This is important and will be adjusted throughout the service occasionally. Note: Verify the lead singers for each has their own settings. Do not take the lead speaker above 20. Make the necessary adjustment along the way.

9. Set up Recorder. Insert disc into recorder and press the record button. The recorder is set. Press play to start recording and pause to stop recording. Do not press stop. Through service verify levels of sound that are being recorded.

FILL OUT SET UP CHECKLIST BEFORE EACH SERVICE. See attached
Procedural Checklist Example

Verify microphone cords have the proper amount of slack at the connection point. **Tension free.**

- [ ] Yes
- [ ] No

Verify microphones are working properly. Verify during sound check.

- [ ] Yes
- [ ] No

Verify cordless microphones batteries have been replaced.

- [ ] Yes
- [ ] No

Verify cordless microphones are working properly. Verify during sound check.

- [ ] Yes
- [ ] No

Verify each speaker monitor is working properly.

- [ ] Yes
- [ ] No

**Make sure the volume is up when checking the house speakers.**

Verify speaker monitor cords have the proper amount of slack at the connection point. **Tension free.**

- [ ] Yes
- [ ] No

Inspect all cords and report damaged and/or malfunctioning cords to the coordinator for replacement.

- [ ] Yes
- [ ] No

**Do not use a damaged cord. This can disrupt service.**

Verify that musician’s equipment is hooked up to the main board.

- [ ] Yes
- [ ] No

Verify the microphone and speaker cords are taped down correctly. No tension at any connection points.

- [ ] Yes
- [ ] No

Verify the keys mobile amplifier volume is set at 5.

- [ ] Yes
- [ ] No

Verify stage is set up correctly in accordance to the **Sound Equipment Procedures – Stage Set-up.**

- [ ] Yes
- [ ] No

List Damaged Equipment or Wire: ____________________________________________________________

List equipment and/or materials needed: ______________________________________________________

This checklist shall be completed before each service to maintain the integrity of the equipment and service. On behalf of the Media Ministry, I certify that this checklist is complete and correct and all equipment and miscellaneous materials used and work performed are in compliance with the Sound Equipment Procedures, to the best of knowledge, except as noted above.

_____________________________  ________________________________
Sound Technician - Print Name Review by – Coordinator/Director – Print Name
# Expense Voucher

**Brookland Baptist Church Expense Report**

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**Total:**

- Mileage: 0.00
- Lodging: 0.00
- Other Expense: 0.00
- Total Expense: 0.00

**Indicate business purpose for trip(s):**

- Requestor Name (Print)
- Requestor Signature
- Date
- Approval by

**Handling instructions for claim:**

- Pick-Up: [ ]
- Mail: [ ]
- Special handling (explain):
• The Completed Expense Voucher should be submitted to your Ministry Directory for approval.

• The Ministry Directory will submit the Expense Voucher to the Finance Clerk for payment.
5 Steps to Implementing a New Ministry or Event

Submitter’s Name:  Click here to enter text.

MINISTRY INFORMATION

Ministry Name:  Click here to enter text.

Director’s Name:  Choose an item.

Telephone Number:  Click here to enter text.  E-mail:  Click here to enter text.

Date Submitted:  Click here to enter a date.  Date Wanting to Start:  Click here to enter a date.

CHECKLIST

☐ Needs Analysis:  Click here to enter text.

☐ Program Purpose:  Click here to enter text.

☐ Budget:  Click here to enter text.

☐ Number of Volunteers:  Click here to enter text.

☐ Program Evaluation:  Click here to enter text.

Approval Status

☐ Approved  Date Approved to Start:  Click here to enter a date.

☐ Not Approved:  Date (Not Approved):  Click here to enter a date.

Reason:  Click here to enter text.

FORM INSTRUCTIONS

1. **Needs Analysis:** Do an analysis to identify the strengths (How will this help the church now), weaknesses (How could this harm the church now), opportunities (How can this program benefit the church in the future) and threats (How can this program harm the church in the future) associated with starting this program or event.

2. **Program Purpose:** State the Purpose in a clear statement with its value, the ultimate goal, how the goals will be achieved and who will benefit from this program.

3. **Budget:** Estimate how much will it cost to get supplies, training material, space to meet, equipment, the cost for the number of participants, and the cost for the number of volunteers.

4. **Volunteer Requirements:** Determine the number of Volunteers needed, what skills should your volunteer have, how many days per week, month, or year will you need volunteers, what training they will need, and who will train your volunteers.

5. **Program Evaluation:** Determine how you will measure if the program was successful.