

Acknowledgments...

A special thanks to all who labored with me on this manual.

First to my wife, Angie, for her invaluable assistance in writing, editing, and all the rearranging of this manual. *Proverbs 18:22 - Whoso findeth a wife findeth a good thing...* Truly, Angie has been to me a good thing. Too many times, she has done so much only to be in the background. Her organizational skills have made me a better pastor. I will ever love her and appreciate her assistance.

To my children and grandchildren who heard about this manual over many meals and get togethers and were very supportive.

To my son, Jacob, the Office Administrator at O.B.C. For the tireless times he revised and edited the materials in the manual. For going the extra mile to see that everything was done right.

To Mark Abney for his computer skills and organizational work. For his sincere interest in wanting to see excellence for the Kingdom of God.

To Dr. Charles Travis, president of Logos Christian College & Graduate School, who encouraged me to take on this project. His knowledge and direction helped to make this manual possible.

To Dr. C. Russell Archer, who went to be with the Lord in April of 1998. He was my spiritual mentor, my pastor, my friend, and a man of great influence to the body of Christ. His ministry and organizational skills continue to influence my ministry.

Finally, to our precious Lord and Savior Jesus Christ. He is the reason we do what we do. In Him we live, move, and have our being.

May the Lord richly bless all those who helped in any way.

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Forward...

It has been my privilege to know Pastor J. Randy Grimes as a friend and co-worker for a number of years. That he would compile a Church Operations Manual is consistent with who he is. I have watched him consistently grow in his ministry leadership. His leadership skills have been refined and polished through the Lord's instruction and ministry experience. Though Pastor Grimes is a deeply spiritual man who hungers after the things of the Spirit, he has also learned the extreme importance of organization and structure. He wants to do more than talk the talk; he wants to walk it as well. Randy has discovered that if organization for ministry is not assigned a high priority then that ministry's growth will be stunted and capped. When he instructs you in this manual to “Never assume anyone knows anything,” recognize the voice of seasoned experience. May this Church Operations Manual resource and assist you to structure for ministry effectiveness.

Randall A. Bach, Superintendent
Eastern Region Open Bible Churches

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Introduction...

The purpose of this operations manual is to assist the local church in its organization and structure so the body of Christ can be more efficient and productive. In *Ephesians 4:16*, Paul says, *“From whom the whole body fitly joined together and compacted by that which every joint supplieth, according to the effectual working in the measure of every part, maketh increase of the body unto the edifying of itself in love.”*

Being a senior pastor for over twenty-two years, you can stumble over a few things. One thing I have observed is that there are great preachers pastoring small churches. On the other hand, there are not so great preachers pastoring larger churches. I am convinced that besides great preaching, you must have organization and structure. It will determine the size of a church. If you want to do a great work for God, you must remember growth comes from structure and you can only be successful if you are willing to organize and re-organize.

If you are growing, things are changing. If you continue to do what you are doing, you continue to get what you have. It does not take much to turn a canoe. All you have to do is to put one oar in the water. To turn a battleship, on the other hand, takes organization and structure. There is a chain of command. Organization and structure will determine the size of your ministry.

I believe God has big plans for His church. The more organized we are, the more efficient, effective, and productive we will be. My prayer is that in someway, this operations manual will be a source of blessing to your ministry. May God richly bless all of our efforts to serve Him.

Laboring for the Lord,

J. Randy Grimes, Senior Pastor
Open Bible Christian Church

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Open Bible Christian Church

Mission Statement

Open Bible Christian Church is a family of believers given to worship, fellowship, discipleship, and evangelism through an environment of love, acceptance, and forgiveness.

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Table of Contents

ORGANIZATIONAL CHART	17
ORGANIZATION AND ADMINISTRATION DEPARTMENT	21
CHAPTER 1	23
SENIOR PASTOR	25
General Responsibilities	25
Specific Responsibilities	25
Position Requirements	25
A. Spiritual Requirements	25
B. Natural/Physical Requirements	25
As Senior Pastor, The Buck Stops On Your Desk.	25
MINISTRIES COORDINATOR	27
General Responsibilities	27
Specific Responsibilities	27
Position Requirements	27
A. Spiritual Requirements	27
B. Natural/Physical Requirements	27
LockUp Duties	27
MEN’S MINISTRY LEADER	29
General Responsibilities	29
Specific Responsibilities	29
Position Requirements	29
A. Spiritual Requirements	29
B. Natural/Physical Requirements	29
WOMEN’S MINISTRY LEADER	31
General Responsibilities	31
Specific Responsibilities	31
Position Requirements	31
A. Spiritual Requirements	31
B. Natural/Physical Requirements	31
CHURCH TREASURER	33
General Responsibilities	33
Specific Responsibilities	33
Position Requirements	33
A. Spiritual Requirements	33
B. Natural/Physical Requirements	33
OFFICE ADMINISTRATOR	35
General Responsibilities	35
Specific Responsibilities	35
Position Requirements	35
A. Spiritual Requirements	35
B. Natural/Physical Requirements	35

LockUp Duties	35
Never Assume Anyone Knows Anything	35
CHURCH SECRETARY	37
General Responsibilities	37
Specific Responsibilities	37
Position Requirements	37
A. Spiritual Requirements	37
B. Natural/Physical Requirements	37
PRAYER DEPARTMENT	39
CHAPTER 1	41
PRAYER MINISTRY DIRECTOR	43
General Responsibilities	43
Specific Responsibilities	43
Position Requirements	43
A. Spiritual Requirements	43
B. Natural/Physical Requirements	43
Special Activities	44
Finances	44
Lock-Up Duties	44
Never Assume Anyone Knows Anything	44
CHAPTER 2	45
PRAYER CHAIN DIRECTOR	47
General Responsibilities	47
Specific Responsibilities	47
Position Requirements	47
A. Spiritual Requirements	47
B. Natural/Physical Requirements	47
Finances	47
Prayer Department	49
PRAYER CHAIN STAFF	49
Position Requirements	49
A. Spiritual Requirements	49
B. Natural/Physical Requirements	49
Prayer Chain Monthly Report Form	50
Prayer Chain Prayer Request Form	51
PRAISE AND WORSHIP DEPARTMENT	53
CHAPTER 1	55
PRAISE AND WORSHIP DIRECTOR	57
General Responsibilities	57
Specific Responsibilities	57
Position Requirements	57
A. Spiritual Requirements	57
B. Natural/Physical Requirements	57
Finances	57
Praise And Worship Selections	58
Lock Up Duties	58
Never Assume Anyone Knows Anything	58

CHAPTER 2	59
MUSIC DIRECTOR	61
General Responsibilities	61
Specific Responsibilities	61
Position Requirements	61
A. Spiritual Requirements	61
B. Natural/Physical Requirements	61
Finances	62
PRAISE AND WORSHIP TEAM MUSICIANS/ PLATFORM MINISTRY	63
General Responsibilities	63
Specific Responsibilities	63
Position Requirements	63
A. Spiritual Requirements	63
B. Natural/Physical Requirements	63
Scheduled Rehearsal Times	63
Dress Code	63
Attendance	64
PRAISE AND WORSHIP TEAM VOCALISTS/ PLATFORM MINISTRY	65
General Responsibilities	65
Specific Responsibilities	65
Position Requirements	65
A. Spiritual Requirements	65
B. Natural/Physical Requirements	65
Scheduled Rehearsal Times	65
Dress Code	65
Attendance	66
CHAPTER 3	67
MEDIA COORDINATOR	69
General Responsibilities	69
Specific Responsibilities	69
Position Requirements	69
A. Spiritual Requirements	69
B. Natural/Physical Requirements	69
Lock Up Duties	69
Never Assume Anyone Knows Anything	69
CHAPTER 4	71
DIRECTOR OF TAPE MINISTRY	73
General Responsibilities	73
Specific Responsibilities	73
Position Requirements	73
A. Spiritual Requirements	73
B. Natural/Physical Requirements	73
Finances	74
Lock Up Duties	74

CHAPTER 5	75
DIRECTOR OF DRAMA, DANCE AND MIME DEPARTMENT	77
General Responsibilities	77
Specific Responsibilities	77
Position Requirements	77
A. Spiritual Requirements	77
B. Natural/Physical Requirements	78
Finances	78
DRAMA, DANCE AND MIME STAFF	79
General Requirements	79
Specific Responsibilities	79
Position Requirements	79
A. Spiritual Requirements	79
B. Natural/Physical Requirements	79
Code Of Conduct	79
A. Ministry Conduct	79
Activities	79
VISION MINISTRY	81
CHAPTER 1	83
VISION MINISTRY DIRECTOR	85
General Responsibilities	85
Specific Responsibilities	85
Position Requirements	85
A. Spiritual Requirements	85
B. Natural/Physical Requirements	85
Finance	85
LockUp Duties	85
Never Assume Anyone Knows Anything	85
LEADERSHIP DEPARTMENT	87
CHAPTER 1	89
LOCAL CHURCH ELDER	91
General Responsibilities	91
Specific Responsibilities	91
Position Requirements	92
A. Spiritual Requirements	92
B. Natural/Physical Requirements	92
LOCAL CHURCH DEACON	93
General Responsibilities	93
Specific Responsibilities	93
Position Requirements	93
A. Spiritual Requirements	93
B. Natural/Physical Requirements	93

FINANCIAL BOARD MEMBER	95
General Responsibilities	95
Specific Responsibilities	95
Position Requirements	95
A. Spiritual Requirements	95
B. Natural/Physical Requirements	95
CHRISTIAN EDUCATION DEPARTMENT	97
CHAPTER 1	99
DIRECTOR OF CHRISTIAN EDUCATION	101
General Responsibilities	101
Specific Responsibilities	101
Position Requirements	101
A. Spiritual Requirements	101
B. Natural/Physical Requirements	102
Lock Up Duties	102
Never Assume Anyone Knows Anything	102
CHAPTER 2	103
SUNDAY SCHOOL SUPERINTENDENT	105
General Responsibilities	105
Specific Responsibilities	105
Position Requirements	105
A. Spiritual Requirements	105
B. Natural/Physical Requirements	105
Finances	106
TEACHER AND SUBSTITUTE TEACHER STAFF	107
General Responsibilities	107
Specific Responsibilities	107
Position Requirements	107
A. Spiritual Requirements	107
B. Natural/Physical Requirements	107
Finances	108
Lock Up Duties	108
CHAPTER 3	109
YOUTH PASTOR	111
General Responsibilities	111
Specific Responsibilities	111
Position Requirements	111
A. Spiritual Requirements	111
B. Natural/Physical Requirements	111
Finances	112
Lock-Up Duties	112

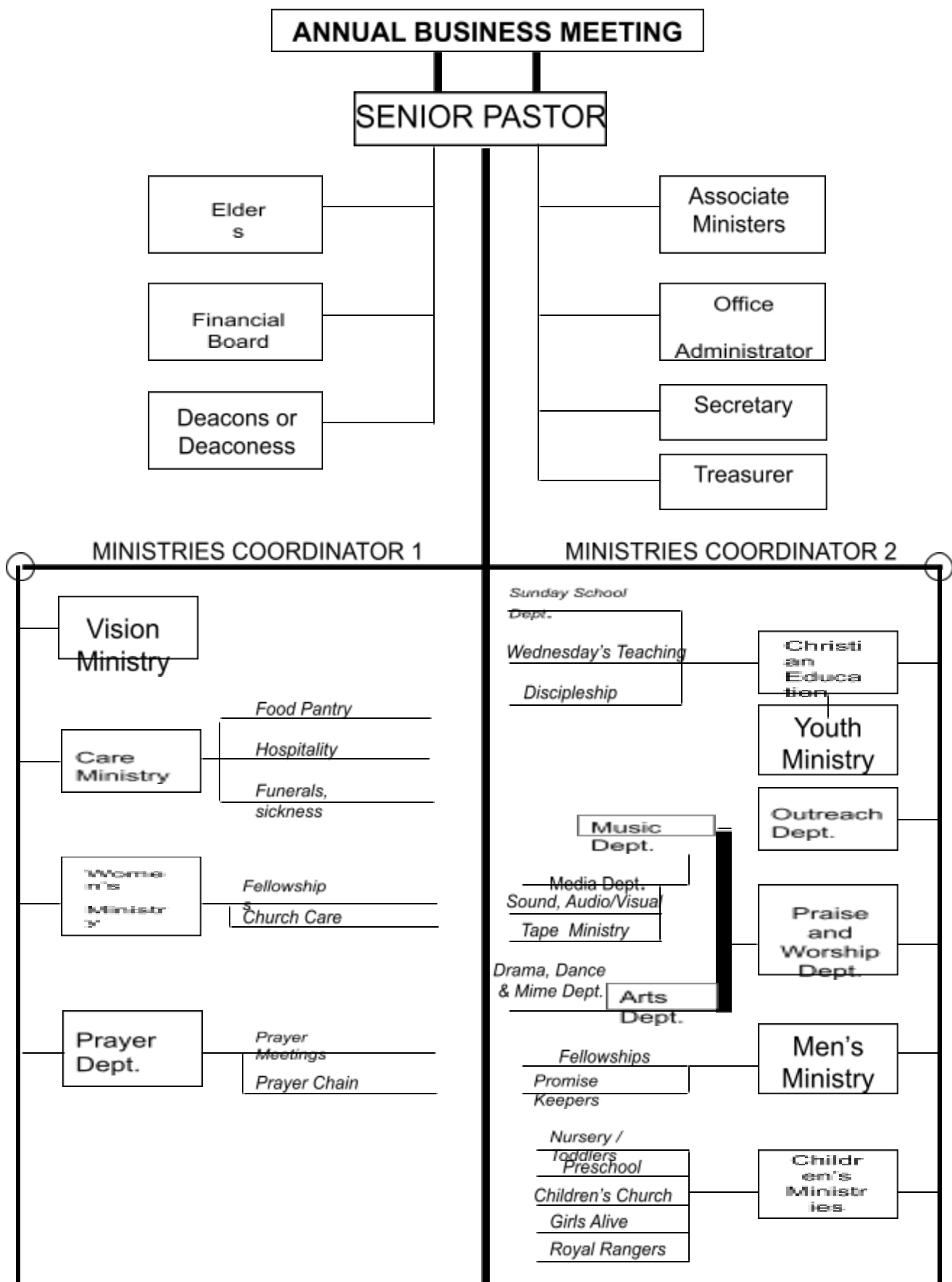
YOUTH DEPARTMENT STAFF	113
General Responsibilities	113
Specific Responsibilities	113
Position Requirements	113
A. Spiritual Requirements	113
B. Natural/Physical Requirements	113
Attendance Requirements	113
Ministry Time	113
Follow Up	114
Lock Up Duties	114
CHAPTER 4	115
JUNIOR YOUTH PASTOR	117
General Responsibilities	117
Specific Responsibilities	117
Position Requirements	117
A. Spiritual Requirements	117
B. Natural/Physical Requirements	117
Finances	118
JUNIOR YOUTH DEPARTMENT STAFF	119
General Responsibilities	119
Specific Responsibilities	119
Position Requirements	119
A. Spiritual Requirements	119
B. Natural/Physical Requirements	119
Attendance Requirements	119
Ministry Time	119
Follow Up	120
Lock Up Duties	120
CHAPTER 5	121
CHILDREN'S MINISTRIES PASTOR	123
General Responsibilities	123
Specific Responsibilities	123
Position Requirements	123
A. Spiritual Requirements	123
B. Natural/Physical Requirements	124
Attendance Requirements	124
Finances	124
Lock Up Duties	124
CHILDREN'S MINISTRIES STAFF	125
General Responsibilities	125
Specific Responsibilities	125
Position Requirements	125
A. Spiritual Requirements	125
B. Natural/Physical Requirements	125
Attendance Requirements	125
Follow Up	125
Lock Up Duties	125

OUTREACH DEPARTMENT	129
CHAPTER 1	131
DIRECTOR OF OUTREACH	133
General Responsibilities	133
Specific Responsibilities	133
Position Requirements	133
A. Spiritual Requirements	133
B. Natural/Physical Requirements	133
Finances	133
CARE MINISTRY DEPARTMENT	135
CHAPTER 1	137
DIRECTOR OF CARE MINISTRY	139
General Responsibilities	139
Specific Responsibilities	139
Position Requirements	139
A. Spiritual Requirements	139
B. Natural/Physical Requirements	139
Finances	139
CHAPTER 2	141
DIRECTOR OF FOOD PANTRY	143
General Responsibilities	143
Specific Responsibilities	143
Position Requirements	143
A. Spiritual Requirements	143
B. Natural/Physical Requirements	143
Finances	144
Lock Up Duties	144
MISCELLANEOUS	147
FORMS & NOTES	149
INDEX AND APPENDICES	151
BIBLIOGRAPHY AND	153
SELECTED RESOURCE MATERIAL	153

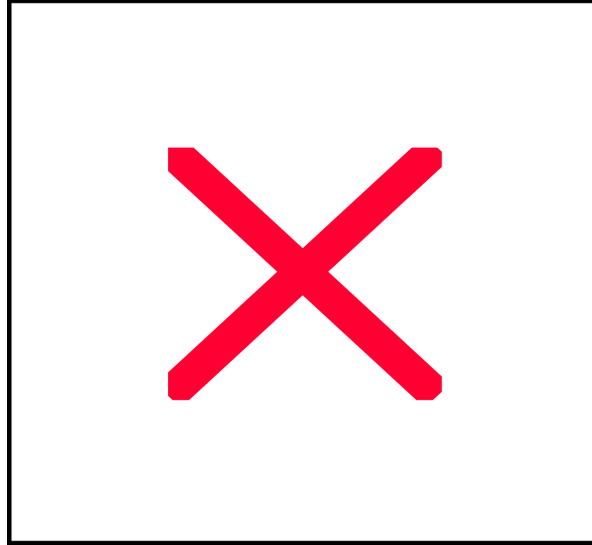
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Organizational Chart

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***Organization and Administration
Department***

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Organization and Administration
Department

Chapter 1

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SENIOR PASTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Chair, and convene meetings for, the financial board, board of elders and board of deacons. Convene all other church business meetings.
- B. Serve as the spiritual and temporal leader of the church, ministering to the spiritual needs of the people, guarding the membership against dissension, and making every effort to spread the full gospel message as described in the Articles of Faith of Open Bible Standard Churches.
- C. Responsible to the Annual Business Meeting and the leadership of Open Bible Standard Churches.

SPECIFIC RESPONSIBILITIES

- A. Give yourself continually to prayer and to the ministry of the Word of God. *Acts 4:12*
- B. Equip the saints for the work of the ministry. *Eph. 4:12*
- C. Consistently labor for the building up of Christian life in the church membership and in the community.
- D. Supervise all church services unless delegated otherwise.
- E. Schedule all church services and special meetings.
- F. Provide leadership to all departments, ministers and ministries.
- G. Endorse all checks with the treasurer unless delegated otherwise.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian, willing to teach others.
 - 2. Water Baptized and will teach others the same.
 - 3. Holy Spirit Baptized and will teach others the same.
 - 4. Know that God has called you to Pastor. *Eph. 4:11*
- B. Natural/Physical Requirements
 - 1. Bible college graduate or equivalent with a proven ministry.
 - 2. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography, or any illegal substance.
 - 3. Tithes to Open Bible.

AS SENIOR PASTOR, THE BUCK STOPS ON YOUR DESK.

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ORGANIZATION AND ADMINISTRATION DEPARTMENT

MINISTRIES COORDINATOR Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. Manage all areas and departments under your authority.

SPECIFIC RESPONSIBILITIES

- A. Manage correspondence and communications with all ministry and staff under your authority.
- B. Schedule quarterly prayer and direction planning meetings with your directors.
- C. Delegate special event(s) responsibilities and conduct follow up reviews.
- D. Act as a liaison between membership and the Senior Pastor.
- E. Attend scheduled services. Attend additional activities and meetings as requested and/or required by the Senior Pastor.
- F. During services or special events, assist or initiate personal ministry.
- G. Check with directors to ensure that for each service and/or activity, there is sufficient staff for the ministry area.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized, as evidenced by speaking in tongues.
 - 3. Water Baptized.
 - 4. Believe that God has called you to fill this position.
- B. Natural/Physical Requirements
 - 1. Completed the "We Believe..." class.
 - 2. Attend all church services and any special education opportunities for your department, position and/or ministry.
 - 3. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 4. Open Bible Christian Church member.
 - 5. Tithes to Open Bible Christian Church.
 - 6. Attend services and activities in appropriate attire for your position, ministry and/or department.

LOCKUP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

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MEN'S MINISTRY LEADER
Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all matters under your authority.
- B. Responsible for overseeing the Men's Ministry at Open Bible Christian Church.

SPECIFIC RESPONSIBILITIES

- A. Creatively plan and organize ministries to meet the needs of the men at O.B.C.
- B. Plan events for men such as Promise Keepers.
- C. Plan Men's Ministry fellowships such as retreats, campouts and other assemblies.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all church services.

LOCK-UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Ensure cleanup of facilities used for meetings and events.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

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WOMEN'S MINISTRY LEADER
Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all matters under your authority.
- B. Responsible for overseeing Women's Ministries at Open Bible Christian Church.

SPECIFIC RESPONSIBILITIES

- A. Creatively plan and organize ministries to meet the needs of the women at O.B.C. including monthly ladies nights.
- B. Organize events such as the Open Bible conferences for women and promote their attendance.
- C. Organize events such as retreats and other assemblies to promote fellowship for women.
- D. Encourage women to use their gifts in Women's Ministries.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all church services.

LOCK-UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Ensure cleanup of facilities used for meetings and events.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

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CHURCH TREASURER
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. Responsible for co-signing all church transaction checks and for giving monthly reports to Senior Pastor and Financial Board.

SPECIFIC RESPONSIBILITIES

- A. Maintain church financial records and send out weekly, monthly and/or yearly business transaction checks.
- B. Responsible for making weekly bank deposits and ordering checks, tithing envelopes and other materials pertaining to finances.
- C. Provide quarterly statements showing the progress of the financial budget as set by the financial board.
- D. Report any unusual financial matters to Senior Pastor and financial board.
- E. Provide an annual financial statement at the annual business meeting.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all services.

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ORGANIZATION AND ADMINISTRATION DEPARTMENT

OFFICE ADMINISTRATOR Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. Manage all church office areas and responsibilities.
- C. Manage, maintain and ensure that the church office operates in a professional and businesslike manner.

SPECIFIC RESPONSIBILITIES

- A. Answer telephone and ensure each party receives his or her message.
- B. Set up and maintain the answering machine; returning calls and giving any personal messages to the Senior Pastor or designated party.
- C. Set up, install and configure all church personal computer(s) and application software.
- D. Compile information and complete the weekly "*OBC NEWS*" bulletin.
- E. Order office supplies.
- F. Type up materials for Senior Pastor and church staff.
- G. Organize and maintain all office files.
- H. Check both postal and electronic mail at least 3 times a week. Ensure each recipient receives his or her mail.
- I. Send out visitor letters as needed.
- J. Maintain copy machines, this includes ordering toner and contacting maintenance service as needed.
- K. Perform additional office work as required and requested by the Senior Pastor.
- L. Type and mail all church correspondence.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 4. Attend services and activities in appropriate attire for your position, ministry and/or department.

LOCKUP DUTIES

- D. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- E. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

NEVER ASSUME ANYONE KNOWS ANYTHING

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ORGANIZATION AND ADMINISTRATION DEPARTMENT

CHURCH SECRETARY Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all areas under your authority.
- B. Keep accurate records of all members and membership meetings.
- C. Responsible for the safekeeping of all records and important documents of the church.

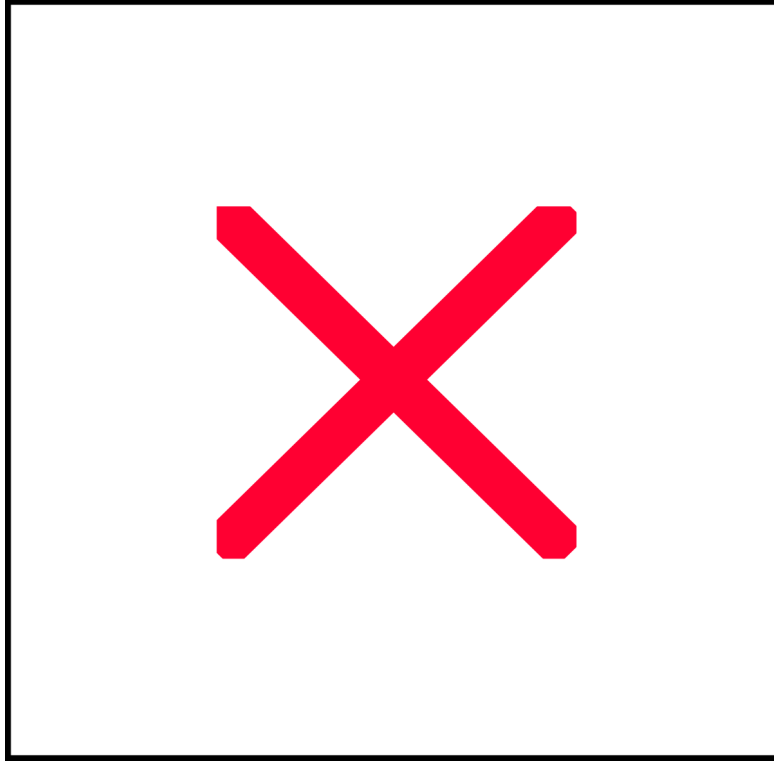
SPECIFIC RESPONSIBILITIES

- A. Record new members into membership book.
- B. Keep membership list updated and current.
- C. Record baptisms, baby dedications, and send out certificates for the same.
- D. Take minutes at the annual business meetings and other meetings called by the Senior Pastor.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all church services.

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Prayer Department

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Prayer Department

Chapter 1

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PRAYER MINISTRY DIRECTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all non-financial matters.
- B. Directs and manages the prayer chain and prayer activities.
- C. Organizes prayer times and a prayer chain, maintains and updates the church bulletin's prayer list.

SPECIFIC RESPONSIBILITIES

- A. Manage and direct all areas under your authority. This includes, but is not limited to, the prayer chain and special prayer times like those held on Sunday mornings and Thursday evenings.
- B. Attend quarterly meetings with the Ministries Coordinator and establish Prayer Ministry quarterly staff meetings.
- C. Establish departmental work requirements.
- D. Obtain monthly report forms from the prayer chain director and distribute the material among your ministry personnel in monthly staff meetings; review the completed forms and forward to the Ministries Coordinator.
- E. Continually develop a personal contact with, and encourage each member of your prayer team.
- F. Submit in advance, all scheduled dates for meetings and ministry functions to the Office Administrator for coordination and approval.
- G. All ministry bulletins, announcements and inserts must receive approval from the Ministries Coordinator and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 2. Greet each staff member at services or meetings with verbal encouragement.
 - 3. Open Bible Christian Church member.
 - 4. Tithes to Open Bible Christian Church.
 - 5. Completed the "We Believe..." class.
 - 6. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 7. Attend church services and any special services for your department or ministry.

PRAYER MINISTRY DIRECTOR
Job Description

(Continued from previous page)

SPECIAL ACTIVITIES

- A. Responsible for managing staff meetings and social functions provided by, or for, your department.
- B. Assist the department director in setting up and following through with special activities.

FINANCES

- A. Order supplies and materials required by your department and/or making copies of prayer material.
- B. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement.
- C. Submit an annual financial report of all receipts and disbursements.

LOCK-UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

NEVER ASSUME ANYONE KNOWS ANYTHING

Prayer Department

Chapter 2

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PRAYER CHAIN DIRECTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Prayer Ministry Director for all matters.
- B. Responsible for notifying the prayer warriors and intercessors when someone is in need of prayer.

SPECIFIC RESPONSIBILITIES

- A. Responsible for the prayer chain activities and those with whom you work.
- B. Attend meetings with the Prayer Ministry Director to preview the upcoming months. Meet with the director monthly to discuss the results and review areas of concern.
- C. Submit in advance, all scheduled dates for ministry activities, functions and/or special meetings with both the director and the Office Administrator for coordination and approval.
- D. All ministry bulletins, announcements and inserts must receive approval from the director and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 2. Open Bible Christian Church member.
 - 3. Tithes to Open Bible Christian Church.
 - 4. Completed the "We Believe..." class.
 - 5. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 6. Attend church services and any special services for your department or ministry.

FINANCES

- A. The Prayer Ministry Director must approve all order requests for department supplies and materials.
- B. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement.

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PRAYER CHAIN STAFF
Job Requirements and Philosophy

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Completed the "We Believe..." class.
 - 2. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 3. Attend church services and special education opportunities for your area of ministry.
 - 4. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 5. Open Bible Christian Church member.
 - 6. Tithes to Open Bible Christian Church.

Let this be our attitude: **“There is no lack, no weakness, no problem that He cannot solve. There is no difficulty that He cannot surmount, no disease that He cannot heal. He is in us. His ability is ours. His grace is ours. His love is ours. We have become one with Him. We can do all things in Him who strengthens us.”**

Always remember... *Ephesians 3:20*... “He is able to do exceedingly abundantly above all that we ask or think, according to the power that worketh in us.” *Matthew 19:26*... “With God all things are possible.”

PRAYER CHAIN MONTHLY REPORT FORM

(Continued from previous page)

PRAYER CHAIN MONTHLY REPORT		
Director:	Month	Year

NUMBER OF PRAYER REQUESTS	
1 st WEEK	
2 nd WEEK	
3 rd WEEK	
4 th WEEK	
5 th WEEK	
TOTAL	

Please share any unusual or exciting testimonies you may have experienced this month:

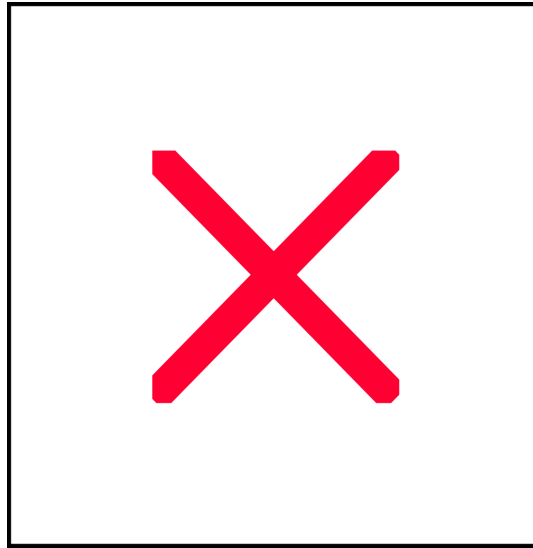
COORDINATOR OF PRAYER COMMENTS
DATE OF MONTHLY MEETING WITH THIS DIRECTOR:
REQUEST OF THIS DIRECTOR AT MONTHLY STAFF MEETING:
DETAILS OF CONCERNS FROM THIS DIRECTOR:

PRAYER CHAIN PRAYER REQUEST FORM

(Continued from previous page)

PRAYER CHAIN PRAYER REQUEST			
REQUESTER'S NAME		DATE:	
PRAYER FOR:			
Please pray for each person, lifting up Jesus and claiming the promises of God.			
Who needs:			
Guidance in a problem		A job	
To be saved		A closer walk with God	
Baptism of The Holy Spirit		Traveling mercies	
Help in a test		Other:	
Financial help			
To Be Healed Of:			
Cancer		Ulcer	
Eye trouble		Arthritis	
Flu		Bone fracture	
Diabetes		Back problems	
Heart trouble		Other illness:	
To Be Delivered Of:			
Alcohol		Worry	
Drugs		Depression	
Fear		Occult	
Doubts		Disbelief	
Weakness		Pornography	
Other Request:			
Comments:			

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Praise and Worship Department

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Praise and Worship Department

Chapter 1

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PRAISE AND WORSHIP DIRECTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. Responsible for directing the worship services and the multimedia (audio/video) and public address systems.
- C. Responsible for ensuring that rehearsals, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Manage all areas under your authority. This includes the Praise and Worship Team, musicians and the multimedia (audio/video) and public address systems.
- B. Establish and attend regularly scheduled staff meetings with your department directors.
- C. Attend meetings with the Senior Pastor and/or Ministries Coordinator.
- D. Assume responsibility for equipment, materials and other church owned items loaned to your departmental staff.
- E. Establish departmental work and dress requirements.
- F. Continually develop a personal contact with, and encourage each member of your staff.
- G. All ministry bulletins, announcements and inserts must receive approval from the Ministries Coordinator or the Senior Pastor and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 2. Review with your directors their staffing requirements and/or departmental policies.
 - 3. Greet each staff member at services or meetings with verbal encouragement.
 - 4. Open Bible Christian Church member.
 - 5. Tithes to Open Bible Christian Church.
 - 6. Completed the "We Believe..." class.
 - 7. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 8. Attend all church services and any special services or education opportunities for your department, position, or ministry.

FINANCES

- A. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.

- B. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement

PRAISE AND WORSHIP DEPARTMENT

PRAISE AND WORSHIP DIRECTOR

Job Description

(Continued from previous page)

PRAISE AND WORSHIP SELECTIONS

- A. Responsible for song selections
- B. Responsible for directing the musicians.
- C. Lead Praise and Worship in all services.
- D. Responsible for planning at least one practice per month.
- E. Responsible to learn at least two new choruses per month.

LOCK UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

NEVER ASSUME ANYONE KNOWS ANYTHING

Praise and Worship Department

Chapter 2

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MUSIC DIRECTOR

Job description

GENERAL RESPONSIBILITIES

- A. Responsible to the Praise and Worship Director for all matters under your authority.
- B. Responsible for ensuring that rehearsals, prayer times, ministry trips and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Oversee the department members under your authority.
- B. Attend quarterly meetings with the musicians to preview the upcoming months' schedules.
- C. Meet with Praise and Worship Director monthly to discuss rehearsal, department attendance and review any areas of concern.
- D. Maintain monthly attendance records, including rehearsals.
- E. Provide the music for each scheduled church service.
- F. Encourage department staff and members regularly and be attentive to any comments, concerns and/or suggestions.
- G. Submit in advance, all scheduled dates for staff meetings and ministry functions to the Praise and Worship Director and Senior Pastor for coordination and approval.
- H. All ministry bulletins, announcements and inserts must receive approval from the Praise and Worship Director and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service. The Office Administrator must receive the department's rehearsal schedule by the previous month's third Sunday for publication in the church calendar.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe" class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 6. Attend all church services and any special services or education opportunities for your department, position, or ministry.

MUSIC DIRECTOR

Job description

(Continued from previous page)

FINANCES

- A. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- B. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement.

PRAISE AND WORSHIP TEAM MUSICIANS/ PLATFORM MINISTRY

Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Music Director and/or Praise and Worship Director in all matters regarding the execution of your duties.
- B. Responsible to be at all rehearsals, prayer times, and social gatherings called by the Music Director and/or Praise and Worship Director.

SPECIFIC RESPONSIBILITIES

- A. Learn all music required for rehearsals furnished to you by the Music Director.
- B. Make provisions for baby-sitting while at practices. Preferably, children should not attend practices, however, if you must bring your children to practice, they must be under proper supervision all at times.
- C. Constantly aim for excellence on your instrument.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Tithes to Open Bible Christian Church.
 - 2. Not habitually influenced by, or addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 3. Attend scheduled rehearsals.
 - 4. Attend church services and any special education opportunities for your department, position, and/or ministry (church membership is the most valuable attribute we give).

SCHEDULED REHEARSAL TIMES

- A. There will be a Praise & Worship Practice scheduled at least once a month. Dates and times will be posted on the Praise & Worship Calendar.
- B. You attend rehearsal to learn, not for fellowship. The continued unity of the team rests upon the assistance and respect given to the Music Director.
- C. As rehearsals are open to the congregation, you are expected to exercise "ministry manners" throughout the rehearsal.

DRESS CODE FOR PLATFORM MINISTRY

- A. Men: Suit or nice dress pants and dress shirt, dress shoes and socks (no jeans, t-shirts, tennis shoes, or sandals).
- B. Women: Dress or skirts on Sunday morning. Dress slacks and nice blouses may be worn on Wed. and Sun. evenings. Modesty is required at all times (no jeans, t-shirts, sandals, or tennis shoes).

PRAISE AND WORSHIP TEAM MUSICIANS/PLATFORM MINISTRY
Job Description

(Continued from previous page)

ATTENDANCE

- A. Absence from rehearsal in which new music is learned assigns you the responsibility to get with another worship team musician or the Music Director to learn your part for the music.
- B. As a worship team member, you must be present for the ministry of the Word and display respect for the speaker.
- C. Be ready during any part of the service to return to the platform for additional music.
- D. The aforementioned attendance policies apply to all worship team members except for those busy in other church ministries.

PRAISE AND WORSHIP TEAM VOCALISTS/ PLATFORM MINISTRY

Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Praise and Worship Director and/or Music Director in all matters regarding the execution of your duties.
- B. Responsible to be at all rehearsals, prayer times, and social gatherings called by the Praise and Worship Director and/or Music Director.

SPECIFIC RESPONSIBILITIES

- A. Learn all music required for rehearsals as furnished to you by the Music Director.
- B. Make provisions for babysitting while at practices. Preferably, children should not attend practices, however, if you must bring your children to practice, they must be under proper supervision all at times.
- C. Constantly aim for excellence in your singing ability.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Tithes to Open Bible Christian Church.
 - 2. Not habitually influenced by, or addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 3. Attend scheduled rehearsals.
 - 4. Attend church services and any special education opportunities for your department, position, and/or ministry (church membership is the most valuable attribute we give).

SCHEDULED REHEARSAL TIMES

- A. There will be a Praise & Worship Practice scheduled at least once a month. Dates and times will be posted in the Praise & Worship Calendar.
- B. You attend rehearsal to learn, not for fellowship. The continued unity of the team rests upon the assistance and respect given to the Music Director and/or Praise and Worship Director.
- C. As rehearsals are open to the congregation, department leadership expects you to exercise "ministry manners" throughout the rehearsal.

DRESS CODE

- A. Men: Suit or nice dress pants and dress shirt, dress shoes and socks (no jeans, t-shirts, tennis shoes, or sandals).
- B. Women: Dress or skirts on Sunday morning. Dress slacks and nice blouses may be worn on Wednesday and Sunday evenings. Modesty is required at all times (no jeans, t-shirts, sandals, or tennis shoes).

PRAISE AND WORSHIP TEAM VOCALISTS/PLATFORM MINISTRY
Job Description

(Continued from previous page)

ATTENDANCE

- A. Absence from rehearsal in which new music is learned assigns you the responsibility to get with another worship team member or the Music Director and/or Praise and Worship Director to learn your part for the music.
- B. As a worship team member, you must be present for the ministry of the Word and display respect for the speaker.
- C. Be ready during any part of the service to return to the platform for additional music.
- D. The aforementioned attendance policies apply to all worship team members except for those busy in other church ministries.

Praise and Worship Department

Chapter 3

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MEDIA COORDINATOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Praise and Worship Leader for all non-financial matters regarding the execution of your duties as the Media Coordinator.
- B. Manage the sound (audio board), video equipment and the tape ministry.
- C. Ensure that meetings, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Manage all areas under your authority, including sound (audio board), tape duplication and sales, and television and/or video taping of services.
- B. Attend scheduled meetings with the Praise and Worship Director.
- C. Establish and attend meetings with your staff.
- D. Establish departmental work and dress requirements.
- E. Submit in advance, all scheduled dates for staff meetings and ministry functions to the Office Administrator for coordination and approval.
- F. All ministry bulletins, announcements and inserts must receive approval from the Praise and Worship Director and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.
- G. Keep the Praise and Worship Director apprised regarding any special events and/or services.
- H. Periodically review your director's staffing requirements and/or departmental policies.
- I. Greet each staff member at services or meetings with verbal encouragement.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and any special education opportunities for your department, position, and/or ministry.
 - 6. Attend services and activities in appropriate attire for your position, ministry, and/or department.

LOCK UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.

- B. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

NEVER ASSUME ANYONE KNOWS ANYTHING

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Praise and Worship Department

Chapter 4

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DIRECTOR OF TAPE MINISTRY
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Media Coordinator for all matters regarding the execution of your duties as the Director of Tape Ministry.
- B. Responsible for all aspects of the Tape Ministry, this includes the sale and the distribution of audiotapes as well as complimentary tapes for staff and shut-ins.
- C. Ensure that your department activities, meetings, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Manage and maintain all departmental equipment.
- B. Attend scheduled monthly meetings with the Media Coordinator to preview the upcoming months' event calendars, schedules, activities, etc. and discuss areas of concern.
- C. Maintain departmental supplies.
- D. All ministry bulletins, announcements and inserts must receive approval from the Media Coordinator and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.
- E. Coordinate special events, and the taping of those events, with the Praise and Worship Director.
- F. Ensure that a sufficient number of complimentary tapes exist for staff members who have missed services.
- G. Once a month, send complimentary tapes to shut-ins and others as directed by the Senior Pastor.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and any special education opportunities for your department, position and/or ministry.
 - 6. Arrive at all church services early in preparation for taping services and duplicating tapes.
 - 7. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 8. Clean up your ministry area after each taping session. Notify the Media Coordinator immediately of any difficulties or problems with the equipment.

9. Update monthly the list of those who are to receive complimentary tapes.

DIRECTOR OF TAPE MINISTRY
Job Description

(Continued from previous page)

FINANCES

- A. Order supplies and equipment required by your department.
- B. Using a love-offering envelope, identify cash gifts, donations and/or tape sale receipts and place in the church offering.
- C. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement.

LOCK UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

Praise and Worship Department

Chapter 5

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DIRECTOR OF DRAMA, DANCE AND MIME DEPARTMENT

Job description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator in all matters regarding staff management and the execution of your duties as the Director of Drama, Dance and Mime Department.
- B. Ensure that rehearsals, prayer times, ministry trips and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Manage the department personnel under your authority.
- B. Plan Drama and/or Dance for the annual *Music With A Purpose* ministry rally held by Open Bible.
- C. Purchase and maintain Ministries Coordinator approved teaching materials, videos, music tapes, equipment and costumes.
- D. Attend scheduled meetings with the Ministries Coordinator to preview the upcoming months' event calendars, schedules, activities, etc. and discuss rehearsals, attendance and areas of concern.
- E. Maintain monthly attendance records, including rehearsals.
- F. With approval from the Ministries Coordinator, provide Drama, Dance and Mime as an element of the music segment in the church service.
- G. Regularly encourage department personnel; be attentive and open to comments, concerns and/or suggestions.
- H. Submit in advance, all scheduled dates for activities, ministry functions and/or special meetings to the Ministries Coordinator.
- I. All ministry bulletins, announcements and inserts must receive approval from the Ministries Coordinator and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service. . The Office Administrator must receive the department's rehearsal schedule by the previous month's third Sunday for publication in the church calendar.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.

DIRECTOR OF DRAMA, DANCE AND MIME DEPARTMENT

Job description

(Continued from previous page)

B. Natural/Physical Requirements

1. Open Bible Christian Church member.
2. Tithes to Open Bible Christian Church.
3. Completed the "We Believe..." class.
4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
5. Attend church services and special education opportunities for your department, position and/or ministry.
6. Establish, and adhere to, personnel work requirements.
7. Adhere to established requirements for dress and personal conduct during performances and travel.
8. Attend services and activities in appropriate attire for your position, ministry and/or department.
9. Clean up the dressing room and rehearsal areas after each use.

FINANCES

- A. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- B. Before purchasing any materials, get authorization and fill out designated forms. Two signatures are required for reimbursement.

DRAMA, DANCE AND MIME STAFF
Job Description

GENERAL REQUIREMENTS

- A. As a staff member of the Drama, Dance and Mime Department, you are responsible to the Drama, Dance and Mime Director in all matters regarding the performance of your duties.

SPECIFIC RESPONSIBILITIES

- A. Manage all areas under your authority.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Attend a minimum of 5 services a month.
 - 3. Tithes to Open Bible Christian Church.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend scheduled rehearsals. **Note:** Missing two or more practices for a scheduled performance renders you ineligible to participate in that performance.
 - 6. Complete and return a member form to the Director.

CODE OF CONDUCT

- A. Ministry Conduct
 - 1. Know with confidence that God has called you into this aspect of ministry. This is not just a performance; it is a ministry, to the congregation, other staff members, but most of all, to God.
 - 2. Remember always; as you are part of a team, movements and actions should never draw attention just to you. Flow with, and be guided by, the Holy Spirit, always using ministry manners.
 - 3. Try to inspire and encourage others with your ministry gift.
 - 4. Modest attire is required at all times.

ACTIVITIES

- A. Practices and performances must be booked through, and approved by, the Drama, Dance and Mime Director.
- B. Open Bible Christian Church considers performances that include three or more active members a churchrelated activity. Such a performance must receive approval from the Drama, Dance and Mime Director and Senior Pastor.

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Vision Ministry

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Vision Ministry

Chapter 1

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VISION MINISTRY DIRECTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all matters under your authority.
- B. Provide leadership throughout all areas of the Vision Ministry.
- C. Develop innovated efforts for recruiting and train volunteers with a heart to serve.

SPECIFIC RESPONSIBILITIES

- A. Make every effort to discover people's gifts and provide assistance in helping find their place of ministry within the church.
- B. Process reports, review open issues and departmental procedures during monthly and/or quarterly meetings.
- C. Creatively, and actively, find areas of ministry that need attending within the church.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
 - 4. Believe that God has called you to fill this position.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Completed the "We Believe..." class.
 - 3. Attend church services and special education opportunities for your department, position and/or ministry.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Tithes to Open Bible Christian Church.
 - 6. Attend church services and any special education opportunities for your department or ministry.

FINANCE

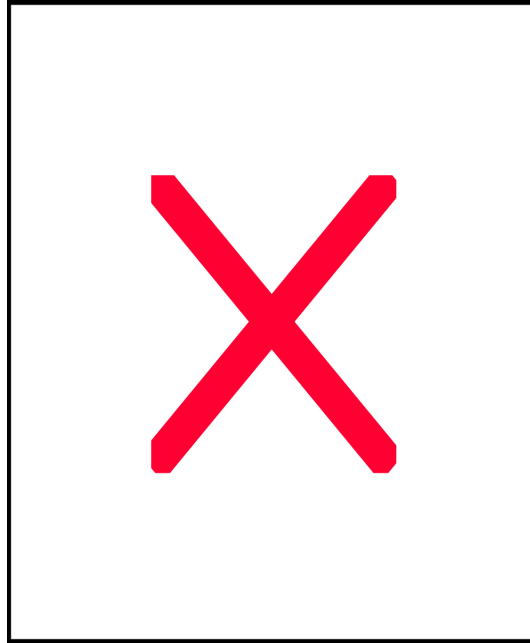
- A. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- B. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

LOCKUP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.
- C. Return any unused supplies to the storage cabinet and in their proper order.

NEVER ASSUME ANYONE KNOWS ANYTHING

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Leadership Department

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Leadership Department

Chapter 1

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LOCAL CHURCH ELDER
Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. An elder, or "presbuteros", is one with spiritual maturity called to the spiritual care of the local church. In *Acts* 20:17, *I Tim.* 5:17, *James* 5:14 and *I Peter* 5:1; The Bible describes an elder as one who is specially called by the Holy Spirit to a position of authority within a local congregation to sensitively oversee the members of the flock, both corporately and individually, and to forge strong relationships of trust and confidence whereby one might adequately meet their needs through prayer, counsel, and the relationship of the Word of God. Elders are to rule in the matters of dissension, divisiveness, and distractions. *I Tim.* 3:45 5:17

SPECIFIC RESPONSIBILITIES

Acts 20:17-38 describes many criteria concerning the office and ministry of elders.

Elders were...

- ☐ v.18 Under the authority of, and respected by, the Apostle Paul.
- ☐ v.20,27 Anxious to learn and to be taught.
- ☐ v.28 Warned to take heed to themselves.
- ☐ v.28 Responsible for the care of the flock.
- ☐ v.28 To feed, not fleece, the flock.
- ☐ v.28 To protect against wolves outside.
- ☐ v.28 To be aware of the presence of deceivers in the body.
- ☐ v.31 To watch over and protect the flock.
- ☐ v.31 Warned to keep doctrine pure and free from error.
- ☐ v.32 Responsible for the Word of God.
- ☐ v.35 To support the weak.
- ☐ v.37 Sensitive - because they wept.
- ☐ To be constantly in prayer.
- ☐ To not just pray for, but visit, those who are sick, shut-ins, absentees and those in nursing homes.
- ☐ Elders are to help the Senior Pastor (Elder) judge prophecies.
- ☐ Elders broaden the ministry of the Senior Pastor.
- ☐ Elders provide discipline and direction.
- ☐ Elders maintain unity in the church.
- ☐ Elders make decisions in matters of morals. *I Tim.* 5:19
- ☐ Elders impart spiritual gifts and blessings by the laying of hands. *I Tim.* 1:6
- ☐ Elders are ministers of reconciliation. *Matt.* 18:18-20
- ☐ Elders provide a friendly and hospitable spirit in the church. *I Tim.* 3:2

LOCAL CHURCH ELDER
Job Description and Ministry

(Continued from previous page)

POSITION REQUIREMENTS

A. Spiritual Requirements

1. Born Again Christian.
2. Holt Spirit Baptized as evidenced by speaking in tongues.
3. Water Baptized.

B. Natural/Physical Requirements

1. Open Bible Christian Church member.
2. Tithes to Open Bible Christian Church.
3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
5. Expected to attend all church services.
6. Ready to serve the church body at all times.
7. Attend services and activities in appropriate attire for your position, ministry and/or department.

LOCAL CHURCH DEACON
Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority.
- B. A deacon or deaconess is one of honest report, full of the Holy Ghost, grave, not double tongued, not given to wine, blameless, not greedy of filthy lucre, a man or woman of wisdom, not a novice, holding the mystery of the faith in a pure conscience, and having a good report. *1 Tim. 3:1-9*

SPECIFIC RESPONSIBILITIES

- A. Serve on the advisory board to the Senior Pastor to help manage the secular and practical interests of the church.
- B. Serve the physical needs of the church body and help to maintain and provide care of the church property.
- C. Promote harmony in the church and seek to serve the members of the church.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all church services.
 - 6. Ready to serve the church body at all times.
 - 7. Attend church services and activities in appropriate attire for your position, ministry and/or department.

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FINANCIAL BOARD MEMBER
Job Description and Ministry

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all areas under your authority.
- B. Serve on the advisory board of the church and tend to its business and duties.
- C. Assist the Senior Pastor in the management of the financial program of the church and ensure that all obligations are met as they become due.

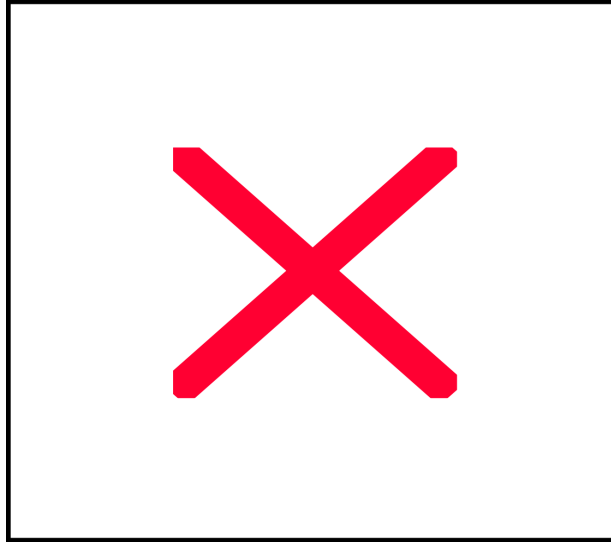
SPECIFIC RESPONSIBILITIES

- A. Help develop a financial budget to finance the ministries and expenses of the church.
- B. Help determine the salary and offerings given to the Senior Pastor and all other church staff.
- C. Carry out the financial decisions with the Senior Pastor as determined by the annual membership meeting.
- D. Be innovative and creative in the financial affairs of the church budget.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." and other classes prescribed by the Senior Pastor.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Expected to attend all services.

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Christian Education Department

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Christian Education Department

Chapter 1

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DIRECTOR OF CHRISTIAN EDUCATION
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all matters under your authority. The Christian Education Director's authority encompasses all areas of Christian Education including the Sunday School Department, Wednesday evening teaching and other church areas which relate to Christian Education. Your authority does not extend to include the Nursery, Preschool, and Graceland Children's Ministries.
- B. Manage the Sunday school and Wednesday evening teaching service. As director, you are to help train, replace and coordinate the teaching staff.

SPECIFIC RESPONSIBILITIES

- A. Responsible for the following Christian Education ministries:

Sunday mornings:

- ☐ Beginners
- ☐ Primary
- ☐ Junior Boys and Girls
- ☐ Youth
- ☐ Adults

Wednesday evenings:

- ☐ Royal Rangers
- ☐ Girls Alive
- ☐ Youth
- ☐ Adult elective classes.

- B. Establish monthly and/or quarterly meetings with all department directors and teachers.
- C. Order and disburse teaching and craft materials as needed by the department staff.
- D. Process reports from your directors and teaching staff, review open issues and departmental procedures during monthly and/or quarterly meetings.
- E. Encourage your directors and staff to be creative.
- F. Plan the yearly calendar for Christian Education activities. These activities include the Sunday School Picnic, Teachers Appreciation Day and other Christian Education related meetings.
- G. Attend all Ministries Coordinator or Senior Pastor meetings.
- H. Greet each staff member at services or meetings with verbal encouragement.
- I. Periodically review your department's staffing requirements and/or departmental policies.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized

DIRECTOR OF CHRISTIAN EDUCATION
Job Description

(Continued from previous page)

POSITION REQUIREMENTS

B. Natural/Physical Requirements

1. Open Bible Christian Church member.
2. Tithes to Open Bible Christian Church.
3. Completed the "We Believe..." class
4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
5. Attend church services and special education opportunities for your department, position and/or ministry.
6. Attend services and activities in appropriate attire for your position, ministry and/or department.

LOCK UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church both unlocked and unattended.
- C. Return any unused supplies to the storage cabinet and in their proper order.

NEVER ASSUME ANYONE KNOWS ANYTHING

Christian Education Department

Chapter 2

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SUNDAY SCHOOL SUPERINTENDENT
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Christian Education Director in all matters and for all aspects of the Sunday School Ministry.
- B. Ensure that ministry time, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

- A. Manage the staff and students under your authority.
- B. Attend separate scheduled quarterly meetings with both the Christian Education Director and staff to preview the upcoming months' event calendars, schedules, activities, etc. and monthly meetings to discuss attendance and review areas of concern.
- C. Maintain the required teaching staff and student curriculum and supplies.
- D. Update monthly departmental student and staff attendance records.
- E. Regularly encourage your department staff and be attentive for comments, concerns and/or suggestions.
- F. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Christian Education Director for coordination and approval.
- G. All ministry bulletins, announcements and inserts must receive approval from the Christian Education Director and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.
- H. Manage Sunday School special activities.
- I. Notify the Christian Education Director of any praise and prayer report and/or problem immediately after the service.
- J. Instruct staff to greet and dismiss students with verbal encouragement at the opening and closing of each class.
- K. Establish, and adhere to, department staff, dress and policy requirements.
- L. Ensure clean up of room after each activity.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit Baptized as evidenced by speaking in tongues.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.

5. Attend church services and special education opportunities for your department, position and/or ministry.
6. Attend services and activities in appropriate attire for your position, ministry and/or department.

CHRISTIAN EDUCATION DEPARTMENT

SUNDAY SCHOOL SUPERINTENDENT

Job Description

(Continued from previous page)

FINANCES

- A. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- B. Responsible for ordering curriculum and books for classes *(see C below)*.
- C. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

TEACHER AND SUBSTITUTE TEACHER STAFF
Job Responsibilities

GENERAL RESPONSIBILITIES

- A. Responsible to the Sunday School Superintendent in all matters and for all aspects of the class.
- B. Ensure that teaching time, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.

SPECIFIC RESPONSIBILITIES

Teachers Only:

- A. Give direction and guidance to students and substitute teachers.
- B. Maintain curriculum and supplies required by the teaching staff and students.
- C. Attend quarterly meetings with the Sunday School Superintendent to preview the upcoming months' event calendars, schedules, activities, etc.
- D. Update monthly attendance records for your class. Keep in contact with your students.
- E. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Sunday School Superintendent for coordination and approval.
- F. All ministry bulletins, announcements and inserts must receive approval from the Sunday School Superintendent and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.
- G. Manage and direct special activities including, but not limited to, cookouts, social events and/or prayer meetings.
- H. Contact students by phone or mail when they are absent from your class.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and special education opportunities for your department, position and/or ministry.
 - 6. Arrive at class 15 minutes early to prepare the lesson.
 - 7. Attend services and any activities in appropriate attire for your position, ministry and/or department.
 - 8. Greet and dismiss students with verbal encouragement at the opening and closing of each class.

9. To ensure that both students and instructors arrive in the sanctuary in time for the 11:00 AM service, the teacher should dismiss the class by 10:50AM.

TEACHER AND SUBSTITUTE TEACHER STAFF
Job Responsibilities

(Continued from previous page)

FINANCES

- A. Responsible for informing the Sunday School Superintendent of the number of curriculums and books for classes to be ordered.
- B. All order requests subject to approval by the Sunday School Superintendent.
- C. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

LOCK UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Return all supplies to their proper place.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

Christian Education Department

Chapter 3

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YOUTH PASTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator in all matters under your authority and for all aspects of the Youth Department, teaching, social functions, etc.
- B. Ensure that ministry and teaching time, prayer times and social gatherings keep with the spiritual order as directed by the Ministries Coordinator.

SPECIFIC RESPONSIBILITIES

- A. Establish relationships with the youth. Be a Pastor as well as a friend to them.
- B. Teach the youth on Wednesday nights and Sunday mornings.
- C. Contact youth by telephone or mail when they are absent.
- D. Maintain curriculum and supplies required by the teaching staff and students.
- E. Manage or delegate fundraisers for Youth Camp, Blizzard etc...
- F. Attend scheduled meetings with the Ministries Coordinator to preview the upcoming months' event calendars, schedules, activities, etc. and to discuss attendance and review areas of concern.
- G. Establish and attend quarterly staff meetings to preview the upcoming months' event calendars, schedules, activities, etc.
- H. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Ministries Coordinator and Office Administrator for coordination and approval.
- I. The Office Administrator must receive all ministry bulletins, announcements and inserts no later than Wednesday to ensure publication by Sunday's service.
- J. Manage Youth Ministry special activities including, but not limited to, Youth Camp, special outings, youth seminars, and the Blizzard youth retreat. Plan activities at least twice a month.
- K. Instruct staff to greet and dismiss students with verbal encouragement at the opening and closing of each class.
- L. Create and maintain an attitude of unity with other teachers.
- M. Clean up of room after each class or activity

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.

5. Attend church services and any special education opportunities for your department, position and/or ministry.
6. Attend all church services and activities in appropriate attire for your position.

CHRISTIAN EDUCATION DEPARTMENT

YOUTH PASTOR Job Description

(Continued from previous page)

FINANCES

- A. Responsible for choosing curriculum and books for classes.
- B. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.
- C. Responsible for submitting a financial report to the Ministries Coordinator quarterly.

LOCK-UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Return any unused supplies to the storage cabinet and in their proper order.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

**YOUTH DEPARTMENT STAFF
Job Responsibilities**

GENERAL RESPONSIBILITIES

- A. Responsible to the Youth Pastor for all aspects of the Youth Ministry.
- B. Provide support to the Youth Pastor as needed by, and for, the Youth Ministry. This includes providing assistance in teaching, prayer meetings, social gatherings, chaperoning and other areas where ministry is needed.

SPECIFIC RESPONSIBILITIES

- A. Manage all areas of the Youth Ministry as directed by the Youth Pastor.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend services and activities in appropriate attire for your position, ministry and/or department.

ATTENDANCE REQUIREMENTS

- A. Personal Requirements
 - 1. Faithfulness to services not otherwise on your teaching schedule assures spiritual well being.
 - 2. Before class, intercede for your students and yourself.
 - If teaching, study your lesson at least one week in advance, this gives the Holy Spirit opportunity for additional direction.

MINISTRY TIME

- A. Notify the Youth Pastor in advance of any need for teaching supplies.
- B. Any youth disrupting the class and refusing correction should be escorted to a parent. Immediately report any such action to the Youth Pastor after the service.

**YOUTH DEPARTMENT STAFF
Job Responsibilities**

(Continued from previous page)

FOLLOW UP

- A. Be faithful in the submission of any tape requests required for your class.
- B. Report any unusual circumstances and/or praise reports, especially those involving spiritual decisions, directly to the Youth Pastor.
- C. Please contact by telephone or mail students who have missed class.

LOCK UP DUTIES

- A. Clean up the classroom after each class or activity and return all supplies to their proper place.
- B. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

Christian Education Department

Chapter 4

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JUNIOR YOUTH PASTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Senior Pastor for all matters under your authority and for all aspects of the Junior Youth Department, including teaching, social functions, etc.
- B. Ensure that ministry time, teaching time, prayer meetings and social gatherings keep with the spiritual order as directed the Ministries Coordinator.

SPECIFIC RESPONSIBILITIES

- A. Manage all staff and students under your authority.
- B. Maintain curriculum and supplies required by the teaching staff and students.
- C. Attend meetings with the Ministries Coordinator to preview the upcoming month months' event calendars, schedules, activities, etc. and to discuss attendance and review areas of concern.
- D. Update monthly student and staff attendance records.
- E. Regularly encourage your staff and be attentive to comments, concerns and suggestions.
- F. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Ministries Coordinator and Office Administrator for coordination and approval.
- G. The Office Administrator must receive all ministry bulletins, announcements and inserts no later than Wednesday to ensure publication by Sunday's service.
- H. Manage Youth Ministry special activities including, but not limited to, summer camp, special outings, youth seminars, and the Blizzard youth retreat.
- I. Direct staff to greet and dismiss youth with verbal encouragement at beginning and conclusion of session.
- J. Clean up room after each activity.
- K. Create and maintain an attitude of unity with other teachers.
- L. Establish, and adhere to, staff requirements and policies.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and special education opportunities for your department, position and/or ministry.

6. Attend services and activities in appropriate attire for your position, ministry and/or department.

JUNIOR YOUTH PASTOR
Job Description

(Continued from previous page)

FINANCES

- A. Responsible for choosing curriculum and books for classes.
- B. Before purchasing any materials or supplies, get authorization and fill out the designated forms. Two signatures are required for reimbursement.
- C. Responsible for submitting a financial report to the Senior Pastor quarterly.

LOCK-UP DUTIES

- A. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- B. Return any unused supplies to the storage cabinet and in their proper order.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

JUNIOR YOUTH DEPARTMENT STAFF
Job Responsibilities

GENERAL RESPONSIBILITIES

- A. Responsible to the Junior Youth Pastor for all aspects of the Youth Ministry.
- B. Support the Junior Youth Pastor in the Youth Ministry of Open Bible Christian Church. This support includes providing assistance in teaching, prayer meetings, social gatherings, chaperoning and other areas needing ministry.

SPECIFIC RESPONSIBILITIES

- A. Manage all areas of Youth Ministry as directed by the Junior Youth Pastor

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidence by speaking in tongues.
 - 3. Water Baptized.
- B. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend services and activities in appropriate attire for your position, ministry and/or department.

ATTENDANCE REQUIREMENTS

- A. Personal Requirements
 - 1. Faithfulness to services not otherwise on your teaching schedule assures spiritual well being.
 - 2. Before class, intercede for your students and yourself.
 - If teaching, study your lesson at least one week in advance, this gives the Holy Spirit opportunity for additional direction.

MINISTRY TIME

- A. Notify the Junior Youth Pastor in advance of any need for teaching supplies.
- B. Any student disrupting the class and refusing correction should be escorted to a parent. Immediately report any such action to the Junior Youth Pastor after the service.

**JUNIOR YOUTH DEPARTMENT STAFF
Job Responsibilities**

(Continued from previous page)

FOLLOW UP

- A. Be faithful in the submission of any tape requests required for your class.
- B. Report any unusual circumstances and/or praise reports, especially those involving spiritual decisions, directly to the Senior Youth Pastor.
- C. Please contact by telephone or card students who have missed class.

LOCK UP DUTIES

- A. Clean up the classroom after each class or activity.
- B. Ensure the building is in order, turn off the lights and air-conditioning and set the alarm.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

Christian Education Department

Chapter 5

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CHILDREN'S MINISTRIES PASTOR
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all matters under your authority and for all aspects of the Children's Ministries.
- B. Ensure that ministry time, prayer times and social gatherings keep with the spiritual order as directed by the Senior Pastor.
- C. Manage, direct and guide the Nursery, Toddlers, Preschool, and grades K6 on Sunday mornings and Wednesday evenings.

SPECIFIC RESPONSIBILITIES

- A. Manage all staff and students under your authority.
- B. Attend meetings with the Ministries Coordinator to preview the upcoming month months' event calendars, schedules, activities, etc. and to discuss attendance and review areas of concern.
- C. Maintain curriculum and supplies required by the teaching staff and students.
- D. Establish and attend quarterly meetings with your staff to preview the upcoming month months' event calendars, schedules, activities, etc.
- E. Update monthly student and staff attendance records.
- F. Regularly encourage your staff and be attentive to comments, concerns and suggestions.
- G. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Ministries Coordinator and Office Administrator for coordination and approval.
- H. All ministry bulletins, announcements and inserts must receive approval from the Ministries Coordinator and received by the Office Administrator no later than Wednesday to ensure publication by Sunday's service.
- I. Manage Children's Church special activities including, but not limited to, Christmas programs, Easter programs, Camps and any other Children's Ministries functions.
- J. Establish, and adhere to, staff requirements and policies.
- K. Instruct staff to greet and dismiss children with "proper little hugs" and verbal encouragement at opening and closing of each class.
- L. Clean room after each activity.
- M. Notify the Ministries Coordinator of any praise and prayer report and/or problem immediately after the service.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.

CHILDREN'S MINISTRIES PASTOR
Job Description

(Continued from previous page)

POSITION REQUIREMENTS *(continued)*

B. Natural/Physical Requirements

1. Open Bible Christian Church member.
2. Tithes to Open Bible Christian Church.
3. Completed the "We Believe..." class.
4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
5. Attend church services and special education opportunities for your department, position and/or ministry.
6. Attend services and activities in appropriate attire for your position, ministry and/or department.

ATTENDANCE REQUIREMENTS

- A. Arrive at Children's Church 15 minutes before church to pray for the ministry.
- B. Faithfulness to services not otherwise on your teaching schedule assures spiritual well being.

FINANCES

- A. Responsible for ordering curriculum materials and books for classes *(see C below)*.
- B. Responsible for turning into the church office as soon as possible, all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- C. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.
- D. Responsible for submitting a financial report quarterly for the Ministries Coordinator and annually for the annual business meeting.

LOCK UP DUTIES

- A. Clean up the classroom after each class or activity.
- B. Ensure the room is in order, turn off the lights.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

CHILDREN'S MINISTRIES STAFF
Job Responsibilities

GENERAL RESPONSIBILITIES

- A. Responsible to the Children's Ministries Pastor in all matters that relate to children's ministries.
- B. Adhere to Children's Ministries Pastor mandated guidelines and policies.
- C. Work in harmony with other staff members.

SPECIFIC RESPONSIBILITIES

- A. Manage the tasks given to you by the Children's Ministries Pastor.
- B. As requested, attend scheduled meetings with the Children's Ministries Pastor.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- C. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 6. Attend church services and special education opportunities for your department, position and/or ministry.

ATTENDANCE REQUIREMENTS

- A. Arrive at Children's Church 15 minutes before church to pray for the ministry.
- B. Faithfulness to services not otherwise on your teaching schedule assures spiritual well being.

FOLLOW UP

- A. Report any unusual circumstances or praise reports to Children's Ministries Pastor.
- B. Individually contact any child (during the coming week) who made a spiritual decision during Children's Church.
- C. Greet and dismiss students with "proper little hugs" and words of encouragement.

LOCK UP DUTIES

- A. Clean up the classroom after each class or activity and return supplies to their proper place.
- B. Ensure the room is in order, turn off the lights.

- C. Before leaving the church grounds, lock all facility doors after each service and/or activity.
Never leave the church unlocked.

CLASS ATTENDANCE SHEET (For Teacher's Use)
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DEPARTMENT: Children's Church	MONTH:	YEAR:
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DEPARTMENT: Children's Church	MONTH:	YEAR:
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DEPARTMENT: Children's Church	MONTH:	YEAR:
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Key: P = Present
A = Absent

Please list comments on the reverse side of this form.

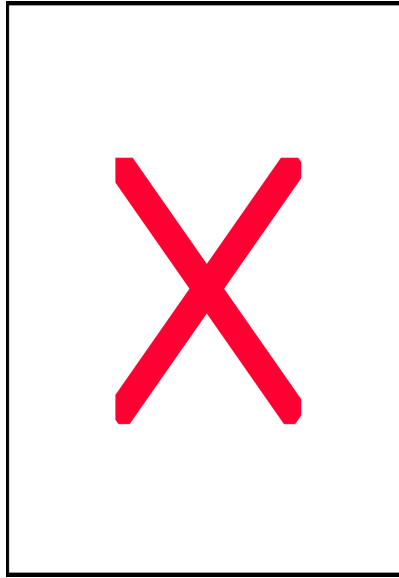
CHILDRENS CHURCH DEPARTMENT REPORT				
DIRECTOR			MONTH	YEAR
1 st WEEK DATE	3-5	6-8	9-11	Theme:
STUDENTS				
VISITORS				
STAFF				DAILY TOTAL
2 nd WEEK DATE	3-5	6-8	9-11	Theme:
STUDENTS				
VISITORS				
STAFF				DAILY TOTAL
3 rd WEEK DATE	3-5	6-8	9-11	Theme:
STUDENTS				
VISITORS				
STAFF				DAILY TOTAL
4 th WEEK DATE	3-5	6-8	9-11	Theme:
STUDENTS				
VISITORS				
STAFF				DAILY TOTAL
5 th WEEK DATE	3-5	6-8	9-11	Theme:
STUDENTS				
VISITORS				
STAFF				DAILY TOTAL
Average Attendance				
Use the reverse side for a theme breakdown if necessary and share any unusual or exciting events of the past month.				
COORDINATOR OF EDUCATION COMMENTS				
DATE OF MONTHLY MEETING WITH THIS DIRECTOR:				
REQUEST OF THIS DIRECTOR AT MONTHLY STAFF MEETING:				
DETAILS OF CONCERNS FROM THIS DIRECTOR:				

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Key: P = Present

A = Absent

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Outreach Department

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Outreach Department

Chapter 1

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DIRECTOR OF OUTREACH
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all Outreach Ministry matters.
- B. Ensure that the outreach and evangelism ministry is a vital part of the body of Open Bible Christian Church ministries.

SPECIFIC RESPONSIBILITIES

- A. Manage all Outreach areas under your authority, this includes teaching and training in the evangelization of the community.
- B. Attend regularly scheduled meetings with the Ministries Coordinator and discuss any areas of concern.
- C. Establish and attend regularly scheduled meetings with your department's staff.
- D. Attend services and activities in appropriate attire for your position, ministry and/or department.
- E. Return quarterly reports form to the Ministries Coordinator.
- F. Maintain teaching and/or tract materials and supplies for your staff and those receiving ministry.
- G. Submit in advance, all scheduled dates for department activities, functions and/or special meetings to the Ministries Coordinator and Office Administrator for coordination and approval.
- H. The Office Administrator must receive all ministry bulletins, announcements and inserts no later than Wednesday to ensure publication by Sunday's service.

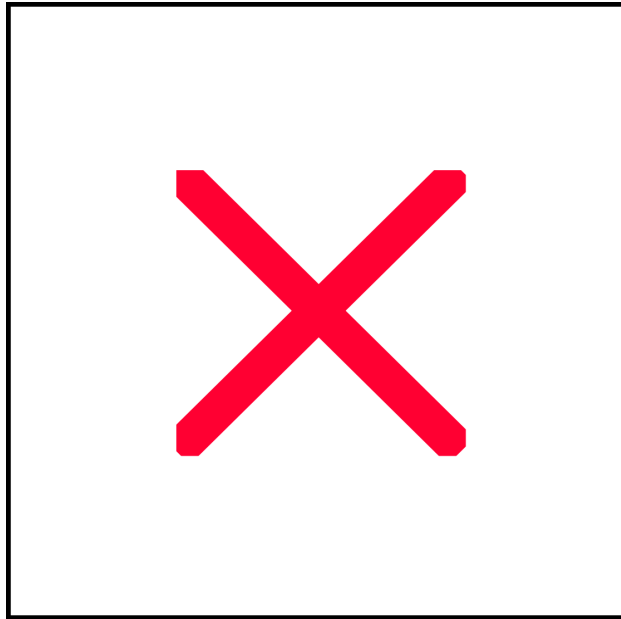
POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- D. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "New Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and special education opportunities for your department, position and/or ministry.
 - 6. Attend services and activities in appropriate attire for your position, ministry and/or department

FINANCES

- A. Responsible for ordering all materials and supplies required by your department (*see B below*).
- B. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

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Care Ministry Department

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Care Ministry Department

Chapter 1

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DIRECTOR OF CARE MINISTRY
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Ministries Coordinator for all Care Ministry matters and for each aspect of people hospitality.

SPECIFIC RESPONSIBILITIES

- A. Manage all Care Ministry areas, this includes but is not limited to food for funerals, illness, Thanksgiving, Christmas, unemployed etc.
- B. Manage Care Ministry staff and other participants.
- C. Purchase supplies and materials as needed for your department.
- D. Establish and attend quarterly meetings with the Ministries Coordinator to preview the upcoming months' event calendars, schedules, activities, etc.
- E. Meet monthly, or as directed, with the Ministries Coordinator to discuss schedules or areas of concern.
- F. Work in conjunction with other ministries for special events or activities.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Water Baptized.
 - 3. Holy Spirit baptized as evidenced by speaking in tongues.
- E. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and special education opportunities for your department, position and/or ministry.
 - 6. Attend services and activities in appropriate attire for your position, ministry and/or department.
 - 7. Greet people warmly and provide verbal encouragement.

FINANCES

- A. Responsible for submitting a report to the Ministries Coordinator of all donated items and/or cash (donated and/or earned), and identify the purpose of the funds.
- B. Before purchasing any materials, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

OPEN BIBLE CHRISTIAN CHURCH

CARE MINISTRY

Director: _____

Date Submitted: _____

People Served During the Month of _____

NAME	DATE	SPECIAL NEEDS/REQUESTS
1.		
2.		
3.		
4.		
5.		
6.		

Care Ministry Comments to Ministries Coordinator

Date of monthly meeting: _____

See attached sheet for any added comments and/or concerns.

Care Ministry Department

Chapter 2

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DIRECTOR OF FOOD PANTRY
Job Description

GENERAL RESPONSIBILITIES

- A. Responsible to the Care Ministry Director for all matters involving the Food Pantry outreach.
- B. Collect, purchase, store, and disburse food and nonperishable items.

SPECIFIC RESPONSIBILITIES

- A. Manage all Food Pantry outreach areas, this includes, but is not limited to, the collection, purchase, storage and disbursement of food items for needy families both on request, and in Thanksgiving and Christmas baskets.
- B. Establish and attend quarterly meetings with the Care Ministry Director to preview the upcoming months' event calendars, schedules, activities, etc.
- C. Attend services and activities in appropriate attire for your position, ministry and/or department.
- D. Return the monthly reports form to your Ministries Coordinator and discuss any areas of concern.
- E. Establish a system to track those who have received assistance.
- F. Recruit help as needed with Care Ministry Director's approval.
- G. Keep pantry area as clean and organized as possible.
- H. Rotate stock on shelves.
- I. Create "care" packets providing spiritual encouragement in the food bags of those requesting assistance.
- J. Stay alert to available funds and advantage shop when there is a sale on higher priced items (check with Care Ministry Director).
- K. Provide a transient food shelf for those who "drop in" requiring assistance.
- L. Ensure sufficient forms exist in the pantry room for staff to use when responding to requests.
- M. Work with other departments for special events or activities.

POSITION REQUIREMENTS

- A. Spiritual Requirements
 - 1. Born Again Christian.
 - 2. Holy Spirit Baptized as evidenced by speaking in tongues.
 - 3. Water Baptized.
- F. Natural/Physical Requirements
 - 1. Open Bible Christian Church member.
 - 2. Tithes to Open Bible Christian Church.
 - 3. Completed the "We Believe..." class.
 - 4. Not habitually influenced by, nor addicted to, drugs, alcohol, tobacco, pornography or any illegal substance.
 - 5. Attend church services and any special education opportunities for your department, position and/or ministry.

DIRECTOR OF FOOD PANTRY
Job Description

(Continued from previous page)

FINANCES

- A. Before purchasing any food or supplies, get authorization and fill out the designated forms. Two signatures are required for reimbursement.

LOCK UP DUTIES

- A. Obtain a key to the pantry and lock the door when not in use.
- B. Turn off the lights and air-conditioning and set the alarm.
- C. Before leaving the church grounds, lock all facility doors after each service and/or activity. Never leave the church unlocked.

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Miscellaneous

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Forms & Notes

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Index and Appendices

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Bibliography and Selected resource material

- ❑ ***C. Peter Wagner***, Church Growth, Fuller Theological Seminar
- ❑ ***Carl F. George***, *How to Break Growth Barriers*.
- ❑ ***Logos Christian College & Graduate Schools***, Jacksonville, FL.
- ❑ ***Lyle E. Schaller***, *Growing Plans*.
- ❑ ***Injoy***, Atlanta, GA.
- ❑ ***Miami Jacobs Business College***, Dayton, OH.
- ❑ ***Mike Murdock Ministries***, Dallas, TX.
- ❑ ***Paul E. Paino Ministries***, Fort Wayne, IN.
- ❑ ***Rev. Tom Clegg***, Church Growth Consultant, Des Moines, IA
- ❑ ***Ed Roebert***, Mastering Management in the Church

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