POLICY AND PROCEDURES
FOR MINISTRY LEADERS

Each ministry leader is accountable and responsible for the effectiveness of their respective ministry. Ministry leaders are to set the vision and direction of the organization. They should understand their ministry’s function in the overall vision of the church. The leader’s role is to utilize their membership in seeking to reach the organization’s goals.

MINISTRY LEADERS SHOULD HAVE:

- regularly scheduled monthly or bi-monthly meetings
- a secretary or recorder for minutes of monthly meetings and
- an understanding of their ministry’s budget

Ministry leaders are required to hold annual elections for positions within their organizations and to present a slate of officers to the pastor within 30 days of the new Conference Year. The pastor or his designee (a member of the ministerial staff) will preside over the annual elections after the slate has been approved.

All lay ministry leaders have been assigned a ministerial liaison to assist them in achieving the desired goals for their ministry. Ministry leaders are responsible for keeping the ministerial liaison abreast of current issues and concerns.

Note: Boards or organizations that have not been assigned a ministerial liaison should continue to report directly to the pastor.

THE ROLE OF THE MINISTERIAL LIAISON

The role of the Ministerial Liaison is to serve as support for each lay leader and as the point of contact in handling issues and questions that may require pastoral guidance. They are assigned to give leadership and guidance. Each liaison has been assigned based on the function of each type of ministry (e.g., helps, music/arts, education).

The liaison is not mandated to plan, preside over or attend the organization’s required monthly or bi-monthly meeting, but will attend if requested. Their role is to serve as a resource when needed.
GENERAL GUIDELINES

All ministry leaders should be advised of the following protocols:

At the conclusion of each meeting, any suggested activities or recommendations for ministry must have the pastor’s consent PRIOR to being presented to the official board, announced in church, placed in the bulletin or on the church’s calendar.

Make sure that your recommended events:

- reflect the goals and vision or your ministry,
- do not conflict with an existing event
- meet your organization’s budgetary guidelines or presents an reasonable reimbursement plan
- are presented timely to the congregation
- are presented to the PR Director (Rev. Yolandra Johnson) to be placed on the website and in the FRAME Times, timely
- are forwarded to Administrative Assistant (Sis. Deborah Hammond) for timely inclusion in the bulletin

As a ministry leader, you may seek persons within the congregation to join and support your ministry, however, you should understand that the following positions are pastoral appointments and as such, invitations should not be extended:

- Stewards
- Class Leaders
- Stewardess
- Stewardship and Finance

Trustees are nominated by the pastor and are elected. Additionally, ministry leads, chairs, presidents, directors, etc., are pastoral appointments.

EXPENSES AND VOUCHERS

Ministry Leaders are accountable for their organization’s budget. Therefore, they must properly record and account for all of the allocated expenses for the conference year. If there is uncertainty at any point, please direct your inquiry to the attention of Brother Glenn Lewis or Sister Carla Layne who oversee the Stewardship and Finance Committee.
ORGANIZATIONAL PURCHASES

Preferred Method -- Purchases by approved voucher

- Expenditures must be agreed upon and approved by the organization before requesting the pastor’s approval.
- Only items which have the pastor’s approval can be purchased.
- The completed voucher authorizes the check to be written to acquire the purchase.
- Once the item(s) is purchased, receipts should be submitted within 7 to 10 days of the purchase dates to the church treasurer, Sister Audrey Couser.

Purchases prior to approved voucher

In isolated conditions and with extenuating circumstances, permission may be granted for purchases prior to the submission of the voucher.

- The organization’s agreement to purchase
- The pastor’s approval in advance of receiving the voucher
- The completed voucher with receipts within 7 days of purchase
ANNUAL DAYS

As each organization plans to celebrate their Annual Day, the Ministry Leader is responsible for the following:

- Securing an appropriate date on the calendar
- Selecting a theme that references your ministry’s current goal or vision
- Selecting a scripture that supports the intent of the theme
- Providing a litany, if you choose to have one, that is pertinent to the theme and scripture.

The theme, scripture, litany and worship participants are due to the pastor at least 30 days in advance of your annual day.

When selecting worship participants, please provide them with details of what is required when they participate in worship, to include:

- Arrival at church no later than 10:10 a.m. or 20 minutes prior to worship for special services
- Seats are to be assigned prior to the processional. If additional seats are needed, please advise Rev. Yolandra Johnson or a member of the Ministerial Staff. Participants may be assigned to sit in the pulpit or on the first row, as needed.
- The guest preacher takes the center seat in the pulpit.

Persons rendering prayer, reading scripture and leading the Decalogue should expect to sit in the pulpit and stand at the center podium/pulpit. The welcome of visitors, church announcements and other information should be shared from the side podium (unless clergy are rendering it).

- Appropriate pulpit attire includes:
  - dresses or skirts for women and young ladies
  - shirts and ties for men and young men
CHURCH ANNOUNCEMENTS

CHURCH BULLETIN AND FLYERS

Ministry Leaders are responsible for ensuring that information that needs to be shared with the church is communicated through the following methods:

- Official Board
- Church Conference
- Weekly Bulletin Announcements or
- Approved Flyers

Oral reports can be shared at the Official Board or at the Church Conference with prior approval.

Written announcements must be forwarded to the Pastor and Sis. Deborah Hammond no than the Wednesday prior to the Sunday the announcement is to be read. **If you would like your announcement to appear for a specific period of time (for more than one week) that must be stated specifically.**

Announcements should not be made during worship without prior approval.

Information that is lengthy should be considered for an insert to the bulletin or as a flyer.

Bulletin inserts must be presented as a completed document when forwarded for printing.

Flyers should be presented to Rev. Yolanda Johnson when in draft form and once approved they can be photocopied and placed on the table or in the designated area. Do not place items on the table that have not been approved. Determine the length of time your flyer needs to be on display and advise Rev. Yolanda Johnson of the removal date.
CHURCH REPORTS

OFFICIAL BOARD REPORT

Monthly Reports for the Official Board are briefings that should reflect ministry progress over the last 30 days and should include upcoming events and activities. These reports are directed to the pastor and the members of the official board so that the leadership is informed and aware of the overall operations of each ministry and the church as a whole.

Each ministry leader is accountable to the official board and is responsible for conveying the information reported to their individuals ministries, timely and accurately.

Official Board Reports are

- Submitted to the Pastor via email at pastoredmonds@yahoo.com
- Due no later than the Sunday prior to Official Board (Official board is generally the second Tuesday of each month)

All ministry leaders except for the following are required to give a monthly report to the official board. These organizations should report as needed:

- Culinary Arts
- Dance Ministry
- Flower Circle
- Hospitality
- Media (Sound Booth)
- Praise Team
- PR Ministries
- Mime
- Stewardess

However, for ANY organization, if there is NO information to report, please state “NOTHING NEW TO REPORT” as your Official Board Report.

QUARTERLY CONFERENCE REPORTS

PREPARATION OF REPORTS

Quarterly Conference Reports should reflect what has happened over the past 90 days and give direction for the ministry for the next several months. Each report should be submitted on the assigned date, which is generally about one month prior to the Quarterly Conference.
The following are required to submit a quarterly report:

- Stewards (includes Stewardesses)
- Stewardship & Finance
- Trustees
- Class Leaders
- Church School
- Missionary
- YPD
- Hannah
- Lay
- Pastor’s Aid
- Ushers
- Fellowship Choir
- Voices of Falls Road
- All Ministerial Staff

Reports for Dance and the Praise Team will be included in the report from their ministerial liaison.

QUARTERLY CONFERENCE REPORTS:

- are addressed to the presiding elder, pastor, officers, and members of the conference.
- require two signatures:
  a. the ministry leader, president or vice chair’s
  b. the pastor’s
- are submitted via email to Rev. Yolanda Johnson at kingskid13@msn.com by the assigned date.

Submitted reports are reviewed, prepared for signatures and then bound as a single UNIFORMED document to be presented to the Presiding Elder under the pastor’s signature. Therefore, all reports should adhere to the guidelines:

Submitted reports should be typed in a 12-point Roman non-italic, non-bold font with

- 1 inch margins at the top, bottom, and sides
- Closings should be on the left of the page
- Sentences or bulleted information that clearly conveys your ministry’s past activities and goals
- plain white background, NO letterhead
- no pictures, or graphics unless it pertains to your report specifically and has been approved by the pastor
Our Conference Year concludes prior to the Annual Conference, which is generally in mid-to-late April. Our Quarterly Conferences are usually:

- Late May or June (1st Quarter),
- September (2nd Quarter),
- December (3rd Quarter) and
- February (4th Quarter).

Our Presiding Elder conducts Quarterly Conferences in one of two manners, either as a cluster (with other churches participating), or as a non-cluster (as an individual church meeting).

PRESENTATION OF REPORTS

Stewards and Trustees normally will read their reports at all quarters including a cluster.

At a non-cluster quarterly conference, the following leaders of the following ministries should be prepared to report:

- Stewards
- Trustees
- Stewardship and Finance
- Class Leaders
- Church School
- Missionary Society
- All Ministers

All organizational reports are presented to the Presiding Elder and he may ask any leader to report on their organization.
A) {Salutations/Greetings:}

To Presiding Elder Goodwin Douglas, Rev. Raymond F. Edmonds, Jr., Pastor, Officers and Members of the Third Quarterly Conference,

B) {The Body of the report should begin here:}

Quarterly Conference Reports should reflect what has happened over the past 90 days and give direction for the ministry for the next several months. Each report should be submitted on the assigned date, which is generally about one month prior to the quarterly conference.

Reports should

✓ Be typed in a 12 point Roman non-italic, non-bold font
✓ Not include any pictures, or graphics unless it pertains to your report specifically and has been approved by the pastor
✓ Be on plain white background, NO letterhead
✓ Have 1 inch margins at the top, bottom, and sides
✓ Have Closings that are on the left side of the page
✓ Have sentences or bulleted information that clearly conveys your ministry’s past activities and goals

C) {The Closing should appear here}

Respectfully Submitted,

Sister First and Last name,
President, Ministry Leader or Vice Chair

Rev. Raymond F. Edmonds, Jr.,
Pastor
## WEEKLY SCHEDULE OF SERVICES AND MEETINGS

### Sunday
- **8:45am**  Morning Prayer
- **9:15am**  Church School
- **10:15am**  Praise and Worship
- **10:30am**  Morning Worship

### Monday
- **12:00pm**  Bible Study
- **6:30pm**  Fruit of the Spirit Dance Ministry

### Tuesday
- **6:00pm**  Prayer
- **7:15 pm**  Youth Bible Study
- **7:15 pm**  Pastor's Bible Study
- **1st Tuesday 6:15pm**  Trustee Board Meeting
- **2nd Tuesday 6:30pm**  Official Board Meeting
- **3rd Tuesday 6:30pm**  Harvest Ministry
- **1st, 3rd, 4th Wed 6:30pm**  Voices of Falls Road Choir Rehearsal

### Wednesday
- **1st Wed 7:00pm**  Steward Board Meeting
- **2nd Wednesday 6:15pm**  Church School Meeting (even months)
- **2nd Wednesday 7:15pm**  Class Leaders
- **3rd Wednesday 7:00pm**  Lay Organization

### Thursday
- **3rd Thursday 6:30pm**  Family Life Ministry
- **7:30pm**  Seniors Ministry

### Friday
- **1st Friday 7:00pm**  Under Construction Youth Ministry
- **2nd Friday 7:00pm**  Men and Women’s Fellowship

### Saturday
- **Saturday 1:00pm**  Fruit of the Spirit Dance Ministry
- **1st Saturday 10:30pm**  Stewardess Board
- **1st & 2nd Sat. 11:30am**  Youth and Young Adult Choir Rehearsal
- **2nd Saturday 9:30am**  Fellowship Choir Rehearsal
- **2nd Saturday 10:30am**  Missionary Society Meeting
- **2nd Saturday 11:30am**  Hannah Ministry Meeting
- **3rd Saturday 10:00am**  Fellowship Choir Rehearsal