



# MINISTRY PLAN

FY 2026

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# **OVERVIEW**

This document summarizes the purpose of each ministry at Grace Baptist Church (GBC) and how the ministry helps to support our purpose to fulfill the Great Commission. The Ministry Plan for each ministry is organized according to the Ministry Structure (below).

## **Ministry Focus**

The purpose of Grace Baptist Church is to fulfill the Great Commission. Each ministry at GBC was challenged to prayerfully consider this focus area and to seek to align their ministry with it.

## **Covenant Leadership and Staff**

### **Ministry Area Staff**

The Ministry Area Staff for this FY is composed of six positions:

- Senior Pastor Ben Knisley
  - Responsible to lead the Body in worship and to preserve its identity as a New Testament Church. In conjunction with the Ministry Council, the Senior Pastor is responsible for implementing and guarding the integrity of the mission, values, and vision of Grace Baptist Church.
- Executive Pastor Rob Guilliams
  - Responsible for planning, implementing, and overseeing church operations and ministries and for providing leadership to, and supervision of, staff members and volunteers.
- Discipleship Pastor Kyle Pendley
  - Develops and oversees a comprehensive discipleship plan to include Small Groups, new member classes (Discover Grace), home groups, etc. Creatively inspires an outward missions and ministry focus. The Discipleship Pastor also develops and leads ministries assimilate new believers and members into the church.
- Worship Pastor Zack Williams
  - Leads celebrative, meaningful worship services and oversees the church's worship ministries in addition to ministering to those involved in the Worship Ministry.
- Youth Pastor Ethan Young
  - Leads and oversees the Youth and Young Adult Ministry (grade 6 through about age 24). Responsible for ministry that leads youth to Christ, discipless them in their faith, and equips them for ministry in their church and community, as well as for living the Christian life at college and/or in their future careers.
- Director of Children's Ministry Nancy Turner
  - Responsible for ministry to the spiritual and emotional needs of children, from birth through grade 5, and their families. Partners with parents to provide a safe, secure, nurturing environment where children can grow in their relationship with Jesus Christ and providing leadership and vision to overall program development,

coordination, implementation, and direction to staff and volunteers who are committed to disciplining and shepherding children.

### **Administrative Staff**

There are four full time positions for this FY:

- |                                    |                |
|------------------------------------|----------------|
| • Administrative Records Secretary | Marie Humston  |
| • Communications Coordinator       | Amy Mitchell   |
| • Facilities Manager               | Cheryl Nester  |
| • Financial Secretary              | Vicky Alvarado |

### **Ministry Council**

The membership and terms of the Ministry Council for this FY are as follows.

- Ministry Council Lead – Ben Knisley (indefinite)
- Ministry Council Chair – Rob Williams (indefinite)
- Ministry Support Area – Fred Affeldt (FY 24-26)
- Care and Fellowship Area – Paul Fredenburgh (FY 26-28)
- Discipleship Ministry Area – Kyle Pendley (FY 25-27)
- Outreach Ministry Area – Bill Bridges (FY 25-27)
- Worship Ministry Area – Zack Williams (FY 24-26)
- At Large Members
  - Rick Button (FY 26-28)
  - Jan Easton (FY 24-26)
  - Nanette Reames (FY 26-28)

### **Covenant Leaders**

The Church Officers and their terms for this FY are as follows.

- Moderator - Danny Pophin (FY26)
  - Vice-Moderator – Bill Bridges (FY26)
- Secretary (Clerk) – Holly Diaz (FY26)
  - Assistant Secretary (Clerk) - TBD (FY26)
- Treasurer – Gareth Embrey (FY25-26)

### **Finance Committee**

The members of the Finance Committee for this FY and the final year of their terms are as follows:

- |                   |      |
|-------------------|------|
| • Cathie Berkley  | FY27 |
| • Janet Colgain   | FY27 |
| • Cyrus Shroff    | FY27 |
| • Tom Edman       | FY28 |
| • Kim Choplin     | FY28 |
| • Greg Wassenberg | FY28 |

### **Personnel Committee**

The members of the Personnel Committee for this FY and the final year of their terms are as follows:

- Jenna Schmidt            FY27
- Wes Moses                FY27
- Jeff Kerr                  FY27
- Alan Cook                FY27
- Janice Herritt            FY28
- Rachel Alachnowicz    FY28

## Grace Baptist Church Ministry Structure

Ministry Area Staff are responsible for recruiting, overseeing, appointing, and retiring ministry leaders. Current ministries and leaders are listed below.

The expectation is that Ministry Leaders will maintain regular attendance (at least 70% of the time) at Grace Baptist Church worship services, in addition to the requirements for covenant membership.

Ministry	Ministry Leader(s)
<b><i>Care &amp; Fellowship Ministry Area</i></b>	
<i>Paul Fredenburgh</i>	
Athletics Ministry	Daren Nester
Benevolence Ministry	Nanette Reames
Grief Share	Tania Krissel
Comfort Ministry	Diane Pophin
Special Events	Nancy Turner
Wednesday Night Dinner	Chad Harris
<b><i>Discipleship Ministry Area</i></b>	
<i>Discipleship Pastor</i>	
<b><i>Discipleship - Adult Ministries</i></b>	
<i>Discipleship Pastor</i>	
Coffee Corner	Casey Davis
Discipleship Classes	Kyle Pendley
Precept Upon Precept	Jenni Runner
Senior Adults – The Joyful Bunch	Debbie Lemons
Equipping Groups	Kyle Pendley
Women’s Ministry	Melissa Davis
Men’s Ministry	Keith MacDonald
<b><i>Discipleship - Children’s Ministries</i></b>	
<i>Children’s Ministry Director</i>	
American Heritage Girls (AHG)	Nancy Turner
AWANA	Melissa Davis
Preschool & Sunday School	Nancy Turner
Trail Life (TL)	Wes Moses
Vacation Bible School	Terrie Lewis
<b><i>Discipleship – Grace Students</i></b>	
<i>Student Pastor</i>	
College & Young Adults	Ethan Young
Discipleship	Ethan Young
Missions	Ethan Young
Small Groups	Ethan Young

Student Worship	Zack Williams
<b><i>Outreach Ministry Area</i></b>	
<i>Discipleship Pastor</i>	
ACTS	Tricia Brunette
Discover Grace	Kyle Pendley
Welcome Team	Kyle Pendley
Hispanic Ministry	Jose Aguilera
Missions Team	Ed Moas
The Mom Co.	Mackenzie Knisley
Next Steps	Kyle Pendley
<b><i>Worship Ministry Area</i></b>	
<i>Worship Pastor</i>	
Lord's Supper	Dave and Ann Ice
Grace Orchestra	Zack Williams
Grace Band	Zack Williams
Prayer Room	Bob Fulkerson
Media-Tech Ministry	Zack Williams
Grace Choir	Zack Williams
Children's Choir	Nancy Turner
<b><i>Ministry Support Area</i></b>	
<i>Fred Affeldt</i>	
Counting Team	Vicky Alvarado
Communications Team	Amy Mitchell
Facilities Team	Tim Cropp
Finance Committee	TBD
Library Ministry	Lisa Story
Medical/Safety Teams	Christian Carter
Personnel Committee	TBD
Photography Team	Amy Mitchell



# **CARE AND FELLOWSHIP MINISTRY**

## **AREA**

### **Athletics**

#### **Ministry Purpose:**

To build an athletic environment which, through a Christian world view, can present a program that shapes character, creates role models, positively and significantly impacts athletes, and enables the members to share Christ in everyday life. The Athletics ministry provides a tangible venue to develop and demonstrate the principles of character, leadership, service, and excellence, both in sports and in life. It provides a means for Christians to find a meaningful outlet for interactive Christian fellowship, strengthened relationships with their peers, and reach out to the lost where the Holy Spirit is working.

#### **Ministry Activities:**

- Provide an opportunity for those who may not know Jesus or do not have a church home to be exposed to Christian fellowship through play and prayer.
- Provide fellowship time on the field of play to ensure the growth of relationships among the players.
- Provide leadership through example. These principles include being on time, a levelheaded positive attitude, treating others as you would like to be treated, and being good for your word.
- Use a coed, multi-generational blend of members and fun to create an environment of witnessing and fellowship with others in our church and community.
- Use recreation and exercise to improve the player's physical and mental health.

#### **Resources:**

Resources needed for this ministry will support equipment purchases (discs for new players), and fees, if needed for courses that may require a fee to play. Players would be asked to pay their own fees but if there is a need the ministry could cover any fees. Most courses are free.

### **Benevolence**

#### **Ministry Purpose:**

To provide financial resources to meet the physical needs of people in need in our church body and in our community. The benevolence team considers each need and, as we are able, determines how to extend the love of Christ in a tangible way to each individual or family need.

#### **Ministry Activities:**

Individuals in need will contact the church office with a request. The Benevolence committee will review and validate the request. If the request is approved, the request will be submitted to the Administrative Records Secretary who will make payment directly to the company or organization that the money is owed to on behalf of the individual.

**Resources:**

The budget line for Benevolence is used to make payments directly to utility companies or organizations. This money is collected through a special benevolence offering the first Sunday of each month.

## Comfort

**Ministry Purpose:**

To show the love of Christ to the family of those grieving the loss of a loved one by providing a meal and a place to eat, meet, and talk following funerals held at Grace Baptist Church. This allows the family to deal with other arrangements as necessary.

**Ministry Activities:**

- Provide comfort to a family during a time of grieving. This ministry will pray, talk and listen to family and friends and provide comfort in a spiritual way to those who are grieving.
- Promote fellowship connecting a family's loss with the love of Jesus Christ.
- Prepare the team to be able to organize, prepare, and set up as the ministry lead does. That way we all become coordinators of the Comfort Committee. The committee consists of faithful members who help in preparing and setting up meals.

**Resources:**

Use of facilities as needs such as Fellowship Hall, Chilton Room and kitchen. The budget for this ministry will provide the food and supplies for a meal or reception to support the grieving family.

## GriefShare

**Ministry Purpose:**

GriefShare is a grief recovery group which has a friendly, caring group of people who will walk alongside you through one of life's most difficult experiences. You don't have to go through the grieving process alone. Each GriefShare session has three distinct elements: video seminars with experts, support group discussion with focus, and workbook-based personal study and reflection.

**Ministry Activities:**

- Provide support to those who are grieving through group discussions.
- Promote fellowship connecting individuals with others who are also grieving.
- Provide ongoing support by offering in-person as well as zoom online meetings.

**Resources:**

Resources needed for this ministry are workbooks, pamphlets, Bible studies, hand-outs, reference guides, flyers, and access to a Zoom account. These are provided for the regular meetings, "The Surviving the Holidays" and "The Loss of a Spouse" seminars, group discussions, and fellowship activities.

# Special Events

## **Ministry Purpose:**

With God's guidance and direction to

- Encourage and build-up the community of believers at Grace Baptist Church
- Provide opportunities for reaching out to people in the community to make them more aware of our church and God's love for them.

## **Ministry Activities:**

Each year multiple special activities are planned, promoted, and held at various times during the year. Most involve the service and support of many volunteers who serve in various ways to help bring about each event. A typical year will include events such as:

- Recreation Center Fellowship,
- Sr. Adult Appreciation Lunch
- Combined Worship Event (s).

## **Resources:**

Depending on the event, volunteers are necessary to provide for setup, food preparation, and cleanup. In addition to these who serve, food, promotional materials, facility rental and other items are purchased from the budget line for this ministry.

# Wednesday Night Dinner

## **Ministry Purpose:**

The purpose of Wednesday Night Dinner is to foster fellowship and relationships among the congregation and guests of Grace Baptist Church. The Wednesday Night Dinner Team seeks to provide quality food at an affordable price so that relationships can be the focus on Wednesday nights.

## **Ministry Activities:**

The Wednesday Night Dinner Team begins to prepare the meal and the Fellowship Hall on Tuesdays and serves a meal on Wednesday nights at 5:45. Dates for Wednesday night meals are determined during the ministry & budget planning period every year and roughly align with semesters of other Wednesday night ministry activities.

## **Resources:**

Resources for Wednesday Night Dinners include the Kitchen in Building B, The Fellowship Hall, and several classrooms in Building B; as well as tables and chairs in the Fellowship Hall and those classrooms that are used. Grace Baptist Church receives payment from each Wednesday Night Dinner attendee prior to Wednesday night via the Grace Baptist Church Website. This fee helps to pay for the ingredients for each dinner and an amount is budgeted every year to supplement shortfalls and purchase equipment and supplies.

# **DISCIPLESHIP MINISTRY AREA**

## **DISCIPLESHIP - ADULTS**

### **Coffee Corner**

#### **Ministry Purpose:**

The purpose of the Coffee Corner ministry is to provide hot, fresh, quality coffee to those attending Grace Baptist Church on Sunday for worship and small groups. This ministry also provides a friendly, comfortable place where people can gather over beverages and food. "What we have seen and heard we announce to you also, so that you will join with us in the fellowship that we have with the Father and with his Son Jesus Christ" (1 John 1:3).

#### **Ministry Activities:**

As God brings people to the Grace campus, the Coffee Corner offers opportunities to meet friends and make new ones using the universal language of offering a drink. The Coffee Corner provides coffee to those attending on Sunday morning. The Ministry Leader will recruit, form, train and coordinate teams to staff the Coffee Corner during times it is open. Team members will be responsible for some or all of the following during their assigned shift: set-up, preparation, serving, and cleanup.

Other GBC ministries also use the Coffee Corner at times other than the standard Sunday morning for ministry events. Use of the Coffee Corner requires a reservation that can be made through the church office. Orientation on setup and cleanup procedures by the Ministry Leader is required.

#### **Resources:**

The main Coffee Corner ministry resource is people. The ministry works hard to recruit and train people to prepare and serve the coffee each weekend. Human resources are needed to not only prepare and serve but keep the supplies stocked up and to clean the coffee corner at the end of each day.

The Coffee Corner ministry provides the coffee completely free to those who desire it. Since it is offered at no cost the ministry requires the financial resources to purchase the coffee as well as all the necessities that are required to make a good coffee experience. Those necessities are: cups, lids, sugar, creamers, napkins, etc.

## **Discipleship Classes**

#### **Ministry Purpose:**

Discipleship Classes offer short term, more focused studies for helping the follower of Christ grow in the grace and knowledge of Him. They are specifically intended to help personal spiritual growth. These classes differ from small groups because they are of limited duration and there is less emphasis on building community or serving together in another ministry. Sometimes specialized conferences will be offered on topics like marriage, family, and parenting. These conferences happen throughout the year to equip and strengthen families.

**Ministry Activities:**

We will offer courses on an as needed basis. The classes are usually held at the church on Sunday afternoons and Wednesday evening. The classes are best described as “topical” or “felt need” i.e., Parenting, Finances, Marriage, Apologetics, etc. They may also be on foundational discipleship training. Conference will be held on Friday evening or Saturday morning/early afternoon.

**Resources:**

Leader manuals and media that are needed for the instruction of the course are purchased by the church. Participants are asked to pay 100% of the cost of their materials. However, the church can help pay for materials if the cost is a barrier to participation. Speakers who are especially equipped/trained for certain topics may be consulted or even brought in to help facilitate classes as needed. At times, this ministry may take on the shape of a conference rather than an extended study.

For the specialized conferences, resources would include finances to bring in a speaker, promotion, and execution of an event for 100+ adults. Childcare for these events can be provided for families with young children. GBC facilities would be utilized on occasion as well as renting larger venues as needed, depending on the subject/topic.

## Precept upon Precept

**Ministry Purpose:**

The purpose of this ministry is for each student:

- To be able to facilitate a deep understanding of love for, and faith in, the Word of God (Romans 10:17)
- To live a transformed life, which is the result of a renewed mind (Romans 12:2a)
- To be able to reach out to the lost with the life-changing message of eternal life in Jesus Christ.

**Ministry Activities:**

We meet weekly with discussion and DVD lecture from Precept Ministries of the material studied the previous week. This includes approximately an hour of outside study 5 days a week. We also meet monthly for lunch to fellowship and build relationships among students.

**Resources:**

We utilize a large classroom and budget money is required to purchase the leader book, DVDs, and students' books. The students are asked to partially reimburse the church for the cost of their books. We use the copier in Building B to copy materials as needed and the Coffee Corner supplies during our meeting. This year I will be adding in a monthly Zoom fee to be able to use Zoom as needed (due to members not being able to attend, unforeseen sudden schedule changes at the church, or snow delays)

# Senior Adults – Joyful Bunch

## **Ministry Purpose:**

To fulfill the Great Commission by offering opportunities for worship, prayer, Bible study, and fellowship. Striving to have a strong and active program that encourages all Grace seniors and guests to have a closer walk with our Lord. To encourage Bible study, participation in discussion, prayer and fellowship with other brothers and sisters in Christ. To become more active in personal Bible reading and prayer, attending weekly church services, building relationships and fellowship with other seniors. To encourage all participants, both in person and virtual, to be led by the Holy Spirit and to be missionaries/servants, both inside and outside our group and our church family by sharing the grace and love of our Lord, Jesus Christ.

## **Ministry Activities:**

The Senior Adult ministry is very active and, through God's blessing, continues to grow. The seniors have the opportunity to attend a variety of Sunday morning small groups in which they are (can be) active. They have a weekly Bible study ministry, called the Joyful Bunch, to grow in their relationship with Christ and with others. This weekly ministry includes Bible study, prayer, and fellowship time. This ministry also has a lunch/fellowship almost every month and often invites all attending GBC seniors, prospects, and guests, who are not connected, to participate so that we might promote interaction and fellowship within the group, with our staff and other church ministries when possible. We have Body Life and Town Hall meetings to encourage Senior adults to be aware and involved in the operating life of the "Church". The seniors have a very faithful caring ministry which includes phone calls, sending cards, personal home/hospital visits, sending Soldier care packages, collecting school supplies in August, supporting mission projects as we are aware and able. Seniors also try to do off-campus activities/trips that promote unity and fellowship, both inside and outside our church family.

## **Resources:**

The seniors utilize a large classroom for Bible study as well as for some of the other activities. All Grace buildings are completely handicap accessible and compliant. This ministry uses budgeted funds to help offset our greeting/caring and outreach ministry supplies, a condolence/sympathy ministry, as well as the cost of the monthly lunches. These monthly lunches include a special St Patrick's day event, a Christmas celebration/luncheon, and other Senior adult events as available. The budget subsidizes some of the trips and social activities which are off campus. For a few events, we will rent a bus and the cost may be offset by budgeted funds.

# Groups

## **Ministry Purpose:**

God transforms us as we grow in our relationship and understanding of Him. He does this through prayer and worship, but He also uses others to minister to us and encourage us as we participate in community with them. Our Groups ministry takes the form of Equipping Groups and Life Groups. Groups *transform* adults as they study God's word and share life together, *equip* them for ministry and service, and *send* them to share and serve. A Group is a place for:

- Sharing Life and Building Relationships in a Safe Environment
- Growing our Faith

- Learning what the Bible says about Living Today
- Serving, Caring, and Reaching Out

### **Ministry Activities:**

Groups at Grace Baptist Church meet in church facilities on the weekends and during the week in conjunction with other ministries as well as in homes throughout the week. Groups are strongly encouraged to be involved in the life of the church by serving as a group or individually in other ministries at Grace. Groups play a vital role in helping with outreach events like VBS and Special Events. As a group grows in numbers, they multiply to form a other small groups.

### **Resources:**

The resources required for the ministry are for Bible study curriculum, study books and leader materials to support effective discipleship. Only a portion of the student materials are supplemented by the budget. Students are asked to pay a portion of their materials above this amount. For those groups that meet at the church, rooms are required for meeting places. Groups ministry also does regular training with leaders that requires the purchase of online and printed training resources. The ministry uses supplies such as markers, erasers, cleaning supplies, registration forms and other classroom related items. The budget is also used to provide appreciation and equipping events and resources to show gratitude for the leaders.

## **Rooted in Grace, Women's Ministry**

### **Ministry Purpose:**

Rooted in Grace exists as a women's ministry for ladies who are high-school age and up. Our purpose is to help women grow deep roots in their faith and produce fruit from the overflow of God's grace in their lives. We meet throughout the year to connect in fellowship, dive into Scripture, and encourage one another so that we can intentionally apply the truth of God's word to our daily lives, and eat! Our desire is to connect younger women with older women, create contexts for spiritual growth and encouragement, foster discipleship and accountability, help women discover and use their spiritual gifts, find ways to serve within the context of GBC as a whole, and share the gospel and its transforming power with each woman that attends. Rooted in Grace will be coordinated by a board of women who are committed disciples of Christ with a heart for discipling other women and helping them grow in relationship with Christ and with one another. This board of women concept will accommodate the transitional nature of our church and area and ensure that Rooted in Grace remains for future generations of ladies to grow together in their faith.

### **Ministry Activities:**

Rooted in Grace seeks to bring ladies together for fellowship, worship, and service opportunities. We hope to have, at minimum, quarterly events to include teaching, worship and a potluck style meal to share. Our spring event will include the previously stated plans as well as being an opportunity to assemble care packages for GBC associated college students and college age military personnel. The items for the care packages will be donations requested of the ladies involved in Rooted in Grace. In addition to the quarterly events, Rooted in Grace hopes to have a catered event, game night, craft night and other fun ways for ladies to fellowship together. The latter events would have a cost associated with participation, though we want to ensure that cost is never an issue for anyone to participate. There may be additional opportunities to serve within the women of GBC and encouragement for additional gatherings throughout the year.

Rooted in Grace would also have a retreat out of the Woodbridge area every other year to start, with hopes to grow it into a yearly event. This retreat will have themed teachings by a single speaker or group of speakers, meals and snacks included. There would be costs associated with participation in this retreat, but scholarship opportunities do exist.

**Resources:**

Quarterly meetings may involve use of:

- Building C: Chilton Room, Coffee Corner and classrooms
- Building A: The Worship Center and foyer
- Building B: Fellowship Hall, kitchen and classrooms

Rooted in Grace operates on a budget provided by the church that will cover the cost of:

- Themed décor for the year to be used at all events: table and wall décor, nametags, etc.
- Lower the cost for catered events and craft events
- Lower individual fees for retreats: use of space for the retreat, meals provided, possible speaker fees, gift bags, etc.
- Lower the cost of Bible study materials for personal use within a group setting
- Shipping fees associated with our spring care package event above any money donated towards shipping

## Men's Ministry

**Ministry Purpose:**

- Connect men to God, His Word, and other men for the purpose of winning, growing, and training men to be more like Christ.
- Help men become better husbands, fathers, leaders, and more meaningfully involved & engaged in the local church & community.
- Develop authentic friendships – brotherhood, mentorship, accountability.
- Disciple other men.

**Ministry Activities:**

The Men's Ministry will hold a monthly Men's Breakfast. A speaker will be enlisted to speak on a topic relevant to the purposes of the ministry (i.e. leadership, being a better father/husband, discipleship, etc.). Other activities will be planned throughout the year to include hikes and a potential retreat in the Spring.

**Resources:**

The breakfast meeting will be held in the Fellowship Hall and will require use of the kitchen.



# **DISCIPLESHIP - CHILDREN'S** **MINISTRY**

## **American Heritage Girls (AHG)**

### **Ministry Purpose:**

AHG is a Christ-centered character and leadership development program for girls 5 to 18 years of age. AHG is dedicated to the mission of building women of integrity through service to God, family, community, and country. A girl's time in AHG is best used to seek the Lord and learn who they are created to be in a fun, safe environment. AHG's family-friendly, multi-level, troop structure is specifically created with the physical, mental, social, spiritual, and emotional needs of today's girls.

### **Ministry Activities:**

AHG meets twice a month for Troop meetings. We plan multiple events throughout the year to focus on growth in life skills. Girls can acquire life skills through many aspects of the AHG Program, especially badge work. Badge work covers the six Frontiers: Heritage, Family Living, Arts, Outdoor Skills, Personal Well-Being, and Science & Technology. The outcome of badge work is a competent girl who enjoys mastering new skills and applying them to her life.

### **Resources:**

Use of facilities as needed, such as Fellowship Hall, classrooms in building B and kitchen (for some events). The budget for this ministry will provide finances to run the troop: pay for chartering the troop and national support fees, supplies as needed for badge work, awards, troop supplies such as flags and troop gear, special events and campouts (special events and campouts could be a cost-share between the church and families)

## **AWANA**

### **Ministry Purpose:**

AWANA (Approved Workmen Are Not Ashamed), takes their name from 2 Timothy 2:15:

“Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.”

And in line with this verse, AWANA is an outreach and discipleship ministry that strives to teach and grow children from age 2 through seniors in high school to not be ashamed and to rightly handle the word of truth. There are around 8.6 million children all over the world attending AWANA weekly. AWANA aims to teach clubbers who God is and who they are in light of this knowledge.

### **Ministry Activities:**

AWANA's goal is to lead children to Christ and grow them in knowledge by verse memorization and recitation, large group bible study within specific clubs, mission focus, games and awards. Awards are earned at all club levels in connection to verses memorized and recited, and activities completed in club workbooks. Clubbers from third grade through senior year of high school (T&T, Trek and Journey clubs), work towards the ultimate AWANA award, the Citation Award. Those

who have earned the Citation Award will have memorized over 500 verses and read and summarized each book of the Bible over the decade it takes to earn this award.

AWANA uses three primary elements in their approach to discipleship:

- Small Group Time - Handbook time where kids recite scripture to their leaders, have their book work signed off on and discuss questions they may have regarding the weeks book work. This is also the time that leaders have for one-on-one discipleship and prayer.
- Group Activity Time, or AWANA Game Time – Clubbers participate in group games that provide peer interaction in a safe environment and encourages healthy competition. This can range from silly games, bean bag toss, to fierce competition, relay races and Tug-O-War, and even Bible based trivia, putting the books of the Old Testament in order using building blocks.
- Large group time – During large group, a Bible story message is taught by each club's individual director. Each age group has separate large group lessons within their specific club and at an age appropriate level.

Each week as the clubbers complete book requirements they earn patches, “jewels”, or pins in the clubs from 3 years through fifth grade, Cubbies, Sparks, T&T. All participants work toward a larger award, medallion, trophy or pin depending on the specific club, that is awarded at the end of the year Awards Ceremony. All the award achievements require scripture memorization or tasks related to this.

- K-2nd grade and 3rd – 5th grade clubs (Sparks and T&T) have requirements connected to learning about missions and inviting a friend to attend.
- 6<sup>th</sup>-8<sup>th</sup> grade and 9<sup>th</sup>-12<sup>th</sup> grade (Trek and Journey) have requirements tied to reading through and summarizing books of the Bible each year. Trek will complete the New Testament in three years of attendance and Journey will complete the Old Testament in four years of attendance.
- 9<sup>th</sup>- 12<sup>th</sup> Grade also has requirements to attend a learning conference for more of a deep dive into being part of the church, completing a long term service project of three or more months.

If a clubber completes 10 books between 3rd grade and 12th grade, they can be eligible to earn scholarships for college.

Throughout the year AWANA has theme nights where clubbers can participate to earn AWANA Bucks that are spent at our AWANA Store nights (3 per club year for our Sparks and T&T clubs) and Auction Nights (2 per club year for Trek and Journey clubs). Trek and Journey have a food party in the middle of the year in lieu of an additional auction night.

Each year in February, we have the AWANA Grand Prix. This is a classic pinewood derby event where our clubbers are able to work with their parents to design and cut pinewood blocks and race them. Prizes are awarded for speed, design and creativity across all club levels. On this same day we have a Chocolate Chip Cookie competition for our club leaders to participate in and promote club unity with our leaders

### **Resources:**

We use various rooms in all the buildings on the church campus to accommodate our growing ministry:

**A Building:** The Preschool Hall accommodates our Puggles (2-year-olds) and Cubbies (3- and 4-year-olds) clubs.

**B Building:** The entire space is utilized for Sparks (K – 2<sup>nd</sup> Grade), T&T (3<sup>rd</sup> – 5<sup>th</sup> grade) and Trek (6<sup>th</sup> – 8<sup>th</sup> grade) clubs. They meet for small group/handbook time, large group/teaching time and games in this building. The Journey club uses the Choir Room for their large group time. All Clubs use the Fellowship Hall for Opening Ceremonies and AWANA Games.

**C Building:** (Journey uses 3 rooms closest to A building for their small group.

**Other:** Occasionally, the parking lot behind building B and in front of building C Building and the volleyball court and surrounding field is utilized for AWANA Games.

## Preschool

### Ministry Purpose:

Preschool ministry (Bed Babies – Kindergarten) involves the care, love, nurture, and teaching of little ones while their parents are in worship or attending an on-campus small group. They are introduced to God's love by volunteers who teach and lead them. Even in the Preschool Department, children are already being introduced to what it means to know Christ as Savior and Lord.

### Ministry Activities:

This ministry happens through the hands and feet of the weekly teachers and leaders in each class. Preschoolers thrive on routine and knowing the faces of those they work with. Parents need to be reassured that their preschoolers are safe and well cared for while away from them so they can freely develop and grow in their faith. Preschoolers and their families are initially greeted and welcomed in the hallway before they go to class. This begins their experience of knowing and growing in God's love. The class time consists of an unstructured playtime, Bible lessons, and some craft activities to develop initial concepts of faith.

### Resources:

Our teachers use curriculum that is provided and teaches these little ones to love God and His Word. Preschool care and classroom space is required during our three Worship Services and during any special events. Each classroom has a cabinet with supplies for use throughout the year.

Volunteer positions in preschool ministry are:

- Teacher
- Assistant
- Hallway Coordinator

Another part of the preschool ministry is maintaining the rooms, equipment and safety standards for Sunday services, and other ministries (MOPS, other GBC affiliated ministries, and community groups). These rooms are used 3 - 4 times a week throughout the school year.

## Sunday School

### Ministry Purpose:

Sunday School (Elementary age students, Grades 1-5) is the place where children make friends while learning and growing in their relationship with Christ. As the Bible stories are taught, the gospel is presented several times throughout the year. Sunday School is also the place for children to get faith

questions answered and really figure out what it means to have a relationship with Christ. Dedicated volunteer Sunday School Teachers equip students to learn what it means to know and follow Christ through provided curriculum. When children are committed and want to come to Sunday School, then their families are involved in this endeavor as well.

**Ministry Activities:**

On Sundays, elementary students are taught how to use the Bible and to read from their Bible. They learn through age-appropriate activities for each age group. There are classes during the 9:40 and 11:05 hours, allowing families to attend church together at the time of their choice.

**Resources:**

Teachers make a weekly commitment for at least one year to provide stability and continuity for our elementary students. This enhances teaching God's Word as students feel and sense that they are cared for. This also opens opportunities to form support relationships with parents as special circumstances arise in a child's life. Our teachers use curriculum from Lifeway Christian resources.

Children's Sunday School ministry coordination includes giving support to teachers as needed, working out classroom issues as they arise, and classroom supply coordination.

We use classrooms in Building B.

## Trail Life (TL)

**Ministry Purpose:**

TL USA is designed to be a Christian Outdoor Adventure, Character, and Leadership Program for young men in grades K-12. TL is a journey that is established on values derived from the Bible and centers on outdoor experiences that build a young man's skills and act as a vehicle to teaching the Gospel. TL will also allow young men to grow on a personal level, as a role model and a leader for their peers.

**Ministry Activities:**

TL activities will be focused on several different areas depending on the age of the Trailman.

- Woodlands Trail (K-5th Grade) is a participation-based program that focuses on exposing young men to an overview of the "knowledge" needed for a Christian man of good character. Additionally, the Trailmen will be given the opportunity for Spiritual Growth through the "Worthy Life Program"
- Navigators & Adventurers (6-12th Grade) is an achievement-based program that focuses on the understanding and mastery of the skills needed for a Christian man of good character. Additionally, the Trailmen will be given opportunities for Spiritual Growth and learn/practice Godly discipleship through the "Worthy Life" Program for Navigators and Adventurers
- All age groups will have the opportunity to participate in outdoor, age-appropriate adventure activities
- All age groups will have the opportunity to organize, lead and participate in age-appropriate service activities

**Resources:**

TL USA will need a variety of resources for ministry:

- During the public-school year, the troop will meet on Tuesdays. Normally, these meetings will be held on campus at GBC. The primary meeting place will be outside by the volleyball court. Depending on weather conditions, meetings could be moved inside building B.
- Troop Leadership will need to meet 1-2x per month
- The troop requests financial support which will be based on the number of Trailmen enrolled in the program. Church funds will be used for chartering/national fees, troop supplies, badges, books, troop gear and on a “cost share” basis for troop activities.

## Vacation Bible School (VBS)

**Ministry Purpose:**

Vacation Bible School is a concentrated, themed 5-day event for children age 4 through completed 5<sup>th</sup> grade to develop a foundational understanding of the Bible and Christian teachings. This gospel-centered event aims to not only disciple the children of our church, but is an outreach to families in our community, especially those that have recently moved into the area. All activities are designed to teach and help children remember biblical truths, connect with peers, older youth and adults, and create lasting memories to develop a growing, lifelong relationship with God. By partnering with Student Ministry, students can serve and develop ministry skills as well.

**Ministry Activities:**

The faith story is presented in a theme-decorated, fun and engaging environment through age-appropriate Bible stories, music, crafts, indoor and outside recreation, and stories about the work of missionaries. A rotation model for groups of similarly aged children is used to organize VBS.

- Preschool VBS (age 4 – not completed Kindergarten) rotate in small groups to experience Bible stories, Worship Rally, Crafts, Missions, Music, Outside Recreation and Snack.
- Elementary VBS (completed Kindergarten – completed 5<sup>th</sup> Grade) begin and end with a large Worship Rally followed by rotations in small groups to experience Bible Stories, Missions, Music, Group Games & Gospel Presentation activities, Outside Recreation, and Snack.
- After VBS Family Fun event on the church grounds for all VBS and church families to meet and connect with friends and our church community.

**Resources:**

- Bible-based, biblically accurate VBS curriculum
- Online VBS registration and database service
- Theme decorations
- Rotation and administrative supplies
- Snacks for children and volunteers
- Sound/Tech support for Dance Team and Worship Rallies
- Use of some classrooms in Building B for VBS Training during the month prior to VBS
- Use of the Fellowship Hall in Building B for VBS Training during the late Sunday afternoon prior to VBS.

- Use of the South Lobby of Building A for the month prior to VBS for t-shirt sales and VBS administrative preparations.
- Use of Buildings A, B, and C and the Volleyball field for the week of VBS.
- Leadership Team of 7 or more adults to plan and prepare for 3-5 months prior to VBS. Positions include VBS Director, Asst VBS Director, Preschool Director, Registrar, Prayer Team, Dance Team Leader, and Decorators.
- Rotation Leadership Team of 20 or more adults to plan and prepare 2-3 months prior to VBS. Positions include Bible Story Leaders, Missions Leaders, Preschool Craft Leader, Group Game/Gospel Presentation Leaders, Music Leaders, Outside Recreation Leaders, and Snack Leaders.
- Administrative Team Assistants of 5 or more people to prepare t-shirts for sale before VBS and nametags, leader bags, and reports the week before VBS.
- Decorations Team of 10 or more people to hang decorations during the week and day before VBS and take down decorations on Friday afternoon.
- Set Up/Clean Up Team of 6 or more people to move tables and chairs to prepare rooms for VBS and Sunday morning.
- VBS Volunteer Team of 70 or more adults plus 40 or more youth leaders and assistants for VBS week. Positions include Preschool and Elementary Small Group Leaders, Elementary Shepherd Coordinators, Rotation assistant leaders, Greeters, Registration assistants, Offering counters, Photographer, First-Aid provider, and Safety/Security team.

## **DISCIPLESHIP – STUDENTS**

### **Ministry Purpose:**

The driving verse for the Student Ministry at Grace is 1 John 4:19 “We love because He first loved us.” This verse highlights God’s love and grace to us and the effect it is to have on us, which is to love God and others, or love up and love out. The purpose of Grace Students (GS) is to disciple students through mentoring relationships, biblical community, and Bible teaching, all as a supplement to parent engagement.

## **College & Young Adults**

### **Ministry Purpose:**

To disciple young adults through Bible study, spiritual growth, building a biblical worldview on the foundation of the Word of God, and encouraging them to fulfill the Great Commission in their family, community, and workplace.

### **Ministry Activities:**

The purpose within Grace Young Adults is prayerfully fulfilled through three primary activities: equipping group, fellowship, and outreach. In equipping group, young adults will engage in formative Bible study and discussion to discover their identity in Christ, the foundation of the Word of God, and how living and walking by the Spirit helps them to live the abundant life that Christ offers. In fellowship events, young adults will prayerfully experience the body of Christ and its love for one another and their neighbors. Lastly, the overflow of our love for God must show itself in love for others and leading others to Jesus.

**Resources:**

The Young Adult Ministry is overseen by the Youth Pastor, Ethan Young and Discipleship Pastor, Kyle Pendley and led by Daniel and Laura Jones who facilitate the weekly small groups as well as coordinating and implementing fellowship and outreach events.

## Discipleship

**Ministry Purpose:**

As an aspect of Grace Baptist Church and Grace Students (GS), we strive to encourage students to become disciples of Jesus through various events and weekly ministries. GS will create events that give students experiences that will help them engage in God's transforming work. This begins with their personal faith and walk as they accept Christ as Lord and Savior. Transformation is also evident by a student's connection to a body of believers. Along with God's transforming work, we strive to equip them through weekly ministries to learn and become active servants and leaders. Along with transforming and equipping students, God is tasking GS to empower students to answer the call of God to go into the world and to participate in His redeeming work. GS will also focus on parent equipping, serving as a supplement and encouragement to parental discipleship by scheduling workshops for equipping and events for community and accountability.

**Ministry Activities:**

GS Events envisions, plans, organizes, and executes special events throughout the year to impact students according to the Great Commission. The special events that GS executes include:

- a student overnigher, an ultimate frisbee tournament, and a family retreat all taking place in the Fall,
- Spring Overnighter and Fall Retreat
- a church wide graduate picnic celebration at the end of the school year
- an ultimate frisbee, VBS, hiking, camp, and an international mission trip all happening in the summer.

**Resources:**

GS events utilize many resources to execute the various plans of each event. The needed resources include camp facilities (lodging and food), transportation (vehicles and fuel), activity supplies (equipment and materials), communication pieces (graphics and t-shirts), curriculum, guest speakers, guest worship leaders, food supplies, and facilities rentals.

## Missions

**Ministry Purpose:**

GS Missions strives to encourage students to become disciples through missional living. GS will organize and equip students to be on mission by providing students experiences that will help them engage in God's redemptive work and transformation. This begins with their personal faith and their walk as they accept Christ as Lord and Savior. Transformation continues as the Spirit enables them to live according to His power and to participate in God's redeeming work around them.

**Ministry Activities:**

GS strives to equip students through preparing for and engaging in mission opportunities locally, nationally, and globally. These mission opportunities help them learn to become active servants and leaders. GS also develops mission opportunities that give students experience in being sent as well as empowering them to answer the call of God to go into the world and participate in His redeeming work. GS Missions provides vision, plans, organizes, and executes special events throughout the year to impact students according to the Great Commission. GS focuses on special mission opportunities locally by resourcing opportunities within our congregation (Senior Adults, single moms, and families of deployed servicemembers) and our local neighborhoods. GS focuses on special mission opportunities nationally through partnerships with national ministries. GS focuses on special mission opportunities globally through the International Mission Board (IMB), whose goal is to provide opportunities for students to serve God's kingdom in other countries and consider full-time ministry as a missionary. The IMB provides week, summer, and semester long trips to help students evaluate their calling. It is our desire that all students go on a local and international mission trip before graduating out of our program.

**Resources:**

GS Missions utilizes many resources to execute the various plans of each event. The needed resources to execute the various events include camp facilities (lodging and food), transportation (air travel, vehicles, and fuel), activity supplies (training, equipment, and materials), curriculum, food supplies, and hotels.

## Equipping Groups

**Ministry Purpose:**

In student Equipping Groups, our aim is to equip students grades 6-12<sup>th</sup> to faithfully follow and love Jesus so much so that it overflows in acts of love and faithful gospel presentation to others. Adult members mature in Christ faithfully love, teach, and create an atmosphere of openness and sharing for students so they can grow in Christ and with each other.

**Ministry Activities:**

In equipping groups, time is spent praying, studying God's word, having fun together and sharing life together.

**Resources:**

Currently we use Knowing the Bible curriculum to help us study God's word but a teacher may choose to teach a lesson differently as they know their class and ability best. Leaders will also meet together periodically for support, training, and planning.

## Student Worship

**Ministry Purpose:**

GS Worship strives to encourage students to become disciples through worship. Student Worship will organize and equip students to lead and facilitate worship on Wednesday evenings during Lighthouse by providing students with opportunities to train and use their musical gifts and experiences with the student body of Grace. We will work to engage in God's redemptive work and transformation as we seek to lead students in worship. We will focus on their spiritual development



as believers and worship leaders as the Spirit enables them to live according to His power and to participate in God's redeeming work around them.

**Ministry Activities:**

GS Worship strives to equip students through preparing for, leading, and engaging in weekly worship opportunities. These opportunities help them learn to become active servants and leaders among their peers. Student Worship will also work to develop outside worship opportunities to give students experience in being sent as well as empowering them to answer the call of God to go into the world and participate in His redeeming work according to the Great Commission.

**Resources:**

GS Worship utilizes many resources to execute the various plans of each event. The needed resources to execute the various events include music subscriptions, staging, instruments and equipment, skills training, and the Worship Center.

## **OUTREACH MINISTRY AREA**

### **ACTS**

**Ministry Purpose:**

The ACTS food collection ministry focuses on collecting non-perishable food items for the ACTS Food Pantry. The purpose of the ministry is to help meet some of the physical needs of our lower income community members.

**Ministry Activities:**

Grace Baptist Church attendees donate items for the ACTS food pantry each week. On a regular basis the items are collected and taken to the food pantry where our donation is weighed and accepted by ACTS. The weight collected each month is reported to the Discipleship Pastor.

**Resources:**

A large shelf is located in room A107 of Building A to receive donated items. The ministry leaders have graciously donated the use of their vehicle and the cost of fuel for transporting the collected items.

### **Discover Grace**

**Ministry Purpose:**

Discover Grace exists to bridge the gap between Grace Baptist Church and its guests.

We offer Discover Grace throughout the year for all who are interested in learning if God is calling them to make Grace their church home and/or want to take their next step in connecting at Grace Baptist Church. During Discover Grace we explain our church's beliefs and purpose, while Ministry Staff members share about themselves and their ministries at Grace. Staff and other leaders that have been trained will meet with participants to hear their story and assess their relationship with

Jesus. If the opportunity presents itself, the staff member will pray with anyone who wants to accept Jesus. Participants have the opportunity to join a small group, become a Covenant Member, and indicate what areas they have an interest in serving at Grace.

The Discover Grace Ministry is the front-line of connecting people to our Grace church family. It is the first step in the process of transformation, equipping and sending.

**Ministry Activities:**

1. Offer Discover Grace several times throughout the year to guests and those looking to get involved in ministry at Grace.
2. Provide attendees with a packet of information about Grace and its ministries.
3. Connect attendees with appropriate ministry leader to answer questions and to help facilitate service.

**Resources:**

Each Discover Grace class requires food and beverages for attendees and staff, nametags, covenant cards and pens. One Bible per attending family is given for them to use or give to someone else.

## Hispanic Ministry

**Ministry Purpose:**

To provide a worship experience for Spanish speakers in their native language that draws them into a growing relationship with Jesus Christ as Lord and Savior.

**Ministry Activities:**

Grace Baptist Hispanic Ministries (GBHM) meets each Sunday for discipleship classes, small groups, and for Worship Service. We provide equipping for our attendees through discipleship classes, Bible studies, and retreats. We offer training for our leaders through the NorthStar Church Network and other similar leadership development opportunities. Periodically GBHM engages in special outreach initiatives to our local Hispanic community.

**Resources:**

GBHM purchases music and musical equipment to facilitate worship and provides food for monthly fellowship gatherings. GBHM purchases Bibles for new believers and for outreach purposes, and materials for Bible studies and discipleship classes. Various communications and media supplies are purchased as need arises. The Hispanic Pastor purchases materials to aid in preparing sermons and providing pastoral care to his congregation.

## Lifeline Family Ministry

**Ministry Purpose:**

Lifeline Family Ministry (LFM) desires to build up and strengthen foster, adoptive and kinship families by providing for physical needs, offering emotional support, and providing spiritual love

and guidance. LFM seeks to fulfill the call given in Galatians 6:2, “Bear one another’s burdens, and thereby fulfill the law of Christ.”

**Ministry Activities:**

- Collaborate with and support Foster the Family, DC through supply drives, respite care nights, freezer meals and community events.
- We will form Care Communities (CC) of 6-8 singles or couples who will form teams to provide support to foster or adoptive families for a minimum of one year.
- Provide continual support, prayer, and encouragement for adoptive, foster, and kinship families.
- Provide intermittent supplies and support for foster, adoptive and kinship families as needs arise.

**Resources:**

Resources needed for this ministry will support care for identified foster, adoptive and kinship families to include meals, clothing, school supplies, groceries, baby and hygiene items, respite care and events to strengthen the foster, adoptive and kinship community.

## Missions Team

**Ministry Purpose:**

The purpose of Grace Missions is to enable the members of the Grace community to be obedient to the Great Commission, sharing the love of Christ as they go, serve and disciple. We endeavor to strengthen and encourage believers to go across the street and around the globe sharing the gospel and making disciples. We equip believers to share their faith with others, thus multiplying the gospel exponentially. Our desire is to share the gospel and establish the church among unreached peoples in local, national, and global areas. All members of the Grace family are invited to support Grace Missions through praying, giving, sending, or going.

**Ministry Activities:**

Grace looks for opportunities to see where God is at work around us and then responds by developing outreach opportunities to impact and transform these places. Our responses can include sending teaching and service teams to a foreign country or a city in our own country, as well as engaging in local outreach efforts such as sport camps, Community Vacation Bible Schools, “yard sales” and providing food, clothing, and meeting other physical needs. All this is done with the goal of offering opportunities to share the gospel. Grace equips believers to proclaim their faith and make disciples through ongoing training and special missions conferences, classes, and hands-on learning in the field. We support long-term missionaries from the Grace family in the global mission field financially and by sending short-term teams to serve alongside them. In addition, Grace Missions partners with and supports national and international mission agencies, such as the Southern Baptist Convention of Virginia and the International Mission Board, to assist them in taking the gospel to unreached peoples.

**Resources:**

Provide funding and supplies for special mission projects, including facility rental fees, outreach materials, communications materials, food, clothing, and training scholarships.

Provide funding to cover a portion of the cost for participants in short-term mission trips. In addition, we provide funding for projects, supplies or special needs in the area served. Provide direct monetary support to many local, state, and international mission agencies to further their efforts to share the gospel locally, nationally, and internationally.

## **The Mom Community of GBC**

### **Ministry Purpose:**

The Mom Community, or MomCo, desires to encourage, equip, and develop every mother to realize her potential as a woman, mother, and leader in the name of Jesus. At our bi-monthly meetings we provide an opportunity to meet other moms and take the journey of motherhood together. We reach out to each individual mother, no matter where she has been, what she has done or how she is choosing to live her life today. We embrace believers and non-believers alike, and all ethnic and socioeconomic groups, providing a warm and welcoming Christian environment. We come together to fellowship with each other, to share experiences, to learn from one another and support each other. The MomCo welcomes mothers of infants, preschoolers and mothers of elementary-aged children to our monthly meetings. Preschool moms and elementary moms each join a table of other mothers in the same stage of motherhood, while mothers of middle schoolers and beyond pour into them by sharing experiences and wisdom. All tables share a meal, the message, prayers, and activities together. This is why MOPS International has formally changed its name to The Mom Community, so that all mothers feel welcomed and encouraged to attend at any stage and age!

The MomCo will continue its focus of being a bridge between the community and the church. In order to build bridges, The MomCo will engage in various outreach opportunities throughout the year. Examples include making blessing bags for people in need and delivering them when the situation arises, raising awareness about Care Net PRC's fundraising opportunities, filling Operation Christmas Child boxes, and filling Thanksgiving Dinner baskets with Lifeline Family Ministries. Each year the steering team will assess opportunities and choose outreach events for that year.

In obedience to God's commands, The MomCo will disciple mothers through acts of Christian humility and through devotion to prayer. We will provide families with meals during times of sickness or loss, recovery from surgery, or family transition after pregnancy. We welcome military moms to our group and give support before, during and after a deployment. Our desire is to transform our moms through being bold in our devotional teaching; and sending a message home with each mom that will encourage them to seek a relationship or build their relationship with Jesus Christ.

### **Ministry Activities:**

The Mom Community will meet as one group twice each month, September through May. The MomCo Steering Team will retreat during the summer to pray, plan, and prepare the outline for the entire year of meetings. Our monthly meetings will include a devotional, a call for prayer requests and a presentation of a topic based on our yearly MOPS theme. This will be delivered by a speaker who has strong Christian character and insight or through large group presentation and discussion. Finally, we will have additional discussion time for fellowship that may involve a creative activity or craft.

Through the aid of our mentor moms and discussion group leaders we will listen for openings to share the gospel and help mothers sort through questions they have regarding the gospel.

The MomCo offers childcare for each meeting, utilizing KidsCo volunteers and rotational assignments from The MomCo moms as needed. Moms will be required to serve in KidsCo on an as needed basis during each semester. This will offer the additional support and childcare volunteers needed to operate our KidsCo program. The KidsCo will utilize paid childcare workers to ensure adequate, consistent coverage for all the rooms when volunteers are absent due to illness or other reasons.

Our MomCo group will present the gospel during our meetings multiple times throughout the year. The four major presentations of the gospel are the Christmas devotional, Easter devotional, Tea and Testimony, and at least one other additional meeting.

We will hold an annual Date Night dinner, designed to give couples a fun night out together. Childcare is provided during the dinner. We will also hold a casual Mom and Dad family event in the fall, no childcare is needed.

**Resources:**

The Mom Community collects GBC dues. Fees owed to The Mom Community International are paid online. The MomCo budgets monies for scholarships to support moms who need help paying the dues and fees. The MomCo will utilize resources for each meeting to provide a craft activity, hospitality (food, decorations, and supplies) and an honorarium for guest speakers. We will also spend monies related to steering committee meetings and Discussion Group Leader support to include childcare. The MomCo will pay for food, decorations, and activities related to the Date Night dinner. A per person fee is collected to help support this event. The MomCo will provide partial support for moms who wish to attend the The MomCo International Conference in October of each year.

## Next Steps - New Believer Discipleship

**Ministry Purpose:**

It's the desire of Grace Baptist Church to lead every believer to become a fully developed follower of Jesus Christ. Next Steps is a one-on-one discipleship process that begins the journey of knowing Christ and making Him known.

**Ministry Activities:**

The ministry lead follows up with new believers and makes the connection between one of the pool of trained disciplers and the new believer. The two individuals commit to meeting regularly as the discipler builds a relationship where sharing your faith, Bible study, prayer, and accountability are modeled. The ministry also seeks to train and encourage those who have been disciplined to become disciplers (2 Timothy 2:2).

**Resources:**

The resources required are a place to meet and materials. The one-on-one partnerships sometimes use a classroom to meet for their discipleship time. The budget is for the purpose of paying 100% of the cost of the materials.

## Welcome Team

**Ministry Purpose:**

To create a guest environment that radiates Christ's passion for people by welcoming guests, regular attendees, and members to GBC in a way that communicates their value and significance.

**Ministry Activities:**

Grace Out Front will recruit Grace Members who are passionate about creating a welcoming environment at Church. We will train team members as needed to assist first-time guests. Team members will greet the church as we gather each weekend for worship services. The Welcome team will also assist in greeting at various outreach and special worship services as scheduled.

**Resources:**

Gift bags for guests to include information about GBC and a small gift. Welcome Team members will wear name tags for identification and security purposes. Customized pens for the purpose of note taking during the message AND as a tool to be left in the community as a reminder of Grace's presence. Food and drink will be provided at training meetings.

## WORSHIP MINISTRY AREA

### Baptism

**Ministry Purpose:**

The Baptism Team will assist the pastor and candidates before, during, and after their baptism. Our goal is to ensure a smooth, meaningful, and worshipful experience for everyone involved.

**Ministry Activity:**

All candidates participate in a baptism class appropriate for their age:

- **Children** meet with the **Director of Children's Ministry**
- **Students** meet with the **Youth Pastor**
- **Adults** meet with a member of the **Pastoral Staff** or someone designated by them

Two days before a baptism service:

- The baptism pool is filled to the proper height and temperature to ensure comfort for both the candidate and the pastor.
- Each candidate is fitted for a baptismal robe and guided through the spaces they will use: the **Prayer Room**, the **changing area**, and the **baptism pool**.

On the day of baptism:

- A **changing bathroom** is reserved for candidates.
- The **Prayer Room** is reserved for the family and Head Pastor, offering a quiet space for prayer, reflection, and photos.
- A **photographer and videographer** are in place to capture the baptism moment.
- Team members assist in guiding the candidate and their family before and after the baptism.
- After the service, all robes and towels are collected, laundered, and returned to their storage area.

The following week, baptism photos are shared with both the **Communications Coordinator** and the candidate.

**Resources:**

We will use the church's current supply of towels, baptismal robes, and waders, replacing them as needed. Each candidate will also receive a **commemorative t-shirt** and a **baptism study resource** to mark this meaningful step in their faith journey.

## Lord's Supper

**Ministry Purpose:**

The Lord's Supper Team faithfully prepares the elements for communion during worship services at Grace. In doing so, we support the transformational work God does in worship. Preparation is approached as a time of personal worship, reflecting on the meaning of the elements and praying for those who will receive them.

**Ministry Activities:**

The team gathers at the church—typically the day before the service and the morning of services—to prepare the communion elements. These are then stored safely and hygienically until they are distributed in worship.

**Resources:**

We use budgeted funds to purchase communion supplies such as juice, crackers, bread, plastic cups, and chalices.

## Grace Orchestra

**Ministry Purpose:**

The Grace Orchestra helps lead our congregation into deeper worship by supporting their understanding of God's revelation through instrumental music. We also equip instrumentalists through musically excellent and spiritually focused rehearsals, preparing them to share the Gospel during worship.

**Ministry Activities:**

- Rehearsals are held on Wednesday nights during the school year (and less frequently in the summer) in the Music Suite.
- On Sundays, the Orchestra meets to tune and rehearse briefly with the Choir before leading the 11:05 AM traditional worship service.
- Additional music is prepared for special services throughout the year.

**Resources:**

Funds are used to purchase orchestral music for regular and special services, such as concerts and combined worship events.

## Grace Band

**Ministry Purpose:**

The Grace Band leads worship by helping congregants connect with God's truth through worship music. We also invest in adult musicians and vocalists by offering spiritually enriching and musically excellent rehearsals that prepare them to lead worship.

**Ministry Activities:**

- The band rehearses weekly to prepare spiritually and musically to lead three worship services at Grace.
- The band collaborates with the Orchestra and Choir for special services, including Christmas, combined worship events, and Resurrection services.

**Resources:**

Budgeted funds are used to purchase music and equipment needed to support the band's ministry.

## Grace Choir

**Ministry Purpose:**

The Grace Choir supports our congregation's spiritual growth through vocal music that enhances understanding of God's Word in corporate worship. We also nurture singers through focused, spiritually enriching rehearsals.

**Ministry Activities:**

- The Choir rehearses weekly.
- Alongside the Orchestra, the Choir leads the Traditional Service each week.
- Special anthems are prepared and presented every other week, and the Choir leads in various special services throughout the year.



**Resources:**

Budgeted funds are used to purchase choral music for weekly worship and seasonal services (e.g., Christmas, Maundy Thursday, Good Friday, Easter).

## Children's Choir

**Ministry Purpose:**

GraceKIDS Choir (K-5<sup>th</sup> grade) will equip the children involved through musically excellent and spiritually engaging rehearsals. These rehearsals will prepare them to be sent to share the Gospel through music as they sing and help lead worship on multiple Sundays and have special musical experiences as well.

**Ministry Activities:**

GraceKIDS Choir will meet once a week during the school year teaching children about worship and music using a variety of resources. They will also participate in worship services with the adult choir. A typical school year will have one or two musical experiences whereby the kids also dip into other creative arts such as dramatic/comedic dialogue and working with costumes and props while singing and moving with the music. It is a place where kids can grow and develop as they praise God through their gifts and talents. We work with Worship Pastor to help foster musical gifts and talents with the children

**Resources:**

We will use our budget to purchase printed music, t-shirts and/or iron-on transfers and other materials to construct any costumes and sets needed for performance. We will also purchase other general materials related to the musical that is currently being practiced and/or performed. The Children's Director oversees this budget and leads the class as needed.

## Prayer Room

**Ministry Purpose:**

The Prayer Room Ministry exists to seek God's will, presence, and power during GBC's services and events—on and off campus. We intercede on behalf of congregants, staff, guests, and anyone seeking to grow in faith or respond to God's work in their lives.

**Ministry Activities:**

- Team members staff the Prayer Room during services and events, offering prayer and spiritual resources to those who visit.
- We also guide individuals in prayer, including leading them to salvation in Christ if they are ready.
- The team gathers three times a year for training, encouragement, and fellowship.

**Resources:**

Our budget supports food and materials for recruitment, training, orientation, and fellowship events, as well as resources to equip new team members.

# Wednesday Prayer

**Ministry Purpose:**

To cultivate a prayer culture at GBC through weekly gatherings that combine biblical teaching and intentional prayer.

**Ministry Activities:**

Each Wednesday, the group meets for one hour. The session includes teaching from Scripture on aspects of prayer and time spent praying for the needs of the church, families, community, and nation.

**Resources:**

One classroom is needed weekly for this ministry.

# Media-Tech Ministry

**Ministry Purpose:**

As part of GBC's Worship Ministry, the Media-Tech Ministry empowers members to support and lead worship through technical and artistic gifts. We aim to disciple and equip team members to use their skills in ways that glorify God and support His redemptive work.

**Ministry Activities:**

- Team members are trained and equipped to prepare and serve during weekly worship gatherings.
- The ministry also creates opportunities for members to grow and serve outside GBC, encouraging them to fulfill the Great Commission through their technical gifts.

**Resources:**

Budgeted funds are used to purchase necessary equipment such as microphones, cables, and software updates.

# Visual Arts

**Ministry Purpose:**

The Visual Arts Ministry enhances worship by creating digital and physical visuals that align with the church calendar and sermon themes. We also invest in artists within the church by equipping them to serve through their creative gifts.

**Ministry Activities:**

The team collaborates with Worship Ministry leadership and other church leaders to create visuals for events and services held in the Sanctuary.

**Resources:**

Funds are primarily used to purchase new materials and supplies for creating visual elements used in worship.

## **MINISTRY SUPPORT AREA**

### **Counting Team**

**Ministry Purpose:**

The counting team has responsibility for collecting and counting monetary gifts to our church for the bank deposit, while keeping all donor information confidential. Our desire is to be good stewards of God's money for Grace Baptist Church.

**Ministry Activities:**

The counting team meets regularly to count money for the bank deposit. We count the money in a secure room, and always have at least two people to oversee the counting process. We verify each other's work and sign off on appropriate documents such as the main deposit sheet, cash & coin sheet. We record designated gifts on a separate sheet for accurate recording.

**Resources:**

The counting team needs a secure room, calculators, paper, pens, coin wrappers, coin trays, cash trays, small baskets, stamps, deposit slips, deposit bags, coin bags, rubber bands, and paper clips.

### **Communications Team**

**Ministry Purpose:**

The purpose of the Communications Team is to effectively communicate information about church ministries and activities to the Body and to our community that is attractive, interesting, accurate, and timely. Effective communication is one tool to inform and involve people in ministries where they can be Transformed, Equipped and Sent.

**Ministry Activities:**

The main activity of this ministry is to publish the bulletin, monthly calendar, email newsletter, website, video ads, posters, social media postings and other means of communication. The team seeks, using various communications methods, to integrate and celebrate faith stories in our content, and explore how to better use all methods to communicate. The team continues to investigate additional ways to effectively communicate and present our message to those at GBC and in our community.

**Resources:**

This ministry is performed by a staff member, supplemented by service and expertise from the church body. Resources for design, production, and distribution of communications materials (i.e. copies) are budgeted in the Church Operations budget line.

# Facilities Team

**Ministry Purpose:**

The Facilities Team provides oversight for major campus facilities related issues. This includes planning for long term facilities maintenance, monitoring immediate facilities related needs for the church, and making informed decisions and execution about these needs based on the knowledge and experience of the members of the team. The primary objective for this team is to make decisions with the guidance of the Holy Spirit that will result in responsible capital expenditures for facilities maintenance.

**Ministry Activities:**

In addition to the normal wear the church facilities will endure, the Facilities Team will monitor and make adjustments for various facility needs. The team reviews immediate needs and makes evaluations and decisions for those needs. It also provides regular input into the long-term maintenance plan for the church in an effort to minimize the expenses of the church while maximizing the effectiveness of the facilities we use, and develops long term relationships with contractors that can be called upon for reliable and trustworthy workmanship for the church.

**Resources:**

This ministry is done by a team from the body with expertise and interest in church facilities. They direct financial resources from the Building Fund and Capital Fund. The Facilities Team will meet as needed throughout the year and will schedule these meetings with the Facilities Manager.

# Finance Committee

**Ministry Purpose:**

To manage the financial resources required to transform, equip and send the body of Christ at GBC.

**Ministry Activities:**

On an annual basis, a budget is built to support the ministry plans of Grace Baptist Church. The Finance Committee supports the Executive Pastor in overseeing the budget build process and presenting it to the body for approval. This budget is the primary tool used to manage the finances God provides to GBC. The Finance Committee uses this budget to monitor the financial execution throughout the year and provide reports of GBC's financial status to the body on a tri-annual basis. The Finance Committee meets monthly to review budget performance and address financial concerns of GBC. The Finance Committee may be called on as needed to:

- Investigate financial tools in support of the operations of GBC (loans, policy, bank instruments, legacy giving,)
- Update Financial Policy
- Research financial tools/methods that may be used to improve the management of the assets of GBC
- Make recommendations to the Ministry Council on the potential implementation of these tools.
- Oversee the selection of an auditing firm to provide an Audit, Review or Compilation of the financial records of GBC as directed by the Ministry Council.

**Resources:**

The Finance Committee needs access to a conference room on a monthly basis to hold committee meetings.

## Library Team

**Ministry Purpose:**

To provide quality Christian resources to equip and encourage church members and leaders to walk in the power of the Holy Spirit and share their faith.

**Ministry Activities:**

- The Library Team will have the church library open for members around scheduled worship times on Sundays, Wednesdays.
- The Library Team will purchase and process new materials, run circulation, and assist members.
- The Library Team will communicate with church members regularly to announce new resources.

**Resources:**

The library uses the budget to purchase new materials (books, DVDs, CD audiobooks) for adults, teenagers, and children. Our goal is to provide up-to-date, quality resources to equip and edify church members. The library budget also provides funds for processing supplies, such as labels and cards, and for our annual Resource Mate software support agreement.

## Medical/Safety Teams

**Ministry Purpose:**

The Safety Team was created to help prepare for emergencies at GBC. The main responsibility is to help to respond to security related situations and emergencies at GBC. This includes helping assess/diffuse potentially confrontational situations, help stop those who intend harm, help law enforcement personnel (or armed attenders) to be aware of each other, and help with other emergencies. This will be accomplished by identifying those with the experience and willingness to help; creating and implementing a communications plan between team members and church leadership; planning, staffing, and implementing a schedule of volunteers to man “observation” locations during events and services at the church; and providing regular training to Staff, Small Group Leaders, and potentially the church body.

**Ministry Activities:**

The Safety Team will provide security oversight for the church to include the parking lot during services and events. This will include volunteers to man posts to observe each building and the parking lots. This will provide someone who can contact emergency services and notify church leadership in the case of any type of emergency. They will hold monthly meetings to discuss logistics and build an updated Safety/Crisis Response Plan. They will brief church leadership and Small Group Leaders to increase awareness and volunteers.

**Resources:**

The Safety Team will meet monthly to maintain congruence with each other and church leadership. A regular room will be reserved once a standard meeting time is decided by the team. Handheld

radios have been purchased for communication purposes for the Security posts. Funding for additional security items may be needed upon identification and prioritization.

## Personnel Committee

### Ministry Purpose:

The Personnel Committee maintains a consistent and professional process for interaction with and between GBC staff. Committee members work to assure employees have appropriate provisions including wages, benefits and necessary resources to fully engage in their role. Committee members also make every effort to assure that the working conditions for all staff are appropriate and comfortable thus enabling them to participate in transforming, equipping and sending others. Additionally, each member of the Personnel Committee is assigned as an advocate to one or more of the staff members. As an advocate, the Personnel Committee member actively engages staff to assure that they know they have someone in which to confide and someone to pray for them continuously.

Finally, as necessary, committee members pray, seek, identify, interview and select ministry candidates to bring before the Body to fill vacant positions to assure that GBC is fully staffed and operational. The committee also works with the Executive Pastor to pray, seek, identify, and select administrative staff members to fulfill support roles. In times when there are situations that dictate a reduction in staff hours or potential layoffs, the committee will work with the Executive Pastor to develop a fair and equitable plan to execute this reduction in staff hours or layoff.

### Ministry Activities:

- Update Personnel Policy Manual as necessary based on policy change and Ministry Council approval.
- Pray, discuss, propose and act on employee issues
- Propose cost of living increase and other employee benefit adjustments as appropriate.
- Review Staff Categories and parameters of each.
- Regularly conduct assessments of Ministry Staff sizing based on church attendance and needs of the congregation along with the leading of the Holy Spirit.
- Regularly review wages and benefit options for all categories of staff.
  - Follow up with Finance Committee as necessary

### Resources:

The Personnel Committee does not have need for a budget per se. However, the Personnel Committee does make recommendations to the Finance Committee regarding the annual budget. These recommendations include but are not limited to cost-of-living adjustments (COLA) for staff, cost of benefit changes, salary for new hires, ministry staff sabbaticals, and anniversary gifts for staff reaching major milestones in service at GBC. In the event a search for a minister is needed to fill a vacancy, the committee will make a recommendation to the Finance Committee if necessary to cover the cost of traveling to meet with potential candidate(s), cost of bring a candidate for a call and cost of moving expenses for the called minister.

# Photography Team

## **Ministry Purpose:**

The Photography Ministry Team serves the body of Grace Church by taking pictures of significant and special events, as well as Discover Grace and baptisms. We produce pictures to preserve memories of historic events, and to share with the families of baptism candidates to free them from the task of photographing the baptism.

## **Ministry Activities:**

From the written or verbal requests of staff, the ministry leader asks the team for volunteers to photograph specific events. The team member is then responsible for taking the pictures and then editing and compiling them to return to the church office.

From time to time, leaders of individual GBC ministries may request a photographer to document activities in his or her ministry. The ministry lead will ask the team for volunteers to take pictures for those other ministries.

The photographer's enthusiasm for the event and the people there is as important as the pictures. The team member should be a supportive and positive participant while also being sensitive to the spiritual and personal nature of the event, especially in the case of baptisms.

## **Resources:**

Team members provide their own cameras. GBC provides physical or digital prints as needed for display or copies for those who request them.