

# **Northside Baptist Church**



## ***Guidelines for Workers, Committees, and Officers***

**Presented by Deacon Body – July 2009**

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## **QUALIFICATIONS FOR ALL POSITIONS**

Serving in a leadership position at Northside Baptist Church carries a high responsibility that should not be taken lightly. The congregation expects to those in a servant leadership position to provide a model of the Christian life and to look out for the well-being of the church. Because of this reality, those in servant leadership positions are held to a high standard of Christian living. The following are qualifications for all positions of leadership/service:

1. A faithful and dedicated Christian.
2. A member and regular attender of Northside Baptist Church.
3. A person who is willing to prayerfully prepare and train for the position of leadership or service.
4. A person who is punctual, dependable, concerned, and flexible.
5. An active witness who sets a Christian example.
6. One who supports the work of Northside Baptist Church.

## **KEYS TO THE CHURCH**

Some positions of servant leadership require the individual serving to have access to keys for certain rooms and buildings that are a part of the church complex or to vehicles owned by the church. The church office will maintain possession of keys that can be assigned to individuals for use during their period of service. At the conclusion of an individual's period of service, the keys must be returned to the church office so they can then be reassigned.

## **NOMINATION COMMITTEE**

### Purpose of the Committee:

To lead the church in filling all church-elected leadership positions filled by volunteers.

### Duties of the Committee:

1. Select and enlist church ministry/program leaders, church committee chairpersons, committee members, and general church officers.
2. Approve volunteer workers before they are invited and presented to the church to serve in church-elected leadership positions.
3. Present volunteer workers to the church for election.

### Work of the committee:

1. Set up a simple standard of essential qualifications for determining eligibility for office holding. In most cases, the *Guidelines for Workers, Committees, and Officers* will provide the essential qualifications for a given position. In general, the qualifications for most positions should include:
  - a. Evidences of spiritual mindedness.
  - b. Membership in good standing of the electing church.
  - c. Availability and capability for the office or position
  - d. Evidence of commitment to the church and its ministries.
  - e. Participation in the ministry/program to be served.
  - f. Evidences of potential leadership ability.

- g. Some assurance of cooperative spirit and loyalty to the basic faith and program of the church.

\*Note: The standard should not be set so high that few could reach it nor so low that discrimination would be unnecessary.

2. In the case of those holding office, prayerful thought should be given to the possibility of making desired and (or) needed changes. Frequently such study will disclose that an officer or teacher or leader would be happier and more fruitful if transferred to another job or even relieved. The committee with tact and love should determine to recommend what is best for all concerned, and not just re-nominate unreflectively those currently holding office.
3. Provide to prospective nominees the information contained in the *Guidelines for Workers, Committees, and Officers* that pertains to their potential position (if included in the guidelines) to ensure the nominee has a clear understanding of the qualifications, responsibilities, and duties of the position.
4. The nominating committee, having determined the places to be filled and having interviewed the desired persons and found them available and qualified for nomination, may go a step further in providing a certain amount of pre-training, especially for those who have not had previous experience. This may be done by:
  - a. Placing in the hand of the prospective workers other materials that further describe the position which he or she is being invited to consider.
  - b. Inviting the person under consideration to get acquainted with the job through observation of those already engaged in it.
  - c. Joining a training class relating to the new work.

## **PERSONNEL COMMITTEE**

### Purpose of the Committee:

The purpose of the Personnel Committee is to assist the church in matters related to employee personnel administration and management.

### Requirements of the Committee:

The Personnel Committee shall consist of three (3) members. These three members shall be appointed by the Deacon Officers (Chairman of Deacons, Vice-Chairman of Deacons, and Secretary of the Deacons). Individuals appointed to the Personnel Committee must be godly, spiritually-mature Christians with demonstrated experience in personnel management. One (1) member shall rotate off the committee each year and cannot be reappointed until a period of one (1) year has lapsed. Each appointment shall be for a period of three (3) years.

At least two (2) of the members of the committee shall be an active Deacon. The third member of the committee shall be an appointment from the church the church membership. Insofar as possible, the Deacon Officers should ensure new appointments to the committee will be compatible with those currently serving members of the committee. An individual that has a relative on the church staff is not permitted to serve on the Personnel Committee.

### Duties:

1. Prepare and update, as necessary, job descriptions for all employed personnel, subject to approval by the church.

2. Recruit, interview and recommend to the Deacon body new employed non-ministerial staff (secretaries, custodians) according to established church policy and staff criteria. All staff hirings are subject to approval by the church.
3. Develop and recommend for approval by the church salary, expense, allowance and benefit plan, and/or schedule for all employed staff personnel. All salary package changes must be recommended to the church for their approval by the personnel committee.
4. Develop and recommend to the church procedures for employed personnel administration.
5. No staff member can be dismissed by the committee until the committee has recommended the dismissal to the Deacon Body, and they in turn recommend same to the church.
6. Conduct quarterly meetings with all ministerial and non-ministerial staff for the purpose of discussing job performance and providing a means for staff to voice needs and issues of concern.

### **FINANCIAL COMMITTEE**

The Financial Committee is to be composed of the Church Treasurer, Financial Secretary, Chairman of Deacons, and the Pastor. The committee will review bills once a month. Two people on the committee will initial bills to be paid. The bills will then be passed on to the Church Secretary.

### **FINANCIAL SECRETARY**

1. Faithful and dedicated Christian.
2. Faithful in caring for the offerings on Sunday mornings and Sunday evenings.
3. Be with the Counting Committee when the offering is counted.
4. Keep offerings and records confidential.
5. Be responsible for recounting offering envelopes after money is taken out.
6. Turn envelopes into the church office.
7. Make out deposit slips and deposit money in the bank.
8. Be able to communicate with the Church Treasurer and church office.

### **CHURCH TREASURER**

1. The person serving in the position of Church Treasurer must be a Christian and be willing to serve the Lord and his/her church.
2. The Church Treasurer is responsible for signing the checks and checking the bank statements once a month.
3. The Church Treasurer is responsible for working with a CPA in calculating the Pastor and Minister of Music's W-2 form.
4. The Church Treasurer is responsible for being at the Business Meetings to present the Treasurer's Report prepared by the Church Secretary.

## **COUNTING COMMITTEE**

1. Be a faithful Christian.
2. Be willing to serve the Lord and the church.
3. Be faithful in attendance (especially on Sunday mornings and Sunday evenings).
4. Be a trustworthy person.
5. Be able to keep things pertaining to offerings confidential.
6. Be able to help count offerings between Sunday School and Worship Service and also after Worship Service.

## **BUILDINGS AND GROUNDS COMMITTEE**

1. Maintain entire building complex.
2. Maintain or replace existing equipment and appliances.
3. Recommends the purchase of new equipment as needed for proper maintenance to the church.
4. Provide oversight for the maintenance of the grounds;
  - a. Mowing;
  - b. Brush-hogging;
  - c. Maintenance to parking lot.
5. Present to church ideas on upkeep, maintenance, and repairs of the church facilities and grounds.
6. Up to \$1,000 may be spent by the committee to carry out their responsibilities without prior church approval.
7. The committee is comprised of six members who are elected to serve a 3-year term.
  - a. Two new members are elected annually and the two longest serving members of this committee rotate off annually.
  - b. A member that has rotated off the committee must sit out a minimum of one (1) year before they can be reappointed to the committee.
8. A Chairman is elected annually by the committee from the two longest serving members of the committee (the other longest serving member not elected as Chairman serves as the Vice-Chairman).

## **ASSOCIATION BOARD MEMBER**

1. The person serving must be a Christian and willing to serve the Lord and his/her church.
2. The Board Member will need to attend all meetings of the Caldwell-Lyon Association, which are held once a month.
  - a. The Board Member will be representing Northside Baptist Church in matters pertaining to the Caldwell-Lyon Association.
  - b. The Board Member will answer the roll call, reporting who is attending and representing Northside Baptist Church.

- c. At each monthly associational meeting the Board Member will report new members added by baptism and by letter and other decisions that are made in our church. The Board Member can obtain this information from the church office.
3. The Board Member should share with the church what is taking place in the Association.

## **CHURCH CLERK**

1. Takes minutes at “Regular” and “Special Called” Business Meetings.
2. Reads minutes at Business Meetings.
3. Keeps organized and up-to-date roll of all church members.
  - a. Completes and mails forms to grant church letters for our members joining other churches.
  - b. Completes and mails form requesting letter for new members joining our church from another church.
4. Gives copy of each month’s Business Meeting minutes to Church Secretary to be recorded in the the church permanent record book.
5. Compiles list of the following totals for the yearly Associational letter:
  - a. Members deceased;
  - b. New members by baptism;
  - c. New members by letter;
  - d. Members leaving to join other churches.
6. Works with the Church Secretary to be present at all regular church services to record information on new members joining the congregation.

## **MODERATOR**

The basic job of the Moderator is to preside over the Business Meetings of the church. In order to preside, one has to exercise a certain amount of authority and control.

1. It is the Moderator’s responsibility to see that the monthly reports are submitted on time and are accepted or rejected by the church.
2. The Moderator must make sure that all committee reports, deacon recommendations, and motions made in Business Meetings are fully explained to the congregation’s satisfaction.
3. The Moderator should ensure that all motions made and seconded are given a proper amount of time for discussion.
4. The Moderator should assist the Church Clerk in the recording of motions as well as the individuals who made and seconded the motions.
5. The Moderator needs to be able to sense possible volatile situations and be able to react in a manner to calm emotions.
6. In the case of a tie vote, it is the Moderator who casts the tie breaking vote.
7. At times, the Moderator will appoint committees with the church’s permission.
8. In all cases of, or points of, conflict, the Moderator must remain neutral unless directly asked by the church his/her opinion.

9. The Moderator must take the lead in conducting the business of the church with the dignity that our Lord and Savior deserves.
10. The Moderator rotates annually, with the Assistant Moderator stepping up to the Moderator position.
11. A new Assistant Moderator is appointed annually.

### **LORD'S SUPPER COMMITTEE**

Individuals serving on the Lord's Supper Committee must be a faithful Christian who is willing to serve the Lord and the church. The committee is responsible for preparations and cleanup when the church participates in the ordinance of the Lord's Supper, including the following:

1. Prepare table (tablecloth, etc.).
2. Meet 1 to 1-½ hours before church to prepare.
3. Have all containers clean.
4. Put juice cups in trays and bread on plates and take to sanctuary.
5. Afterwards, clean and store plates and trays.

The Committee should coordinate with the Pastor and Deacons concerning the order of worship and additional preparations that will be needed when the Lord's Supper is observed.

### **BAPTISMAL COMMITTEE**

1. Show person to be baptized where to go to prepare for the baptism.
2. Have handkerchiefs available for use by the person being baptized.
3. Have towels available for use by the person being baptized.
4. If person to be baptized is a child, help them dress and fix their hair.
5. Stay with the person being baptized until they are ready to rejoin the congregation, and escort them into the sanctuary.
6. After the baptism is completed, help the person who was baptized find their family so they can sit with them.

The following will be provided by and (or) maintained at the church to assist with baptisms:

- a. Robes for individuals to wear (different sizes and kept at church).
- b. Towels and handkerchiefs.
- c. Hair blow dryer.
- d. Shelf and hooks on which to hang clothes.
- e. Divider for privacy when more than one is dressing at the same time.
- f. Mirror in dressing rooms.
- g. Chair or bench in dressing rooms to help while dressing.

### **DOOR GREETERS COMMITTEE**

1. Be at church by 9:00 a.m. each Sunday.
2. Be friendly and outgoing to each person, including children.

3. Familiarize yourself with the church building to know where various Sunday School classes are located.
4. Make a note of all visitors you meet and make sure their names are submitted to the church office.
  - a. While Sunday School classes are responsible for getting names and contact information for all visitors attending Sunday School, Door Greeters should also make note of visitors to ensure the church office gets this information for all visitors.
5. Door Greeters should rotate monthly.

## **HOSPITALITY COMMITTEE**

1. Be a dedicated Christian.
2. Be willing to serve God and the church.
3. Be in charge of the church socials.
4. Be available to provide assistance with the church socials and other appropriate events.
5. A Chairperson will be selected by the Hospitality Committee annually.
  - a. The Chairperson provides leadership and shares the needs with the rest of the committee.
  - b. The Chairperson will be given keys to the facilities/rooms that will need to be accessed to perform the committee's functions. At the conclusion of the Chairperson's term the keys must be returned to the church office for redistribution.
6. Arrange for and provide oversight of set up of the tables/chairs and other preparations (as needed) for the event.
7. Prepare (or make arrangements for the preparation of) the food and the drinks.
8. Provide clean up at the conclusion of the event.
9. Make sure there are enough plates, napkins, cups, forks, spoons, ice, etc. for the event.

## **VEHICLE MAINTENANCE COMMITTEE**

The Vehicle Maintenance Committee is responsible for the maintenance and upkeep of the church's vehicles, including the following:

1. Oversee normal servicing of church vehicles.
2. See that repairs are done when needed.
3. Check vehicles before they are used by youth or other groups for trips.
4. Check tires regularly.
5. If there is an item needed for vehicles that will require a substantial expenditure, check with the deacons or take it before the church for approval.
6. Office staff or van/bus drivers that become aware of a need relative to the vehicles should inform the committee of the need.
7. Have vehicles cleaned on a regular basis.
8. Classes, groups, or individuals using the church's vehicles are required to fill up with gasoline upon returning, unless it is a Youth or Children's group.

## **BUS DRIVER**

The church bus will run on Sundays and Wednesdays to transport children, youth, and adults to church. The bus drivers must be on time and very dependable, and they must run route on the assigned schedule. Below is specific information for individuals driving the bus on Sunday mornings and Wednesday nights.

### **Sunday Morning Bus Drivers:**

1. Drivers rotate on a monthly basis.
2. Keys for the bus and bus garage will be given to the Bus Driver at the beginning of their assigned month. After the last Sunday of their assigned month, the Bus Driver shall turn the keys back into the church office.
3. The Church Secretary will call the Bus Driver on Saturday evening with the list of individuals that need to be picked up on Sunday morning.
4. To ensure ample time to run the bus route, the Bus Driver shall leave the church with the bus no later than 8:30 a.m. on Sunday morning.
5. After bus riders have been taken home after church, the bus shall be parked back inside the bus garage.
  - a. Make sure the bus garage is completely locked up and lights turned out when you leave.
6. Should fuel need to be replaced in the church bus, the church has an account at Sam's Shell and car wash (305 East Legion Drive).

### **Wednesday Night Bus Drivers:**

1. Depending on the number of Bus Drivers, drivers will rotate on either a weekly or monthly basis.
2. To provide adequate supervision of children and youth on the bus, two drivers will be scheduled for each Wednesday night.
3. Keys for the church bus and bus garage and the list of children/youth/adults to be picked up will be taped to the church office door frame.
4. To ensure ample time to run the bus route, the Bus Driver should leave the church with the bus no later than 5:45 p.m. on Wednesday evening.
5. The bus should depart the church to take riders back home at the conclusion of the adult and children's service (approximately 7:30 p.m.).
  - a. Make sure any youth attending Oasis (youth service in the R.O.C.) are gathered prior to departing.
7. After bus riders have been taken home after church, the bus shall be parked back inside the bus garage.
  - a. The keys for the church bus and bus garage should be left in the bus ignition. The keys will be removed by church staff the next morning.
  - b. Make sure the bus garage is completely locked up and lights turned out when you leave.
8. Should fuel need to be replaced in the church bus, the church has an account at Sam's Shell and car wash (305 East Legion Drive).

## **FLOWER COMMITTEE**

1. The Flower Committee is responsible for getting flowers and seeing that they are placed in the church.
2. The Committee should provide flowers and (or) decorations for holidays such as Thanksgiving, Christmas, Easter, and other appropriate holidays and special events.
3. Friends and family members may desire to furnish flowers in memory of or in honor of loved ones.
  - a. When such is the case, these requests should be coordinated through the Flower Committee.
  - b. Advance notice should be given to the committee to prevent any conflicts and to ensure proper recognition in the church bulletin.
4. Many churches have a flower calendar to be placed in the vestibule. The Flower Committee should be given the privilege of administering these funds in keeping with the budget.

## **SENIOR ADULT DIRECTOR**

The Senior Adult Director plans and provides a wide range of fellowship activities and ministries for those over the age of 50, who are members of Northside Baptist Church, are friends or relatives of members of Northside Baptist Church, or are prospective members of Northside Baptist Church. These activities may include, but are not limited to: nursing home programs and visitations; shut-in visitation and ministries; trips to places of interest and enjoyment; and lunch or dinner gatherings.

## **SENIOR CITIZEN MEAL SUPERVISOR**

1. The Senior Citizen Center sends a list to the church of the dates that our church is responsible for delivering meals to the senior citizens (every four weeks).
2. The Church Secretary makes a copy for the Senior Citizen Meal Supervisor.
3. The Supervisor places these dates on his/her calendar.
4. The schedule is placed in the bulletin by the Church Secretary.
5. If people do not contact the Supervisor, then he/she must contact people to assist in delivering meals.
6. The Supervisor, on Friday of the week meals are delivered, gives a list of those who delivered meals to the Church Secretary so a thank you can be placed in the bulletin.

## **CHURCH LIBRARIAN**

1. Provide resource materials for training workers. The church library should provide background study aids, Bible commentaries, atlases, dictionaries, group psychology study aids, maps, and other pertinent resources.
2. Provide resource materials for extending the teaching-learning process. The library is to keep materials up to date for use by all of the mission groups. This includes mission magazines published by the Foreign and Home Mission Boards, maps, pictures, and tracts.

3. Provide resources for meeting needs in everyday living. Resources can provide counsel in family living, solace in bereavement, comfort in illness, guidance in vocations, assurance in times of doubt, and strength in temptation.
4. Provide Christian biographies and Christian fiction for the leisure reading of church members.
5. Organize the library so members can find books and helps quickly.
6. Remember, the library belongs to the church members. Help them to use and enjoy it.

### **USHER**

The duties of an usher consist of taking up the offering on Sunday mornings and Sunday nights. Ushers also are used to pass out any literature or other items that may need to be presented to the congregation.

### **CHURCH PHOTOGRAPHER**

The church photographer should be available to take pictures for any church activity he/she is called for. He/she is also responsible for having pictures developed.

### **SOUND AND TECH TEAM**

1. Works with the Pastor and Minister of Music regarding all audio-visual needs to ensure a quality worship experience for the congregation.
2. Diligently carry out the duties of the team.
  - a. Check system before all worship services.
  - b. Rehearse with soloists and choirs/groups.
  - c. Be available to assist with weddings, revivals, VBS, and any other special events.
3. All audio-visual needs and requests must go through the Sound and Tech Team.
  - a. All videos, photos, pictures, music, etc. to be used in worship services should be provided to the team at least 24 hours prior to the service they will be used in to allow them to be set up and tested to avoid any errors.
4. Either by rotating basis or other arrangement makes sure that there is a member of the Sound and Tech Team at every designated service.

### **MUSIC MINISTRY POSITIONS**

#### **PRAISE BAND MEMBERS:**

1. Must be a Christian, sure of his/her salvation.
2. Be a member of Northside Baptist Church, and attend services regularly and be active in the church's ministries.
3. Prepare for practices and services in advance (i.e., gather music, practice songs, etc. according to the directions provided by the Minister of Music).
4. Must attend all Praise Band practices.

5. Those members that are qualified and able should be willing to make themselves available to stand in for the Minister of Music in his/her absence.
6. Be active in identifying and providing music for new songs to the Minister of Music for his/her consideration.

#### PIANO/ORGAN ACCOMPANISTS:

1. Accompany congregational singing as arranged by Minister of Music during services when the Praise Band is not leading worship.
2. When needed, be prepared to provide appropriate Prelude, Offertory and Postlude music for worship services.
3. Be available to practice with and accompany soloists or groups when needed.

#### ADULT CHOIR MEMBERS:

1. Must be a Christian, sure of his/her salvation.
2. Be a member of Northside Baptist Church, and attend services regularly and be active in the church's ministries.
3. Work with the Minister of Music in planning and preparing music for worship services and special events.
4. Must attend all Adult Choir practices.
5. Practice songs at home and seek to continually develop the talents that God has given you.

#### CHILDREN'S CHOIR TEACHER/HELPERS:

1. Work with the Minister of Music to teach children to sing.
2. Encourage and foster the development of child singers.
3. Work with the Minister of Music in planning and organizing music for children's music specials, cantatas, etc.

## **NURSERY SUPERVISOR**

#### Qualifications:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Must have a love for babies and their families.

#### Duties:

1. Responsible for recruiting workers and making Nursery Schedule. Schedule should be turned in to the Church Secretary who will mail copies to all workers. Nursery workers should be scheduled according to the following:
  - a. Two (2) workers on Sunday mornings and Sunday nights in the baby nursery.
  - b. Two (2) workers on Sunday mornings for the 2-3 year olds.
  - c. Two (2) workers on Sunday nights for the 2-3 year olds when there is no other program for this age group.
  - d. Two (2) workers on Wednesday nights in the baby nursery.

2. Responsible for recruiting subs for nursery in the event a scheduled worker cannot be there.
3. Responsible to fill in for workers if a scheduled worker cannot be there and a replacement cannot be found.
4. Responsible for purchasing nursery supplies for each room. Items include, but are not limited to, cookies, crackers, Dixie Cups, tissues, and handi-wipes.
  - a. Supplies should be placed in designated containers in nursery rooms on Wednesday nights preceding the Sunday morning they will be needed.
  - b. Items may be purchased at Food Giant or Hancock's and charged to the Northside Nursery Budget.
  - c. Receipts for purchased items must be turned in to the Church Secretary each week.
5. Responsible for making sure the nursery and toddler rooms are clean and presentable for our children.

### **SUNDAY SCHOOL DIRECTOR**

The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday School. Responsibilities include:

1. Provide leadership in the Sunday School organization.
2. Give specific assistance to each department director in accomplishing his/her work.
3. Provide leadership to Sunday School workers and communicate and encourage the importance of active involvement with Bible study.
4. Develop and support the outreach program of the Sunday School.
5. Make Sunday School Teachers aware of training programs.
6. Develop and maintain regular meetings with Sunday School workers.
7. Encourage Sunday School workers to make challenging but realistic goals for class growth, and help them outline the means to achieve these goals.
8. Maintain and use records of Sunday School attendance as a means to monitor progress.
9. Maintain good communication with the Pastor in regards to the Sunday School program.

### **YOUTH LEADERS/TEACHERS**

Youth Leaders work under the leadership of the Youth Pastor. They assist in planning and promoting activities of the Student Ministry, and provide supervision for Student Ministry activities and events. Youth Leaders should model the Christian life for students. The following are qualifications/guidelines for all Youth Leaders. All Youth Leaders will be required to agree by signature to these qualifications/guidelines.

#### 1. Converted

*"Thus by their fruit you will recognize them." – Matthew 7:20*

- Each Youth Leader should be a born-again, baptized believer in the Lord Jesus Christ for at least two years.
- Each Youth Leader should be able to articulate his/her testimony.

## 2. Churched

*“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.” – Hebrews 10:25*

- Each Youth Leader should be present during Sunday School, Sunday Morning Worship, Sunday Evening Worship, and Wednesday Night Bible Study when they are able.
- Each Youth Leader should take an active part in church activities (whether it be youth or otherwise).
- Each Youth Leader should be a baptized member of Northside Baptist Church.
- Each Youth Leader should support the leadership of Northside Baptist Church in any circumstances.

## 3. Craving the Word

*“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads.” – Deuteronomy 11:18*

- Each Youth Leader should study their Bible on a daily basis and consistently grow in knowledge of the Scriptures.
- Each Youth Leader should set aside time in their day for prayer and meditation on God’s Word.

## 4. Compassion for the Lost

*“This is good and pleases God our Savior, who wants all men to be saved and come to knowledge of the truth.” – 1 Timothy 2:3-4*

- Each Youth Leader should reach out to their peers in their workplace, neighborhood, school, etc.
- Each Youth Leader should demonstrate a desire to see Northside Baptist Church grow through salvation and baptism of lost people.

## 5. Consecrated

*“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” – Romans 12:2*

- Each Youth Leader should live a life that is holy and set apart – different from the rest of the world.
- Each Youth Leader should:
  - ✓ Be at least 21 years of age to work with high school students.
  - ✓ Not drink *any* alcoholic beverages for the duration of their time as a Youth Leader.
  - ✓ Not have *any* alcoholic beverages in his/her home.
  - ✓ Not have consumed *any* alcoholic beverages nor have been considered to be an alcoholic within the past year.
  - ✓ Not use any form of tobacco while on Northside Baptist Church property or at a Northside Baptist Church function.
  - ✓ Not have used any illegal drugs nor have been considered to be a drug addict within the past year.
  - ✓ Not be alone with a student of the opposite sex unless they are related.

- ✓ Not be in a relationship with a student that they work with. (A college student dating a high school student cannot work with high school students.)
  - ✓ Not use foul language at all, but especially in the presence of youth.
  - ✓ Not be involved with gossip, whether true or false.
  - ✓ Not be involved in any ongoing sin including immoral relationships, inappropriate living situations, pornography, etc. (In some cases, a person must be a year removed from the sin. Discretion lies solely with the Youth Pastor.
- Each Youth Leader must agree to a background check that may be run at any time they are serving as a Youth Leader.
  - Each Youth Leader may be considered “guilty by association” if they are involved in activities where questionable character is being practiced, even if the Youth Leader themselves were not acting with questionable character.
  - Each Youth Leader may be asked to step down from their position for a period of time if there is a question about their character or morals.
  - Each Youth Leader who breaks one of the qualifications under “Consecrated” will be asked to step down immediately. Second chances will only be given after a period of time (minimum one year) is allowed to show evidence of a changed attitude. All decisions made regarding a Youth Leader’s termination is solely under the discretion of the Youth Pastor and other Ministerial Staff.

## **SUNDAY SCHOOL TEACHERS AND OFFICERS**

### Teacher:

1. One who leads with the Bible lesson on Sunday mornings and be strong in their commitment to the Lord and devotes time adequate time for study.
2. Is always aware of the needs of members of their class whether spiritual or other.
3. Nurture the spiritual growth of class members, and support the outreach program of the Sunday School.
4. Attend meetings concerning Sunday School growth.
5. Identify Substitute Teacher to fill in when not in attendance.

### Secretary:

1. Keep attendance records on class members and turn information to Church Office.

### Outreach Director (one needed for each class)

1. Responsible for contacting members absent by personal contact, card or phone call.
2. Coordinate class fellowships with Teacher, ensuring potential class members are invited and made to feel welcome.

## **TEACHER – PRESCHOOL DEPARTMENT**

### Qualifications:

1. Must be a Christian, sure of his/her salvation.

2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Must be committed to teaching the Bible.
5. Must be committed to a strong prayer life.
6. Must be striving to obey God's will for his/her life.

Duties:

1. All Preschool Teachers need to be in their classes at least 15 minutes before the class begins since preschoolers do not need to be left alone.
2. All Preschool Teachers should show interest in the preschoolers and their parents. We are ministering to these children and their parents.
3. All Preschool Teachers should be willing to visit and keep up contacts. We must stay in touch and show interest in them.
4. Preschool Teachers are required to attend at least 50% of the Teachers' Meetings and to read helpful literature.
5. Strive to develop a disciplined prayer life.
6. Pray for your students and their families.
7. Strive to be loyal to Northside Baptist Church and its programs by praying for the ongoing mission of the church, by attending worship services, by participating in Sunday School and other church programs, and by tithing and giving to missions.

## **TEACHER – CHILDREN'S DEPARTMENT (K-4<sup>TH</sup> GRADE)**

Qualifications:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Must be committed to teaching the Bible.
5. Must be committed to a strong prayer life.
6. Must be striving to obey God's will for his/her life.

Duties:

1. All Teachers should be in their classes at least 15 minutes before class begins.
2. All Teachers should show interest in the children and their parents. We are ministering to these children and their parents.
3. All Teachers should be willing to visit and keep up contacts in order to minister to and develop concern for the children and their parents.
4. Teachers are required to attend at least 50% of the Teachers' Meetings and to read helpful literature.
5. Strive to develop a disciplined prayer life to include other teachers, class members and their families, friends, and neighbors.

6. Strive to be loyal to Northside Baptist Church and its programs by praying for the ongoing mission of the church, by attending worship services, by participating in Sunday School and other church programs, and by tithing and giving to missions.

## **TEACHER – ADULT DEPARTMENT**

1. The teacher will have a strong personal relationship with God and the leader for Bible study.
2. Visit class members when absent and encourage prospects to attend Sunday School.
3. Attend Sunday School meetings, when called by the Director.
4. Help meet the needs of class members, be in class on time and have a genuine concern for class members and prospects.
5. Study the Bible background for the lesson, involve members in class participation, and encourage class members to study the Bible daily and to have an active prayer life.
6. Dismiss class on time.

## **CHILDREN’S CHURCH DIRECTOR**

### **Qualifications:**

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Must be committed to teaching the Bible.
5. Must be committed to a strong prayer life.
6. Must be striving to obey God’s will for his/her life.

### **Duties:**

1. Director should show interest in the workers they recruit and pray for the success of Children’s Church and the workers involved.
2. Director should show interest in the children and their parents. We are ministering to these children and their parents.
3. Director should be willing to visit and keep up contacts in order to minister to and develop concern for the children and their parents.
4. Strive to develop a disciplined prayer life to include other teachers, church members and their families, friends, and neighbors.
5. Strive to be loyal to Northside Baptist Church and its programs by praying for the ongoing mission of the church, by attending worship services, by participating in Sunday School and other church programs, and by tithing and giving to missions.
6. Director is responsible for recruiting workers for Children’s Church and developing a rotation schedule or conducting Children’s Church himself/herself.
7. Director should recruit teachers, worship leaders, and other workers as needed.
8. Director is responsible for ordering literature for program and ensuring teachers have the supplies needed to conduct Children’s Church.

9. Lead (or appoint someone to lead) the Opening Assembly.
10. Select different children each Sunday to take up offering.
11. Fill out the offering envelopes and send to the office.
12. Take prayer requests and have prayer.
13. Make sure each age group has a teacher and helper present each Sunday.
14. Stay in contact with workers to help if problems arise so that you can work through them together.

## **CHILDREN' CHURCH WORKERS AND TEACHERS**

### **Qualifications:**

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Must be committed to teaching the Bible.
5. Must be committed to a strong prayer life.
6. Must be striving to obey God's will for his/her life.

### **Duties:**

1. Teachers should show interest in the children and their parents. We are ministering to these children and their parents.
2. Teachers should be willing to visit and keep up contacts in order to minister to and develop concern for the children and their parents.
3. Strive to develop a disciplined prayer life to include other teachers, church members and their families, friends, and neighbors.
4. Strive to be loyal to Northside Baptist Church and its programs by praying for the ongoing mission of the church, by attending worship services, by participating in Sunday School and other church programs, and by tithing and giving to missions.
5. Teachers and workers should come prepared. If you fail to prepare ahead of time, the children lose interest quickly.
6. Have extra activities planned so the children won't become restless, as some services are longer than others.
7. Keep children's church to the atmosphere of a worship service, **NOT** a play time, but be flexible so the children can participate and add to the service.
8. You may prepare games, Bible drills, etc. for extra time after lessons.
9. Give the children a chance to express their views on the lesson and encourage them to participate. Give them confidence to speak about God in a group as well as encourage them to talk to God.
10. Prepare special activities and perhaps refreshments on special occasions and holidays to give them something to look forward to and keep them coming.
11. Occasionally children enjoy "homework." Example: Ask them to bring something to church next week to do a special activity. Challenge them to live out something learned

in the Bible lesson and report back the following Sunday. They enjoy sharing what they have accomplished.

## **AWANA MINISTRY** **(Commander, Director, Leader, and Listener)**

### **Qualifications:**

1. Must be a Christian, sure of his/her salvation.
2. Member of Northside Baptist Church.
3. Should attend church regularly.
4. Must pass a Criminal Background Check.
5. Should be committed to teaching the Bible and the AWANA program.
6. Should be committed to a strong prayer life.
7. Striving to obey God's will for his/her life.

### **Duties:**

1. All workers should be in the Opening Ceremony at least 15 minutes before start time.
2. All workers should show interest in the children and their parents. We are ministering to these kids and their families.
3. All workers should be willing to visit and keep up contacts in order to minister to and develop concern for the children and their families.
4. Workers are required to attend at least 50% of the AWANA meetings and to read helpful literature.
5. Strive to develop a disciplined prayer life to include other teachers, class members, their families, friends, and neighbors.
6. Strive to be loyal to Northside Baptist Church and its programs by praying for the ongoing mission of the church, by attending worship services, by participating in Sunday School and other church programs, and by tithing and giving to missions.

## **UPWARD MINISTRY**

### **DIRECTOR:**

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of Northside Baptist Church and attend church regularly.
3. Must submit to and pass a Criminal Background Check.
4. Provides overall leadership for the Upward Ministry.

### **RECRUITMENT AND ACCOUNTABILITY COMMISSIONER:**

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.

*NOTE: It is recognized that the Upward Ministry is an outreach ministry to the community, and that some individuals that are not members of Northside Baptist Church may wish to be involved in this ministry. Because Northside Baptist Church is a church*

*that believes in cooperating in appropriate ministries with other churches in our community, individuals that are active members in other churches are encouraged to serve in this ministry.*

3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Encourage Coaches and Assistant Coaches to be active in their church.
5. Ensure Coaches and Assistant Coaches are teaching basic basketball skills and providing a Bible study for their team.

#### COACH:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.
3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Teach basic basketball skills and provide a Bible study for their team.

#### ASSISTANT COACH:

1. Preferably individuals in this position will be a Christian, sure of his/her salvation.
  - a. However, in some cases this position may be filled with a parent or other individual that is not saved but could benefit from the Bible studies. This arrangement has led to salvation for some individuals in the past.
2. Provide assistance to the Coach in teaching basic basketball skills and give support for the Bible study.

#### ANNOUNCER:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.
3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Announce teams at beginning of games and provide play-by-play commentary during games.
5. Provide information and announcements for parents and spectators.

#### REFEREE COMMISSIONER:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.
3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Plan and set the schedule for referees, ensuring there are referees for each game.
5. Provide assistance during games in basic basketball skill training for children.

#### CONCESSIONS COMMISSIONER:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.

3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Stock concession with supplies and food/snack/candy items.
5. Ensure there are adequate workers to cover the work load of the concessions during games.
6. Responsible for money resulting from concessions sales.
  - a. All proceeds from concessions must be turned directly into the church office.
7. Concessions must turn a profit.
  - a. While we want to provide convenience with the concessions for those attending games, the concessions must turn a profit to help offset scholarships and equipment needs.

#### GENERAL WORKERS:

1. Preferably individuals in this position will be a Christian, sure of his/her salvation.
  - a. However, in some cases this position may be filled with a parent or other individual that is not saved but could benefit from the Bible studies/testimonies. This arrangement provides an opportunity to witness to these individuals and encourage involvement in a church, and has led to salvation for some individuals in the past.
2. Provide help wherever needed.

## **CELEBRATE RECOVERY LEADERS/WORKERS**

#### LEADERS:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church.

*NOTE: It is recognized that Celebrate Recovery is an outreach ministry to the community, and that some individuals that are not members of Northside Baptist Church may wish to be involved in a Leader role. Because Northside Baptist Church is a church that believes in cooperating in appropriate ministries with other churches in our community, individuals that are active members in other churches are encouraged to serve in this ministry.*

3. Must attend church regularly and be active in the ministries of the church where the individual is a member.
4. Must promote Jesus Christ as the only Lord and the only way to salvation.
5. Must be actively growing in a personal relationship with Christ, as evidenced by an active prayer life, regular and consistent Bible study, and active and ongoing fellowship with fellow Christians.
6. Must be willing to work under the direction and leadership of the Celebrate Recovery Director and the Senior Pastor of Northside Baptist Church.
7. Must have a minimum of one year (preferably two years) of “clean time” from any addiction.
8. Must have completed the 12 Steps of Recovery.
9. Must be willing to submit to periodic drug screenings.

10. Be willing to sponsor new members in Celebrate Recovery.

WORKERS:

1. Must be a Christian, sure of his/her salvation.
2. Must be a member of a Bible-believing, Christ-centered church, and attend their church of membership regularly and be active in its ministries.
3. Must promote Jesus Christ as the only Lord and the only way to salvation.
4. Must be willing to learn about the 12 Steps of Recovery.
5. Must be willing to work with the Celebrate Recovery Director in a variety of capacities.