

Team Task Directive

Baptism Service Team

Scope of Ministry: The ordinance of baptism

Basic Objectives:

1. To assist the pastor and candidates for the service of baptism.
2. To be responsible for maintenance of all baptism supplies.
3. To seek training for yourselves, and train other workers.

General Responsibilities:

1. To have the baptistry is filled with warm water, on time, for each baptism service.
2. To make sure baptism robes and towels are ready in advance and are in good condition; to purchase new ones when needed.
3. To escort candidates to the robing rooms and assist with robe selection.
4. To keep the baptism robing rooms in good condition with appropriate furniture and supplies for changing clothes.
5. To graciously be available to the candidates as they prepare for baptism or after they have been baptized.
6. To assist the pastor in preparing for the baptism and in getting ready to enter the service.
7. To co-labor with the Pastor.

Indicators of Effective Ministry:

- The candidates feel comfortable and at ease.
- The candidates for baptism have privacy for changing.
- The water in the baptistry is warm and full.
- The pastor and candidates are able to leave the baptistry and enter the service quickly.
- The robes and towels are cleaned immediately after each baptism service.
- The robes and towels are stored in an orderly fashion.

Team Task Directive

Benevolence Service Team

Scope of Ministry: The benevolence ministry of the church

Basic Objectives:

1. To assist Tallassee area persons during crises, both church members and non-church members.
2. To be pro-active and creative in helping and ministering to needy people, providing material assistance and money management training when practical.
3. To promote involvement of church members with the community ACTS ministry.
4. To promote the Children's Home and World Hunger offerings within our church.

General Responsibilities:

1. To assist church members who need assistance during personal financial crisis.
2. To screen benevolence requests from non-church members, and determine the level of assistance that should be given to them.
3. To provide consistent and appropriate assistance.
4. To exercise discernment when assisting those who make requests for assistance.
5. To promote the ACTS ministry within the church.
6. To assist the ACTS ministry as needed, both with ongoing needs and seasonal emphases.
7. To promote within the church the World Hunger and Alabama Baptist Children's Home emphases.
8. To offer assistance and training in money management and personal budgeting skills.
9. Co-labor with the Pastor and church staff.

Indicators of Effective Ministry:

- Our church is known in the community, by other Christians and the unchurched, as a benevolent church.
- No church member having a legitimate need goes unassisted.
- People are being helped in ways that provide them with long-term benefit as well as immediate needs, such as helping them become employable, learn budgeting skills, knowing hygiene, etc.
- Our church is fulfilling its pledge to provide certain items for ACTS.
- Our church is aware of the Children's Home and World Hunger emphases.
- Lazy people do not view our church as a place for a free ride.

Team Task Directive

Childcare Ministry Team

Scope of Ministry: Childcare for preschoolers, birth through pre-kindergarten, during church worship services, choir rehearsal, revival, and other special services as needed

Basic Objectives:

1. To be sure that appropriate childcare is provided for preschoolers during church services.
2. To organize and train the volunteers who work with preschoolers at these times.
3. To be aware of and support the preschool policies of the church.

General Responsibilities:

1. To co-labor with the personnel committee in hiring "paid childcare workers."
2. To recruit and train volunteers within the church to appropriately staff the preschool building during church services
3. To provide materials for volunteers to use in teaching preschoolers during Extended Teaching Care (held during the morning worship services).
4. To be aware of, abide by, and make recommendations to the preschool policies of the church.
5. To explain and encourage support of the preschool policies.
6. To become aware of preschool "risks" issues.
7. To maintain a security system for the safety of preschoolers.
8. To Co-labor with the Minister of Education.

Indicators of Effective Ministry:

- Parents feel safe in leaving their preschoolers with our workers.
- Paid childcare workers are trained, respected by parents, and liked by preschoolers.
- Parents trust our church volunteers with their preschoolers.
- Our volunteers show up in a timely fashion.
- Volunteers know what to do when they are going to serve.

Team Task Directive

Children's Activities Ministry Team

Scope of Ministry: Children's Activities, 1st through 6th grades

Basic Objectives:

1. To plan, promote, implement, and evaluate activities for children in 1st through 6th grades at times other than the teaching times established by the Teaching Ministry Leadership Team

General Responsibilities:

1. To have a children's activity for all children every other month during the school year (mid-August through mid-May).
2. To have a children's activity for all children every month during the summer (mid-May through mid-August)
3. To include some events which are age-specific, so that younger children are with only younger children and older children are with only older children.
4. To have these special activities in addition to the activities listed above:
 - a. Trunk or Treat each year.
 - b. An end of the school year party which is age-specific (younger ages have one party, older ages have another party).
 - c. A Sunday School Kick-Off Party shortly after promotion. (Can be age-specific)
- a. Assist the Vacation Bible School Ministry Team as needed.
5. To co-labor with the Minister of Education

Indicators of Effective Ministry:

- Kids are telling their parents "I had fun."
- Parents know the schedule of special events in advance.
- Different volunteers are helping staff each event.
- Volunteers for and people attending Trunk or Treat increase over last year's levels.
- Younger children feel that they can do the games and activities planned, and they succeed at them.
- Older children feel that they are challenged by the games and activities planned, and they don't think it's just for little kids.

Team Task Directive

Choirs Team

Scope of Ministry: Choirs for preschoolers through youth

Basic Objectives:

1. To work in age-graded choirs for preschool, children, and youth.
2. To recruit additional workers for these choirs.
3. To seek training for yourselves and other workers.

General Responsibilities:

1. To learn how to teach music to children and preschoolers
2. To learn to use the curriculum designed for music education in the church.
3. To treat choir times as important by attending faithfully and preparing diligently
4. To support the worship life of the church by faithful attendance.
5. To bring prospects from the fringe of our church to becoming faithful members
6. To co-labor with the Minister of Music.

Indicators of Effective Ministry:

- Older preschoolers and children go home weekly saying, "I had fun in choir and learned something about music."
- Older preschoolers and children are coming weekly for their choirs.
- Parents and the church recognize the developmental quality of music education.
- Parents trust us to provide quality time for their preschoolers and children.
- Our older children understand what worship is about.
- Enrollment and attendance in children's choir increases each year.
- People are brought into the church family through this ministry.

Team Task Directive

Church Suppers and Kitchen Service Team

Scope of Ministry: Regularly scheduled meals at the church, Upkeep of the kitchen

Basic Objectives:

1. To see that regularly scheduled meals for the church or for church groups are prepared.
2. To keep the kitchen stocked with necessary items and utensils.
3. To emphasize sanitation and cleanliness in the kitchen.

General Responsibilities:

1. To coordinate the schedule for Wednesday Night Suppers meals.
2. To coordinate the schedule for Wednesday Night Supper setup. The team may do this work themselves.
3. To coordinate the schedule for Youth, Children, and Preschool Snack Supper. The team may do this work themselves.
4. To purchase with budgeted funds supplies for the kitchen, for example, table cloths, silverware, plastic ware, dishes, cooking/serving utensils, salt, pepper, sugar, rags, beverages, etc.
5. To wash dishes and clean up the kitchen after each event (or to see that it is done).
5. To make users of the kitchen aware of the church's kitchen policies.
6. To make recommendations to the church when the kitchen policies need to be updated.
7. To co-labor with the Hospitality Ministry Team and other groups which use the kitchen.
8. To co-labor with the Pastor and Ministerial Staff.

Indicators of Effective Ministry:

- The kitchen is kept in an orderly, clean fashion.
- When groups within the church use the kitchen, they know the importance of cleanliness.
- Those eating the church meals are well fed in a clean environment.
- The kitchen is stocked, and volunteers do not have to run to the store for common items.

Team Task Directive Comfort Ministry Team

Scope of Ministry: Providing comfort to church families who have lost a loved one through death.

Basic Objectives:

1. To provide meals for families on the day of a funeral.
2. To provide comfort in other ways, as possible.

General Responsibilities:

1. To communicate with grieving families within the church to discover how many people they expect will need to be fed on the day of the memorial service.
2. To organize church volunteers to prepare sufficient food to feed the family.
3. To organize members to serve the meal.

Indicators of Effective Ministry:

- Grieving members are not encumbered at the busy time following a death by preparing meals.
- Out of town family and friends are afforded an opportunity to be together with the family.

Team Task Directive

Decorating Service Team

Scope of Ministry: Decorating the worship center for Easter and Christmas

Basic Objectives:

1. To use appropriate decorations in the worship center for Easter and Christmas.
2. To involve others in the church as possible.

General Responsibilities:

1. To use tasteful decorations during Easter and Christmas in the worship center.
2. To recruit others as needed to help with the decorating.
3. To secure flowers for the worship center for services.
4. To co-labor with the Pastor and church staff.

Indicators of Effective Ministry:

- The church sanctuary is decorated.
- The decorations add to, rather than distract from, the primary focus of Worship Service.

Team Task Directive

Evangelism Ministry Team

Scope of Ministry: Those in the Tallassee area who do not know Jesus Christ as Lord and Savior.

Basic Objectives:

1. To make devoted followers of Jesus Christ out of irreligious people.
2. To mobilize the church for evangelism; to receive God's vision for First Baptist's evangelism strategy and to formulate action plans for carrying out the strategy.
3. To maintain a Christian *presence* in the community, to find ways to *present* the Gospel to those who do not know Christ, and to *persuade* people to receive Christ in personal commitment.
4. To create entry points where, in a "safe" environment, people can investigate the Christian faith, meet credible Christians, and have their questions answered.

General Responsibilities:

1. To co-labor with the Teaching Ministry Leadership Team to provide training in witnessing and lifestyle evangelism.
2. To involve people in evangelistic home Bible studies to create a setting where Christians can invite their friends who do not know the Lord.
3. To network with other Christians in the church to identify receptive people and to reach out through their social webs.
4. To clearly communicate the Good News of Jesus Christ, trusting the Holy Spirit to work within the hearers, until they decide for or against Christ.
5. To help new Christians in the church start reaching out to their friends and family soon after experiencing the new birth.
6. To plan and carry out "felt need" events to reach secular people with the Good News.
7. To maintain a profile of the overall membership of First Baptist ("First Baptist Fred" and "Betty") and of the people groups in our community ("Tallassee Tom" and "Tammy").
8. Based on the principle that "a church like ours reaches people like us," to select approaches which are most effective for reaching the people God has uniquely equipped us to reach. This is to be understood as building on our strengths rather than as an attempt to exclude.
9. When a people group requiring transcultural evangelism is discovered, to investigate the possibility of creating a transcultural new work team to start a new church.
10. To co-labor with the Pastor and Minister of Evangelism.

Indicators of Effective Ministry:

- People are becoming Christians and are being baptized into the church.
- Growing numbers of our church are consciously seeking to win lost family members and friends to Christ.
- An increasing number of church members are acquiring and growing in their skills to share the gospel.
- There is a regular flow of new people under the influence of the Gospel who are considering the claims of Christ upon their lives.
- People are being exposed to the Word of God and to the people of God and, over time, are becoming Christians.

Team Task Directive

First Impressions Service Team

Scope of Ministry: Welcoming and directing people as they enter the parking lot and the building for worship and Sunday Morning Bible Study.

Basic Objectives:

1. To greet people outside the building and serve as ushers inside the worship center.
2. To assist people entering the building as needed.
3. To help people feel welcome.
4. To help guests find their way.

General Responsibilities:

1. Station greeters at the parking lot
2. Directing guests to visitor parking places.
3. On bad weather days, offering valet parking.
4. Assisting the parents of preschoolers.
5. Assisting the elderly.
6. Assisting single mothers.
7. Helping the handicapped.
8. Station greeters at each entrance.
9. To escort guests to their Sunday Morning Bible Study group.
10. Welcoming guests to the church just like you would to your home.
11. Enlisting friendly people to welcome those attending (including senior adult women to work inside the building when possible, with a good mix of genders and ages).
12. Station greeters inside the worship center.
13. Distributing bulletins.
14. Greeting and making persons feel welcome as they enter the worship area.
15. Knowing where every class meets and being able to lead guests to them.
16. Seating people during the service. Guests should be seated beside regular attenders and introduced when possible.
17. Seating people only at times when their entrance will not disturb the services.
18. Helping maintain order.

Indicators of Effective Ministry:

- Greeters make the kind of impression that positively influences guest's attitude about First Baptist; this is important, as many people coming to church will have personal contact with only a greeter.
- People feel welcome as they enter the worship area.
- Guests feel less self-conscious and nervous, less like an outsider.
- People find it more convenient to come to Sunday Morning Bible Study and Worship.
- A warm welcome helps create the right atmosphere for worship.

Team Task Directive

Guest Response Service Team

Scope of Ministry: Gathering, processing, and forwarding information gathered from guests at Sunday Morning Bible Study and Worship Services.

Basic Objectives:

1. To establish a system of gathering and recording information from guests in Sunday Morning Bible Study and Worship Services.
2. To gather and administer the information received from guests each week.
3. To respond to guests and extend a welcome through mail and/or by telephone.
4. To forward guest information to those who make personal visits.

General Responsibilities:

1. To co-labor with the Teaching Ministry Leadership Team, the First Impressions Team, the Evangelism Ministry Team, and with the ministerial staff.

To arrange an appropriate means of gathering a response from guests in worship services. This team shall also co-labor with the Teaching Ministry Leadership Team in securing adequate information from visitors in Sunday Morning Bible Study.

To co-labor with the Teaching Ministry Leadership Team in designing and implementing a system of recording and filing information from prospects and providing this information for follow-up action.

To contact guests by visit or by telephone calls within thirty-six hours of their visit, to welcome them and see if there is any need that needs to be met, insuring that such information is recorded.

Developing and implementing a plan for preparing, processing, and mailing welcome letters to first and second-time visitors, including a self-addressed, return post card to gather feedback (such as "What did you notice first?" "What did you like best?" "What did you like least?").

Providing the Evangelism Ministry Team with accurate prospect information.

Co-labor with Prayer Ministry Team for prayer support.

Indicators of Effective Ministry:

- Guests express that they feel noticed, welcomed, and accepted.
- People visiting First Baptist comment that they feel comfortable with us.
- People are joining First Baptist and credit the welcome they received as one of the reasons.
- Unsaved visitors are "included in" and find Christ through the ministries of the church.

Team Task Directive
Homebound Ministry Team

Scope of Ministry: Homebound people, both Nursing Homes residents and shut-ins, who are members of our church or who have been members of our Sunday School.

Basic Objectives:

1. To visit the homebound.
2. To communicate with homebound with cards and phone calls.
3. To minister to the homebound, meeting spiritual needs and performing helpful acts of practical service.
4. To sponsor occasional church-wide projects to show love to our homebound.

General Responsibilities:

1. To organize regular visits to those who are homebound.
2. To see that those under the homebound ministry receive church mail outs.
3. To communicate with the families of the homebound and inform them of aspects of the homebound ministry.
4. To find new and creative ways to minister to the homebound; to involve the church family in occasional ministry projects for the homebound, such as care packages, holiday cards, etc..
5. To seek training for Homebound Ministry as available.
6. To meet "felt needs" of the homebound, for example, painting a ladies nails, reading the mail, etc.
7. To communicate within the team contacts made and special conditions of specific homebound individuals.
8. To communicate to the church staff special needs of homebound individuals.
9. To co-labor with the Pastor.

Indicators of Effective Ministry:

- Homebound members feel an ongoing connection to the church.
- Homebound persons feel close ties to the specific individuals who minister to them.
- All homebound receive regular contact from this ministry team.
- Family members of the homebound welcome, appreciate, and call on the homebound team.
- New church members become involved with this ministry year to year.

Team Task Directive

Hospitality Service Team

Scope of Ministry: Socials and receptions within the church

Basic Objectives:

1. To provide social for the church family on special occasions

General Responsibilities:

1. To host socials and receptions on special occasions
2. To recruit volunteers in addition to team members to help in hosting a social or reception
3. To co-labor with the Kitchen and Church Suppers Service Team about use of the kitchen and supplies.
4. To co-labor with the Pastor and church staff.

Indicators of Effective Ministry:

- Socials and receptions are well planned.
- Different people are involved in preparation and hosting socials and receptions.

Team Task Directive

Building Maintenance Service Team

Scope of Ministry: The upkeep of church properties

Basic Objectives:

1. To maintain the church properties in a clean, usable, safe condition.
2. To watch for ways to make our facilities more energy efficient.

General Responsibilities:

- To make repairs to the church property as needed, including the pastorium.
- To ensure that major appliances are operable.
- To contract with outside contractors when repairs are beyond the scope of the service team's ability, time commitment, or workload.
- To inspect property and grounds periodically to see what needs attention.
- To make recommendations to church concerning maintenance needs, as appropriate.
- To make repairs to the pastorium as needed, while respecting the privacy of the pastor's family.
- To lead out in ways to involve church members in low-profile maintenance projects, such as cleaning storage rooms, spring cleaning, etc.
- To co-labor with the personnel committee on the job description and job performance of custodial personnel.
- Co-labor with the Pastor and church staff.

Indicators of Effective Ministry:

- Our church buildings are in good repair.
- Maintenance projects do not linger.
- The pastorium is suitable for comfortable living.
- Visiting guests feel comfortable with the facilities and ready to come back.

Team Task Directive Landscape Service Team

Scope of Ministry: To oversee the lawn, shrubbery, trees, and gardens of the church.

Basic Objectives:

1. To see that grass and shrubbery is planted, fertilized, watered, and growing.
2. To see that trees are planted in strategic places to produce shade and improve the appearance of the grounds.
3. To sponsor occasional workdays for the grounds.
4. To periodically bid out for the services of a lawn care service.

General Responsibilities:

- To oversee the lawn care service.
- To oversee needed watering and trimming, enlisting volunteers for these tasks.
- To see that the lawn and other plant life is fertilized as needed.
- To care for all gardens on church grounds.
- To plant new grass, trees, or shrubs where needed with consideration taking into consideration the master site plan.
- Some fruit trees shall be placed on parts of the grounds.
- To organize and oversee occasional workdays for the church to work on the grounds.

Indicators of Effective Ministry:

- The grounds have good eye appeal.
- There is shade provided in places to help the building stay cool and for children in the playground.
- The atmosphere grounds provide a retreat-like atmosphere.

Team Task Directive

Interior Decorating Service Team

Scope of Ministry: This team is responsible to represent the congregation in overseeing all furnishings and decorations in the building.

Four Basic Tasks:

1. To establish policy for the church regarding all furnishings, curtains, etc. to be used in the building.
2. To have authority to accept or decline all offers of furnishings for the building, based on church policy.
3. To uphold a standard of quality and attractiveness.
4. To provide a quality worship and learning environment.

General Responsibilities:

- To co-labor with the Teaching Ministry Leadership Team in providing furniture and equipment for classrooms that is age-appropriate and conducive to learning. Recommendations from LifeWay shall be considered authoritative.
- To maintain adequate floor space in classrooms and not use up growth capacity with unnecessary furniture.
- To communicate to any and all donors and classes that while any gift accepted by the church is deeply appreciated the church may use it in a different location or manner or remove it according to the needs of the congregation at any time. Any furnishings (furniture, window treatments, musical instruments, or artwork) given to a class or ministry becomes the property of the church as a whole.
- To refuse all gifts with plaques or "strings" attached.
- To provide a uniform look into classrooms from the exterior. (For example, there shouldn't be a classroom with curtains next to a class with yellow curtains next to a class with no curtains).
- To oversee the decorating of all classrooms and other spaces on behalf of the church. Classes are not allowed to decorate their room in a special way that would discourage them from cooperating if reassigned to another classroom.
- To apply in practical terms the church principle: "Jesus Christ is the head of the church and its only Owner. Let no member think that large gifts or long service gives one tenure in an office or control over any part of the ministry."
- To ensure that traffic flow in the hallways is not restricted by furniture, but that the halls provide safe and easy passage.

Team Task Directive Lord's Supper Service Team

Scope of Ministry: To prepare for and clean up after the observance of the Lord's Supper

Basic Objectives:

1. To setup the church for the observance of the Lord's Supper
2. To clean up after the observance of the Lord's Supper

General Responsibilities:

- To prepare the elements for the observance of the Lord's Supper.
- To clean and store the vessels after the observance of the Lord's Supper.
- To purchase appropriate supplies for the Lord's Supper, for example, juice, bread, cups, trays, cloths, etc.
- To co-labor with the Pastor and Minister of Music.

Indicators of Effective Ministry:

- The pastor walks into the service, and everything is ready for the Lord's Supper.
- There is enough bread and juice prepared for the service.
- The supplies for the Lord's Supper are kept in an orderly, clean manner.

Team Task Directive

Media Service Team

Scope of Ministry: To provide convenient access to Christian reading material and audio/video resources.

Basic Objectives:

1. To sell at cost books/CDs/DVDs/tapes that go along with current emphases in the church, or that educate people in the main objectives and principles of the church.
2. To have a standard selection of books that may be checked out on loan.
3. To provide materials to strengthen the Christian home.
4. To provide resources that will be helpful in the cultivation and evangelism.

General Responsibilities:

- To look to help members grow spiritually by making quality resources available in a convenient manner.
- To maintain a cart that can be set up and used in the church foyer.
- To communicate with the staff concerning upcoming emphases and possible resources.
- To sell at cost a quality Bible story book for use with preschoolers and children.
- To provide members with books and resources to give to their non-Christian friends that will help them with felt needs. In turn, unbelievers will discover the difference Christ can make in their everyday lives.
- To lay the foundation for a future media center, understanding that the ministry comes before the center.
- To limit resources to non-fiction materials.

Indicators of Effective Ministry:

- Members are requesting new resources.
- More members report the helpfulness of materials or resources that have been made available.
- Members report being helped in discovering evangelistic tools and new Christians testify of the help they received from resources made available by the team.
- Previous non-readers report being helped to grow as a Christian learner.

Team Task Directive

Missions Support Ministry Team

Scope of Ministry: Supporting those who cross cultural and geographical boundaries in the cause of world evangelization.

Basic Objectives:

5. To organize the church in providing prayer, financial, and moral support to Southern Baptist Missionaries serving in North America and Internationally.
6. To organize an annual Mission Trip to involve members of First Baptist in transcultural service.
7. To promote all offerings for Southern Baptist Missions in North America and Internationally.
8. To promote missions awareness in First Baptist, lifting up the cause of world evangelization and informing members regarding the work of Southern Baptists missionaries and representatives.

General Responsibilities:

1. To define missions as evangelistic ministry which crosses cultural and/or geographical boundaries. All mission action projects shall meet this criteria.
2. To co-labor with the Teaching Ministry Leadership Team to provide missions education through seminars and short-term classes.
3. To co-labor with the Prayer Ministry Team in organizing prayer for specific missionaries.
4. To communicate to the church membership opportunities for personal missions involvement.
5. To inform the church membership regarding the work of Southern Baptist missionaries.
6. To plan and organize a mission trip for First Baptist which is outside the Bible Belt, or is transcultural, or both.
7. To define the mission offerings which the church will support, the method of promoting them, and any goals for them, including those for the North American Missions Board and the International Mission Board of the SBC.
8. To co-labor with the Pastor and Ministerial Staff.

Indicators of Effective Ministry:

- There is a spirit of enthusiasm in the church for the cause of world evangelization.
- Members “Act local, think global”
- There is a good percentage of First Baptist members who participate in mission trips and who return from the trips with a greater passion for missions
- There is a large core group of church members who are aware of the work of specific SBC missionaries and representatives and are taking a personal interest in their work.
- Substantial amounts of money are received for missions offerings.
- For members of First Baptist, missions is about winning people of other people groups to Jesus, not just attending a meeting. It is about undergirding missionaries and not just a system or program.

Team Task Directive

New Member Involvement Ministry Team

Scope of Ministry: To help new members develop a sense of belonging at First Baptist.

Basic Objectives:

1. To serve as “match-makers” in the congregation, helping people get plugged into relationships, classes, and ministries that will be meaningful to them.
2. Introducers: To assist new members in getting to know church members, especially those with whom they have things in common.
3. Job Counselors: To assist new members in becoming involved in a ministry of the church. New members are helped to find a role or task that matches up with their spiritual gifts, skills, and interests.
4. To work at both ends of the equation: with church members as well as the new members, to see that they connect.

General Responsibilities:

1. To make the conscious effort to help new members feel included into the family, understanding that the danger isn't usually intentionally excluding anyone, but simply failing to make them feel welcome.
2. To make sure every new member becomes involved in a Sunday School class, if not already.
3. To make sure every new member becomes involved in a ministry of the church.
4. To be knowledgeable of the various Sunday School classes, ministries, and groups in the church so as to help people connect.
5. To co-labor with other teams in helping create new entry points into the church when such an opportunity is discerned.
6. To co-labor with other teams in having fellowship opportunities in which new members can develop relationships.
7. To inform new members about, and encourage participation, in the Membership Information Class.

Indicators of Effective Ministry:

- New members find they can relate, support, and become involved in the church very quickly and easily.
- Members are making friends with new members, and they are inviting them into their homes and out to eat with them.
- New members are rapidly involved in church ministries, the needs of the church being matched with their strengths.
- Spouses of members who have already found their niche in the congregation begin to find their own niche.

Team Task Directive

Prayer Ministry Team

Scope of Ministry: The intercessory prayer ministry of the church.

Basic Objectives:

1. To mobilize the church for prayer, providing vision, organization, and training.
2. To receive God's vision for First Baptist's prayer strategy and to formulate action plans for carrying out the strategy.
3. To coordinate a system of communicating prayer requests to those in the church with the gift of intercession.
4. To lead out in praying for those in the Tallassee community with spiritual and special needs, to undergird in prayer the membership and ministry of First Baptist, and to pray for those serving Christ on the mission fields.

General Responsibilities:

1. To co-labor with the Teaching Ministry Leadership Team to provide training in prayer, intercession, and spiritual warfare.
2. To provide multiple opportunities for involvement in the prayer ministry; this may include, for example, such things as a prayer room, a 24 hour prayer ministry, home prayer groups, teams to pray during worship services, prayer chains, neighborhood lighthouses of prayer, prayer walkers, etc.
3. To communicate to the church the opportunities for involvement in prayer.
4. To co-labor with the Upward Ministry Team in providing prayer support for that outreach.
5. To co-labor with the Pastor and Ministerial Staff.

Indicators of Effective Ministry:

- Prayers are being answered.
- Members are reporting that they are growing in their prayer life.
- Increasing numbers of members are participating in various ways in the prayer ministry.
- There is an awareness of the presence and blessing of God being upon the church.
- Members serving God in other areas of the church's ministry are reporting that they sense the difference that the prayer is making.

Team Task Directive Preschool Activities Ministry Team

Scope of Ministry: Preschool Activities, birth through kindergarten

Basic Objective:

- To plan, promote, implement and evaluate age-appropriate activities for preschoolers, from birth through kindergarten, at times other than the teaching times established by the Teaching Ministry Leadership Team.

General Responsibilities:

1. To have at least one preschool activity every two months
2. To assist with special activities in addition to the bi-monthly events such as *Vacation Bible School* and *Trunk or Treat*.
3. To know and abide by the preschool policies.
4. To co-labor with the Minister of Education.

Indicators of Effective Ministry:

- Older preschoolers are telling their parents "I had fun."
- Parents know the schedule of special events in advance.
- New volunteers are becoming involved each and are helping to staff events.
- Preschoolers feel that they can do the games and activities planned, and they succeed at them.
- Kindergartners are not treated like babies, nor are two-year olds treated like kindergartners.

Team Task Directive

Preschool Academy Service Team

Scope of Ministry: Providing preschoolers quality care and educational experiences in a nurturing, distinctively Christian environment.

Basic Objectives:

1. To help children lay the foundation for faith in Jesus Christ by teaching them about God, the Bible, and church.
2. To create a safe, loving, home-like environment that will bless children the way Jesus did (Mark 10:13-16).
3. To lay a foundation for Kindergarten at Tallassee Elementary School.
4. To provide stay-at-home moms and care-giving grandparents scheduled breaks to meet personal and family needs.

General Responsibilities of the Team:

1. To oversee the Director and to assist the director in overseeing paid teachers and workers of the preschool academy.
2. To see that the preschool academy is on track with its mission.
3. To see that the preschool academy operates soundly in regard to finances.
4. To operate as a non-profit ministry of the church – under the authority of the church, and as a vital part of the overall church ministry. We are first a church, then a preschool academy.
5. Since this ministry is helping stay-at-home care-givers, to operate as a preschool and not as a day care.

General Responsibilities of the Preschool Academy:

1. Learning how to use the *A BEKA* curriculum and utilize it in teaching three and four year olds in the classroom. Limited modifications to this curriculum may be in accordance with policies established by this team.
2. To the level of their understanding, giving preschoolers as an accurate picture of God as possible. That means we want to teach them that God is real, not a fictional character. It is for this reason, for example, we will not use animated cartoons to teach the Bible.
3. To teach our students the basic foundation of biblical knowledge that will enable them to understand the Gospel earlier in life than they otherwise would have. We do not mean that we will attempt to evangelize preschoolers, but rather that we will teach them the basic concepts about God, right and wrong, Jesus, etc. in such a way that a foundation is laid for when they are ready.
4. Showing children how to relate to others as Jesus teaches us. This includes how to get along with others and showing respect to adults.
5. Scripture memory: Not just Bible thoughts or happy thoughts about God – learning actual Bible verses.

Indicators of Effective Ministry:

- Five-year old kindergarten teachers (from Tallassee Elementary School, etc.) report that the children who leave our academy came to them prepared to do the work.
- Parents proudly recount their preschooler reciting Bible verses or accurately retelling Bible stories.
- The preschool academy is a “friend-maker” for Christ and for First Baptist Church.

Team Task Directive Purchase Service Team

Scope of Ministry: Making purchases on behalf of the church

Basic Objectives:

1. To go to various stores in Tallahassee, Montgomery, and Auburn to purchase church supplies (that is not to say they are the only ones who can ever make a purchase of any kind, or that they control the budget line items of the various ministries of the church; but rather that they are helpers and free ministry teams and ministerial staff to do ministry).
2. To administer a system for other church ministry teams to communicate with them concerning their purchase needs.

General Responsibilities:

1. To run the errand of picking up supplies on behalf of church office personnel and the various ministry teams of the church.
2. To return appropriate receipts to the financial secretary.
3. To communicate with office personnel and ministry teams, as needed.

Indicators of Effective Ministry:

- The church has the supplies it needs, on hand, and purchased at a good price.

Team Task Directive

Security Service Team

Scope of Ministry: Safety of persons on the church campus and security of church property.

Basic Objectives:

1. Establish policies and procedures for safety and security of people and property.
2. Train staff and volunteers on established safety and security policies and procedures.
3. Co-labor with existing service teams and develop additional teams for action supporting established safety and security policies and procedures.
4. Ensure adherence to established safety and security policies and procedures by church teams, employees and members.

General Responsibilities:

- Establish policies and procedures for the safety and security of:
 - Church employees and volunteers working at the facility or church hosted events.
 - Persons attending services and events hosted by the church
- Recruit and train volunteers appropriate for active patrol during church services who shall:
 - Monitor church parking lot and internal church activities.
 - Observe for unusual or suspicious behavior or activity.
 - Respond to emergencies.
 - Have the knowledge and ability to summon emergency responders.
 - Report security deficiencies, incidents, member's concerns, and criminal occurrences.
- Co-labor with the First Impressions Team and the Ushers Sub-Team in emergency building evacuation.
- Implement plans for protecting church property when no one is on the church campus
- Provide input during the budget process concerning alarm systems and services.

Indicators of Effective Ministry:

- Nobody dies
- No one gets hurt
- Everyone goes home

Team Task Directive

Senior Adult Ministry Team

Scope of Ministry: Adults, age 55 and above

Basic Objectives

1. To provide social and recreational activities for Senior Adults.
2. To provide Bible studies and other spiritual emphases of interest to Senior Adults.

General Responsibilities:

1. To provide care, love, and challenge to continue serving the Lord in the exciting senior years of life.
2. To promote luncheons and trips of special interest to minister to senior adults' needs.
3. To provide conferences and opportunities for extra biblical teaching times outside times established by the Teaching Ministry Team.
4. To co-labor with the Pastor and Ministerial staff.

Indicators of Effective Ministry:

- Senior adults are provided opportunities to develop relationally through fun events of special interest.
- They have a desire for biblical teachings and extra emphases such as senior adult conferences in our association and state convention, brown bag lunches, Frazier fellowships, and other special events emphasizing spiritual growth.
- Ministry events offer consideration for special needs that may arise facing Senior adults such as transportation needs and seating at events, etc.
- They do not feel alone and isolated from the life of our church, but loved, cared for, and needed in ministry events.

Team Task Directive

Sound Crew Service Team

Scope of Ministry: Operation of the Sound System

Basic Objectives:

1. To provide quality sound control for worship services
2. To provide quality broadcast of the worship services
3. To see that worship services and other events in the sanctuary are heard throughout the sanctuary.
4. To find creative ways to improve the sound system ministry of the church.

General Responsibilities:

1. To coordinate among the sound crew a schedule of workers so that each service is appropriately staffed.
2. To setup necessary microphones, monitors, and other sound system equipment that is needed in each service.
3. To make necessary preparations for the broadcast ministry, such as, making mini-disc recordings, turning on/off the transmitter, etc.
4. To coordinate with soloists, choir, or other special music to set sound levels prior to each service.
5. To find creative ways to increase the sound system services of the church, such as making recordings for homebound, archiving service recordings, etc.
6. To purchase needed equipment for the sound system to provide greater capability during worship services and special services.
7. To schedule among the sound crew personnel to work the sound system during revivals, Bible conferences, cantatas, and special services.
8. To train other volunteers to properly operate the sound system.
9. When members of the sound crew cannot operate the sound system during a wedding, to train a volunteer to operate the sound system for that event.
10. To negotiate with radio stations on which we broadcast for optimum rates and possibilities.
11. To co-labor with the Pastor and Minister of Music.

Indicators of Effective Ministry:

- The congregation hears the services without distraction.
- Preachers and worship leaders are confident that the sound system is being operated professionally.
- Quality recordings of the services are available.
- Pre-recorded accompaniment is cued and ready for use.
- There is always a properly trained person scheduled to work the sound board; ministerial staff members do not have to cover because there is no one there to work it.
- The radio broadcasts are clear and on the air on time.
- Our church's radio presence increases in effectiveness.

Team Task Directive

Teaching Ministry Leadership Team

Scope of Ministry: Sunday Morning Bible Study and Disciple Training Ministry.

Basic Objectives:

1. To produce a plan for the entire non-pulpit teaching ministry of First Baptist Church. (Evangelistic home Bible studies and choirs excepted.)
2. To reach people and teach them the Bible.
3. To equip Christians with skills in Christian Living, Biblical Doctrine, and Spiritual Service.
4. Select and enlist Teaching Team Leaders, trainers, and other workers as needed.

General Responsibilities:

1. To Organize the Sunday Morning Bible Study Ministry:
 - a. Age graded and/or topical study groups, ongoing and short-term, church-wide.
 - b. Creating new units to reach new people.
 - c. Training teachers and workers.
 - d. Uses the Bible as its text book and not just the curriculum.
 - e. That is growth oriented.
 - f. That is structured to care for its members.
2. To Organize the Disciple Training Ministry to Provide Training for Disciples:
 - a. At any time or day of the week, including, but not limited to, Sunday night.
 - b. Through ongoing & short-term classes, training events, and one-on-one mentoring.
 - c. To provide skills in daily Christian living: devotional skills, family life, etc..
 - d. To provide training in Biblical doctrine (from the distinctive Baptist perspective).
 - e. To equip Christians for Spiritual Service: witnessing, deacon ministry, missions, spiritual gifts, Bible teaching, etc..
 - f. To reinforce the Sunday Morning Bible Study ministry by training workers for it.
 - g. To promote and utilize helpful outside seminars and training events.
3. To Organize Themselves So as to Give Priority to Mobilizing Others in the Teaching Ministry (Team Members will not teach an ongoing class or a continuing series of short term classes on Sunday Morning. They may lead occasional short term classes and train workers).
4. Co-laboring with the Pastor, Minister of Education, and other ministerial staff.

Indicators of Effective Ministry:

- Numerical growth in Sunday Morning Bible Study attendance.
- Lives are being changed by being exposed to the Word of God and to the people of God.
- People are indicating that they feel that they are being fed spiritually.
- There is a balanced plan of instruction and not a continual repeat of pet subjects.
- Members from existing classes are being sent out in teams to start up new teaching units.
- More people are growing so as to become ready to accept roles as teachers and workers.
- Sunday Morning Bible Study groups are ministering to their members, as needed.
- Members are deepening their understanding of Biblical doctrines and are increasing in their ability to apply those teachings to everyday life.
- Workers are both serving and being fed each week; normally, one person should be teaching no more than one class session per week.
- Members are being exposed to leaders throughout the teaching ministry with various teaching methods, styles, strengths, and gifts, producing well-rounded, mature disciples.

Team Task Directive

Transportation Service Team

Scope of Ministry: The vehicles entrusted to the Lord's church

Basic Objectives:

1. To maintain the vehicles of the church in a road-worthy manner.
2. To train drivers for our church vehicles.
3. To recommend to the church policies for use of the vehicles.

General Responsibilities:

1. To oversee the maintenance of church vehicles.
2. To recommend to the church policies for use of the vehicles.
3. To train drivers for our particular vehicles.
4. To screen driver candidates and see that they have appropriate training for our vehicles.
5. To co-labor with the Pastor and church staff.

Indicators of Effective Ministry:

- Our church vehicles are in good repair.
- Regular maintenance is scheduled and done.
- The church members feel safe in our vehicles.

Team Task Directive Upward Ministry Team

Scope of Ministry: To direct the annual ministry of Upward Basketball/Cheerleading, a nationally syndicated program, as a community ministry sponsored by the First Baptist Church.

Basic Objectives:

1. To coordinate all aspects of Upward Basketball and Upward Cheerleading.
2. To recruit workers according to Upward's Suggested Diagram of Ministry.
3. To see that all Upward principles are followed according to the mission statement of Upward Basketball.
4. To conduct the program according to the principles in the Upward Basketball franchise agreement.

General Responsibilities:

1. To attend the national Upward organization's training as required to lead the ministry.
2. To recruit volunteers, who can set the right examples, needed to staff the entire ministry.
3. To co-labor with the Prayer Ministry Team in securing prayer for this outreach.
4. To organize to share the gospel, after the season is over, with every player and family expressing an interest and to provide personal help in following Christ.
5. To provide adult supervision (adults who are not busy coaching) to ensure safety and to prevent vandalism or other problems during practices and games.
6. To raise scholarship monies to help children unable to play due to financial difficulties.
7. To conduct evaluation night at the beginning of the season.
8. To plan Upward Awards Night to take place at the season's end.
9. To adequately advertise the program each year before the season begins; including radio, newspapers, banners, flyers and the Upward Registration Card.
10. To purchase the needed supplies each week and to run and set up the concessions stand.
11. To negotiate with the Board of Education each year for rental of school facilities.
12. To organize the opening and clean-up of the school facilities when used during the basketball season.
13. To handle all finances relating to the Upward budget, in accordance with church procedures for proper accounting.
14. To co-labor with the Minister of Youth and Evangelism.

Indicators of Effective Ministry:

- The teams are evenly divided and competitive.
- Godly workers – with a flexible, encouraging, and cooperative attitude – are setting a positive example for the players and cheerleaders.
- There is a positive tone to the program which attracts people to Christ.
- Players and cheerleaders are having fun developing their skills.
- The Gospel is being clearly communicated to the participants and their families through the devotionals at practices and at halftime – and some participants, as they are ready respond to the Gospel.
- A good percentage of church members are involved in various ways in the program.
- Fairness, fun, and, supremely, Jesus, are higher priorities than winning.

Task Directive
Ushers: A Division of the First Impressions Team

Scope of Ministry: At the doors and inside the worship center during services.

Four Basic Functions:

1. To provide a warm welcome to those attending the worship services.
2. To assist attendees in finding a seat in the worship center.
3. To attend to climate needs of worshippers and worship leaders (room temperature, etc.)
4. To assist in emergencies.

Basic Responsibilities:

- Know the fire exit plan so well you can carry it out in a panic situation. The church-wide rendezvous point in the event of fire is the side parking lot in sight of the playground and behind the house. Ushers check all restrooms on the way out, including those in the preschool wing. Emergency plan details are in the notebook in foyer desk.
- Know the tornado/extreme weather plan so well you can carry it out in a panic situation. The safer places in our building are: Hall by choir rehearsal room (piano side, especially), choir rehearsal room, hall in Phase II wing, and the youth assembly room. Keep all doors closed in assembly rooms and hallways. Keep people away from windows.
- Know where the First Aid Kit and Defibrillator are located.
- Take note in each service of where medical professionals such as physicians and nurses are seated in the worship center in case they are needed in an emergency.
- Be prepared to step in as needed. One usher should be designated to dial 911 to contact emergency personnel as needed.
- Be alert to the comfort level of worshippers. If indicated, adjust the thermostats.
- Open doors for everyone; assist elderly and disabled individuals as needed.
- Distribute worship guides and other literature as needed.
- Communicate information to guest families regarding child care, Worship KidStyle, etc. ("It's optional, but we have a children's church called *Worship KidStyle*; I will be glad to show you way if you like.")
- As you help attendees find seats, try to reserve some seats for those arriving late by roping off a section in the back.
- Escort late arriving worshippers to their seats *between* parts of the service.
- Ask church members (not guests) to slide toward the center of the pew to make room for our guests.
- Collect the offering. Keep Attendance Registration/Prayer tabs separate from the money; do not put them in the moneybag.
- After taking the collection, ushers should return to their seats *between* parts of the service, so as not to create a distraction.
- Get a head count of worship attendance; enter the counts in the attendance record book kept in the foyer desk.
- Be alert to the needs of ministerial staff. For example, if the pastor needs water.
- Two ushers should remain at the door prepared to handle late arriving worshippers and staying alert to any issues arising in the worship center.
- Represent the Lord and His church well in the community; people will have seen you usher and will be watching.

Team Task Directive

Vacation Bible School Service Team

Scope of Ministry: Vacation Bible School, for ages 3 through grade 6, and younger preschoolers of workers

Basic Objectives:

1. To select the curriculum for Vacation Bible School
2. To set the date for Vacation Bible School
3. To recruit Vacation Bible School workers for all age-groups
4. To seek training as a team, and to train other workers

General Responsibilities:

1. To organize the curriculum, class-structure, and schedule for Vacation Bible School:
 - a. Evaluating several curricula and determining which one best meets the needs of our children and preschoolers. Biblical content is more important than cute.
 - b. Determine how children and preschoolers will be divided into manageable groups, and how the day will flow:
2. To publicize Vacation Bible School throughout the town using the Tribune, the radio stations, and flyers.
3. To recruit and train workers for Vacation Bible School who love children and preschoolers, and can teach children and preschoolers.
 - a. You need enough workers to maintain a span of control.
 - b. Teach workers how to use the curriculum
 - c. Workers need to know the general characteristics of children in their age groups. Teach them this in training.
 - d. Team members may work in Vacation Bible School classes or departments.
4. To set a goal for the number of children you want to teach in Vacation Bible School.
5. To arrive early on the days for VBS.
6. To co-labor with the Minister of Education.

Indicators of Effective Ministry:

- Meeting or exceeding the attendance goal.
- Families come into our church as a result of Vacation Bible School.
- Children and preschoolers are telling their parents "I had fun."
- The appropriate evangelism and teaching teams are given information for good, accurate follow up of children, preschoolers, and their families.
- New volunteers are becoming involved and helping each year.
- Parents trust our church volunteers with their children.

Team Task Directive

Youth Ministry Team

Scope of Ministry: Youth, Grades 7-12

Basic Objectives:

1. To Evangelize students, grades 7-12, who live in the Tallassee area.
2. To provide a group where youth are accepted and loved, and which provides positive peer pressure.
3. To Disciple youth — to teach them biblical Christian beliefs, to train them in daily Christian living and Christ-centered worship, and to equip them for Christian service.
4. To Incorporate youth into the church family as vital members of the body of Christ.

General Responsibilities:

1. To co-labor with the Minister of Youth
2. To co-labor with the Teaching Ministry Leadership Ministry Team.
3. To plan recreational events, retreats, and camps.
4. To have some separate activities for younger and older youth.
5. To involve parents and volunteers in the ministry as chaperones and role models.

Indicators of Effective Ministry:

- 7th - 12th grade students professing faith in Christ and being baptized into the church.
- Young people developing a walk with God, marked by devotional times, obedience to God's ways, spiritual fruit, and an interest in the things of God.
- The young people have a desire to share Christ with their friends.
- Youth attending worship services, even those not followed by a youth fellowship or activity.
- Growth in the youth division of Sunday Morning Bible Study.
- A sense of "groupness" and belonging.
- The youth ministry is part of the larger body of Christ and not an "appendage" to the rest of the church.

Women's Ministry Team Team Task Directive

Scope of Ministry: To assist the pastor in arranging special events and ministries that will be a blessing to women.

Basic Objectives:

1. To sponsor larger encouragement events and smaller training events for women
2. To assist women to live in godly, fruitful ways in each season of life
3. To complement the mission of the church body and the vision of the pastor. This team is neither autonomous nor an auxiliary to the church; it will be a vital part of the body.

General Responsibilities:

- To provide care and support. To encourage women in Christian fellowship, burden-bearing, and prayer for one another.
- To provide events that meet felt-needs of women and which have an evangelistic emphasis.
- To equip women for ministry and to exhort women to seize ministry in all seasons of a woman's life.
- To provide encouragement, helping Christian women overcome issues with self-esteem, bitterness, and other deep hurts. This is partly an inner-healing ministry.
- To increase family unity and to assist women in issues related to their marriages.
- To equip mothers to help rear godly children and grandchildren.

The relationship between the Women's Ministry Team and the WMU: The WMU is a missions support organization to encourage prayer, financial, and moral support of – and participation in – missions. Missions is evangelism that crosses cultural or geographical boundaries. The Women's Ministry Team ministers to local women without crossing such boundaries or the specific responsibility to support those who do.

When their work overlaps with another team, the Women's Ministry Team should co-labor with that team. Examples include the Prayer Ministry Team, the Teaching Ministry Team, and the Evangelism Ministry Team.