

# Liberty Hill Baptist Church

## Ministry Support Manual & Constitution

**“Let Us Unite to Love, Labor, & Liberate” 1John 3:14-24**



Troy Lee Shaw, Ph.D.  
Pastor



# **Ministry Support Manual**

## Council of Leadership

This Ministry Support Manual is designed to facilitate more effective communication between and within ministries, the church leadership, and congregation.

Each leader will find within these pages the necessary tools for the guidance and direction of the various ministries of the church as well as “How to...” information so that whatever needs to be done will be done efficiently and in order.

Troy Shaw, Ph.D.  
Pastor

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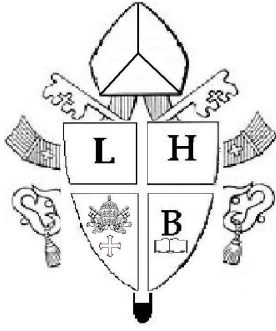
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## **The Liberty Hill Organism & Family** Leadership, Ministries, and Congregation

The church is not an organization. Properly understood, the church is an “organism” a living entity which not only has life but is capable of bringing life to others. The church is an organism in as much as we are a part of the Body of Christ. We are a family as we’ve been adopted into the family of God. The Liberty Hill family is designed to show the major areas of ministerial responsibility.

# About Liberty Hill

## MISSION STATEMENT

The mission of the Liberty Hill Baptist Church ministries is to express our love for God and neighbor as we go forth to make disciples, baptizing, teaching, and cultivating people in order to magnify the Lord through mission, membership, maturity, and ministry.

## WHO ARE WE?

We are a church whose only foundation is the Word of God, organized to proclaim and teach the Gospel, pray and worship, forgive and restore. We worship through a mixture of contemporary and traditional styles, with the Holy Spirit guiding us, as the word of God conditions our hearts and minds. The word of God is taught in simplicity through prayer and the power of God. We are working to allow God's soul saving power to be seen through our fellowship, witness, and testimony. As we live by Christ's example, we equip others to carry out the commands of God. We strive to serve God, through ministry to others within a wounded world.

## VISION STATEMENT

Liberty Hill is a family-cultural traditional congregation whose vision for ministry is encapsulated within God's word, way, and will. We are a church in transition, building on the strength of over six decades of history while seeking to prepare for the growth that God has blessed us with and the projected growth that the near future seems certain to bring. We are developing a ministry to families, as we seek to strengthen our church through unified relationships. We must seek to structure the church through God's power to fulfill our divine purpose. We must seek to gain a stable internal system that will bring forth the manifestation of a well-developed harvest. We must seek to minister to the community, allowing God's power to work through us to repair heartaches, redeem ruined lives and reconstruct broken lives.

The Church must:

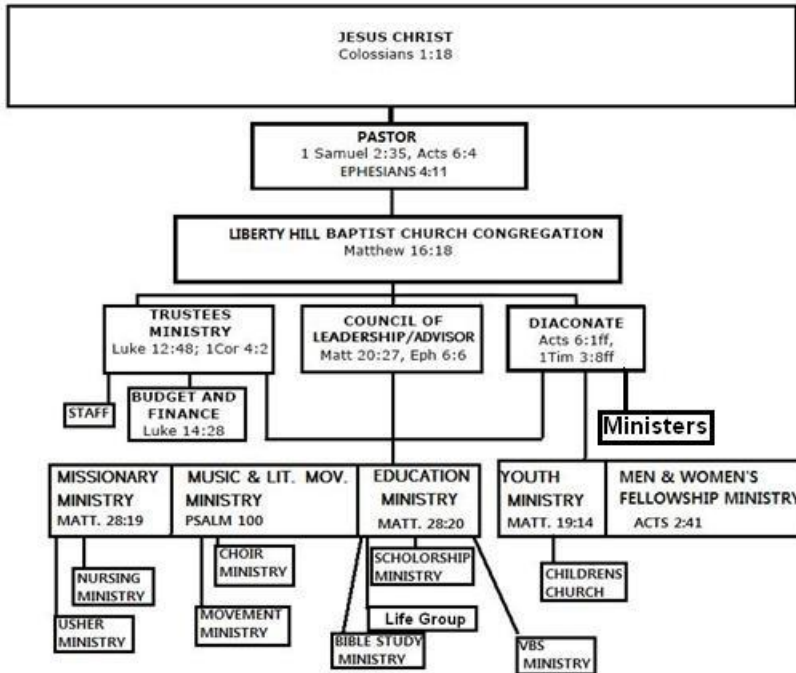
Love the Lord with all its heart  
Love our neighbor as ourselves  
Go and make disciples  
Baptize  
Teach obedience to God

We are to be members of his family, as we model his character, minister of his grace, being messengers of his love – magnifying his name through:

Missions  
Membership  
Maturity  
Ministry  
Magnify

# Liberty Hill's Leadership Team

## ORGANIZATION CHART



### COUNCIL OF LEADERS / ADVISORS

*Composition:* Diaconate, Trustee, Missionary, Music & Liturgical Movement, Adult Education, Youth Fellowship chairpersons, church clerk, treasure, and two members-at-large. At the discretion of the pastor there may be times that the council may include vice-chairs in order to discuss matters of extreme importance, in like fashion there may be times that a condensed council may be convened consisting of the Diaconate chairpersons, trustee chairperson, church clerk, and treasurer (Council of Five).

*Function:* Acts and advises the pastor with the authority of the congregation when the church is not in formal session.

### DIACONATE

*Composition:* Godly persons, male and female, who have been appointed by the Pastor and ordained and anointed to the office of Deacon as an assignment of servant leadership.

*Function:* Following biblical principles, the Diaconate will interpret their work as assistants to the Pastor and will seek at all times to promote peace, pastoral vision, goals and direction.

## COUNCIL OF LEADERSHIP / ADVISORS

Troy Lee Shaw, Ph.D., Pastor  
614-524-4738

Epris Curry, Church Clerk  
614-316-6502

### **The Diaconate**

David Hodge, Co-Chair	614-735-6682	(Men, Boys)
Monica Williams,	614-272-2418	(Women A-D)
Cathy Palmer, Co-Chair	614-876-7224	(Women E-K)
Kelly Shaw,	614-496-1885	(Girls / 0-21)
Cassandra Shaw,	614-235-3130	(Women L-N)
Jackie Hodge,	614-272-8407	(Women O-S)
Arnetta Hodge,	614-272-5038	(Women T-Z)

### **Diaconate Emeritus:**

Otha Johnson

## COUNCIL OF ELDERS

*Composition:* Persons who have been formally granted “emeritus” status, from the Diaconate.

*Function:* From time to time upon request of the Pastor, elders may provide counsel on the affairs of the church and its ministry and/or assist with leadership training as well as mentoring of new church leaders.

*Under Pastoral Revision*

## **COUNCIL OF FIVE**

Composition: Composed of Diaconate chairpersons, trustee chairperson, church clerk, and treasurer.

Function: Serves as a an executive committee of the Council of Leaders and will advise the Pastor on matters of policy, procedures, personnel, finance, leadership transition strategies and other matters as the Pastor may direct.

## **TRUSTEES MINISTRY**

Composition: Seven members appointed for staggering terms by the pastor, and approved by the church.

Function: Legal agents of the church who carry out the will and administer the resources of the church according to the priorities established by the congregation through the Pastor and the Council of Leaders.

Ray Saunders, Chair  
Almarie Brooks, Vice-Chair  
Montrail Curry  
Tracy Turner  
Arnetta Hodge  
Deborah Littlefield, Esq.  
Donna Haynes

## **THE COUNCIL OF MINISTRIES**

The Council of Ministries is comprised of all presidents of Liberty Hill Baptist Church's ministries. These presidents, meet bi-annually to ensure the various organizations are informed of the mission and priorities of the church, including the church calendar, Pastoral concerns, and administrative issues.

### **Ministry Leader**

Usher Ministry	- Almarie Brooks
Food & Hospitality Service Ministry	- Almarie Brooks
Hospital Visitation Ministry	- Diaconate Designee
Multi-Media Ministry	- Montrail Curry
Music Ministry	- Diaconate Designee
New Disciples Ministry	- Troy Shaw
Nursing	- Nora Green
Youth Worship (Children's) Ministry	- Monica Williams
Friends of the Pastor	- Vickie Williams
Prayer Ministry	- Donna Haynes
Community Evangelism Ministry	- Arnetta Hodge
Missionary Council	- Cathy Palmer



**Life Group Ministry**

Troy Shaw, Pastor  
Cathy Palmer, Deacon  
Nora Green, Special Assistant to the Pastor  
Montrail Curry, Group Leader Consultant

**Team “Liberation” Liberty Hill**

The Diaconate and ministers of the church are available to assist ministry leadership. All ministry leaders are encouraged to take the time to learn who deacons and minister are, to understand their roles and to nurture relationships. Specific procedures with regard to administrative requests can be found in the Addendum section of this document.

**Troy Lee Shaw, Ph.D.**

Pastor 614-524-4738  
Shaw162@gmail.com

David Hodge, Deacon Co-Chair 614-735-6682  
Assistant to the Pastor – Ministry to Men & Prayer Associate

Cathy Palmer, Deacon Co-Chair 614-876-7224  
Assistant to the Pastor – Ministry to Women & Missions Associate

Monica Williams  
Assistant to the Pastor – Youth Ministry

Arnetta Hodge  
Assistant to the Pastor – Evangelism Ministry

Nora Green  
Assistant to the Pastor – Schedule Coordinator

Kelly Shaw  
Music & Liturgical Movement Ministry

Montrail Curry  
Multimedia Ministry

Almarie Brooks  
Logistics Coordinator

Lisa Preston  
Treasurer & Financial Officer

**Pastoral and/or Diaconate Designees**

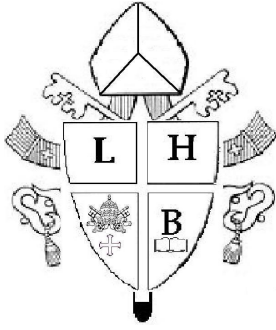
Assistant to the Pastor – Education Ministry

Assistant to the Pastor – Counseling Advisor

Director of Business Affairs & Administrative Operations

Director of Information Management Accounting

Congregational Services Manager



## **The Ministries of Liberty Hill**

### Requirements of Ministry at Liberty Hill

As Disciples of Christ in the Liberty Hill Baptist Church, each of us has been given specific Gifts of the Holy Spirit to do ministry as our obligation to edify the body of Christ. To the extent that each individual exercises those gifts we are strengthened to become the church for whom Jesus will return.

## Ministry Accountability

It is an awesome task, yet a wonderful privilege to lead God's people. In order to reach God's people where they are, we must extend the ministries of the church into every area of human life, and into every day and season of the year. This requires great commitment and sacrifice, especially on the part of those who have readily accepted the challenge, and who are willing to come forth as Officers and Leaders of God's people. In performing the many tasks before us, we must remember that we are called to be of service to others and not unto ourselves. Quite often, this requires a self-emptying process that challenges us to forsake many of our personal ways, habits and feelings in order that we might effectively serve the people of God. In the words of Henri Nouwen, **we must learn how "to plow the field, cut the weeds and clip the branches, that is, to take away the obstacles for real growth and development."**

If we are going to be true to the real task of leadership, then we must learn to empty ourselves, rather than fulfill ourselves. Our task is not to conquer God, but to surrender to His saving power. Sometimes this is difficult considering the way the world is changing. Yet, it is a requirement for leadership. And, the greatest challenge for leadership is to lead by example. Therefore, it must be understood that every Officer and Leader is accountable to God, Pastor and the church leadership for how they handle God's people and the work of the church.

No leader is freelance to do what they want to do; and no ministry is an island unto itself, but everyone is a part of the congregation. In that regard, there are several expectations to which every Officer and Leader must be held accountable. Every Ministry Officer and Leader is expected to do the following:

1. To adhere to and follow the vision and mission of the church
2. To support the Pastor in the administration of the church's programs, policies, rules and regulations.
3. To provide consistent Ministry leadership.
4. To hold no fewer than bi-monthly ministry meetings unless otherwise stipulated.
5. To be present and punctual for worship opportunities, leadership gatherings and fellowship events.
6. To attend and participate in Life Group Sessions.
7. To support Prayer and Worship Services
8. To commit to giving of my Time, Talent and Tithe.
9. To develop a personal devotional life.
10. To participate in spiritual renewal opportunities.

### Conduct

It is understood that every Officer and Leader is to adhere to a standard and code of conduct at all times, that defies subordination, but enhances representing the image and character of Christ. We must model in our leadership the very essence of the style, character and manner in which Christ has modeled for us.

### Authority

We are always subject to the authority of Christ; for it is in Him that we move live and have our being. But we are also subject to the authority of man, and more specifically the authority of the Pastor and the leadership of the church. No decision that we ever make as Officers and Leaders can supersede the authority of the Pastor, or any person to whom he has delegated authority. Therefore, it is understood that we encounter consequences for our failure to follow authority or our willful disregard for authority

# Appointment of Officers

The following guidelines have been established for **Leaders of Liberty Hill Baptist Church Ministries, Councils, and Boards**.

**Ministry Elections are to be moderated by the Pastor or designee.**

## Requirements

1. **Every Leader should be a converted and committed Christian**, who has been committed to Christ for at least five years and the local church for at least a year.
2. **It is expected that every Leader will be a faithful Biblical tither**, following the biblical mandate of Malachi 3:8-10; as well as a financial supporter of Church programs, projects and special events.
3. **It is expected that every Leader will be a vocal and visible supporter of Pastoral Leadership and Vision**. Therefore the Servant leader will be the lead person in sharing the vision to the membership of its respective Ministry.
4. **It is expected that every Leader will not only actively attend and participate in Liberty Hill Worship Services**, programs and activities, but will lead their ministry in doing the same.
5. **Every Servant Leader must have taken and/or is currently enrolled to take all required courses for Leadership**, as they are offered. This includes membership classes 101-501, and all course offerings designated through the Liberty Church School for Leadership, including Leaders Training Workshops.
6. **It is expected that every Leader will have a personal plan for Spiritual Growth and Development** and will be prepared to discuss this plan with the Pastor shortly after election.
7. **Every Leader must have been a member of Liberty Hill for at least one year prior to election**, and must be able to document through the attached form the ministries he/she has been active in during this time period (if requested).
8. In following the principles of our Church Covenant, **every Leader is expected to walk circumspectly in the world, to be just in their dealings, faithful in their engagements, and exemplary in their deportment**.
9. **It is expected that every Leader will work closely with the Pastor**, and follow the Leadership as the Leadership follows Christ.
10. **It is expected that every Leader (Chairperson in particular or designated representative) will attend all Council of Leaders/Advisor meetings**, and fully support the work of the Council of Ministries.
11. Child Abuse Prevention and Intervention - **Child safety courses are required for all leaders, volunteers, and members who work with our children and youth**. In addition to a criminal background check, an Initial Training class must be taken. Each leader that works with children is encouraged to take a basic first aid and CPR course.

# Liberty Hill Leadership Development and Education

The following courses are prerequisites for assuming leadership in the Liberty Hill Church:

## **Understanding Liberty Hill**

What if someone were to ask you, "Why are you Baptist?"

## **Membership Classes 101-501**

### **I. Membership – Knowing Christ**

### **II. Maturity – Growing in Christ**

### **III. Ministry – Serving Christ**

### **IV. Mission – Sharing Christ**

### **V. Magnification – Living Christ**

What is a spiritual gift? How many spiritual gifts exist? What is the relationship between gifts, talents, offices, ministries and fruit? Which gifts do you have and are you using them for kingdom building. These courses are a necessity for anyone who desires a better understanding of spiritual gifts and their importance as we strive to become the kingdom of God on earth. These courses will include a spiritual gift inventory to help participants discover how to use their own gifts more effectively in ministry.

## **Church Covenant & Articles Of Faith Course I, II, III.**

Although the Bible alone is for us the complete and sufficient guide in matters of religious faith and practice, this course will set forth the doctrinal statements and fundamental truths which we understand the scriptures to teach. It will provide a view of the doctrine of the church as it relates to those beliefs that are foundational to our faith as Baptists.

## **Leadership Seminars**

One of the key questions every leader must ask is: "Am I a servant leader or a self-serving leader?" How the question is answered speaks to the core of one's intention or motivation as a leader. Since Jesus is the ultimate model of servant leadership, this course will challenge one to develop a "Jesus Leadership Style" that can be embodied in all aspects of life. Leaders should also take one Empowering Discipleship course which changes each semester.

## **Ministry Descriptions** (ministries may at times function when needed)

### **Christian Discipleship (sub-committee/function - Diaconate)**

*1 Timothy 2:15.* "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." The Christian Discipleship Council serves as the education governing body of the Discipleship Ministry. The mandate of the Christian Discipleship Council is to offer and monitor religious educational opportunities for church growth and Christian maturity. The Council operates through development, implementation and application of bible study classes, seminars, institutes and workshops that focus on the Word of God as our foundation for victorious Christian living.

### **Men's Ministry (sub-committee/function - Diaconate)**

*1 Kings 2:2.* The Men's Ministry seeks: to meet the spiritual needs of the men in the church, community, workplace and home, through prayer and fellowship; to help men realize their spiritual gifts through consistent programs of Bible study for equipping and encouraging; to serve as a gateway, for men, into the various ministries of this organism called Liberty Hill; and to challenge men to understand the need for being great, male role models for each other, children, women and witnesses for our Christ.

### **Women's Ministry (sub-committee/function - Diaconate)**

*Isaiah. 32:9-15* The Mission of the Women's Ministry is to encourage women to become the kingdom of God through exercising the gifts, talents and skills He has given them. We accomplish this through the study of God's Word, prayers, and through programs, events and activities planned for this purpose. The ministry will present events aimed at developing women spiritually, physically, and mentally, and supporting them in areas of their lives.

### **Prayer Ministry (sub-committee/function - Diaconate)**

*Luke 18:1* The purpose of the Prayer Ministry is to manifest the biblical commandments of our LORD and Savior Jesus Christ that we should always pray and not faint. We are dedicated to laying a foundation of prayer through teaching the principles of prayer; interceding on behalf of others; equipping the saints for service; and empowering the saints in their spiritual development as Disciples of Christ. In collaboration with the church ministries we seek to establish Liberty Hill as a house of prayer.

### **New Disciples Ministry (sub-committee/function - Diaconate)**

*1 Corinthians 5:17* "Therefore if any man be in Christ, he is a new creature: Old things are passed away; behold, all things are become new." The New Disciples Ministry educates, nurtures and develops new Christians and those who are new members of the Liberty Hill Church Family. Through the LHB New Members training classes, new members are trained in Christian doctrine, principles for the development of their ministry gifts and Christian maturity. The goal of this ministry is to educate, equip and empower Christians for discipleship and kingdom building.

### **Marriage Enrichment Ministry (sub-committee/function - Diaconate)**

*Hebrews 13:4.* Provides married couples and those contemplating marriage, enriching opportunities for growth in their relationship and life-long commitment. Relationships become more endearing through Biblical studies, fellowships, seminars, retreats and group activities.

### **Single Adult Ministry**

*1 John 1:7* "But if we walk in the light, as he is in the light, we will have fellowship with one another..." The Single Adult Ministry brings together a group of individuals who share the spirit of being single in fellowship with each other and in relationship with Jesus Christ. Our primary mission is to bring unmarried individuals into a saving and redemptive relationship as Disciples of Christ and to enrich the lives of singles through regular prayer, Bible study, seminars, and other activities.

### **Children's Ministry**

*Proverbs 22:6* As a ministry, our vision is to bring God's truth to the lives of children. We seek to reach the unsaved child, as well as develop the saved child. We are committed to the call and responsibility of guiding children in the way they should go. Children participate in Life Group sessions as well as other activities that will assist them to grow spiritually.

### **Teen Ministry**

*Proverbs 22:6.* Cultivates and nurtures goodwill among the youth of Liberty Hill and the surrounding community through Bible study, fellowship activities, outreach and monthly leadership of Liberty Hill's worship services. All teens are encouraged to share in this rewarding fellowship.

### **College and Career Ministry**

*Ephesians 3:17-19* Encourages, fosters and channels the youth of Liberty Hill and our immediate and surrounding communities in areas of academic excellence and higher education.

### **Life Groups**

*II Timothy 3:16* "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." No matter where we are in our walk with Christ, we all seek to grow more like Him in our Christian journey. Life Groups provide a mechanism for studying the Word of God, as we pray and fellowship together.

### **Missionary Ministry**

*St. Matthew 28:19-20.* The Mission of the LHB Missionary Ministry is to spread the word of Jesus Christ to persons in and outside of Liberty Hill Baptist Church, to affirm for believers, and to educate unbelievers on the power and goodness of the Christian faith and walk. We endeavor to seek out and go outside of the church family into the community by providing food, clothing and prayer to those most in need. The ministry is also actively involved in spiritual fellowship with Liberty Hill's sick and afflicted.

### **Usher Ministry (sub-committee/function – Missionary)**

*Psalms 84:10.* The Usher Ministry provides the initial introduction to the Liberty Hill worship experience by greeting and seating our members, visitors and friends. Training sessions and meetings are held on a regular basis.

### **Church Sentinels (sub-committee/function – Missionary)**

*Psalms 127:1.* Provides protection for all who come to Liberty Hill Baptist Church by keeping watch during worship services and special events both inside and outside of the church and its immediate vicinity. The Sentinels also assist worshippers with parking.

### **Community Evangelism Ministry (sub-committee/function – Missionary)**

*Isaiah 58:6-8* The mission of the Street Ministry is "to lead and develop our brothers and sisters outside of Liberty Hill into a personal relationship with Christ" so they will experience the spiritual, emotional, mental, social and economic transformation that God has planned for their lives. We do this by providing food, clothes, mentoring and comfort to those in need.

### **Senior Adult Care Minister (sub-committee/function – Missionary)**

*I Timothy 5:17* The Senior Adult Care Ministry addresses and supports concerns of, and gives recognition to Senior members of the Liberty Hill Baptist Church. It embraces four primary functions in its mandate for ministry: (1) promote and encourage spiritual growth and discipleship; (2) provide a medium for communicating and addressing spiritual, physical, social and emotional needs and concerns; (3) channel information which will be beneficial to Seniors on topics such as health, social issues, living wills, estate planning, etc.; and (4) relate senior needs and concerns to the pastor and the Council of Leaders - suggesting ways that these needs may be clarified and met.



**Prison Ministry (sub-committee/function – Missionary)**

*Hebrews 13:3 [NRSV]. “Remember those who are in prison, as though in prison with them; and those who are ill treated, since you also are in the body.”* The mission of the Prison Ministry at Liberty Hill Baptist Church is: 1) To spread the message of salvation through Jesus Christ to those persons in the prison system and to bring them to Jesus, 2) To provide ministry, bible study, prayer and fellowship to persons incarcerated in the prison system, 3) To begin the process of incorporating incarcerated persons back into society by establishing communication with persons outside the prison system; and, 4) To provide ministry and assistance to persons who have been released from incarceration in the prison system.

**Multi-Media Ministry**

*Matthew 7:24 – 28* The Multi-media Ministry strives to provide audio/visual support to the mission of the Liberty Hill Baptist Church and vision of Pastor Troy Shaw. We help to ensure that the word is heard, the vision is seen and the message is not lost.

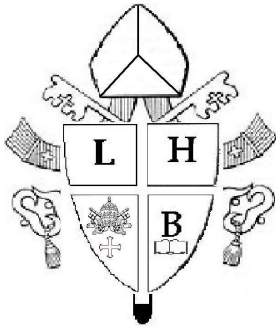
**Friends of the Pastor**

*Matthew 10:41* The Friends of the Pastor Ministry serves to assist Pastor and family in various activities and celebrations. The focus of this ministry is to exhibit love, show support and give priority to those efforts that demonstrate the congregation's love and appreciation for the leadership and dedication of pastor and family. The mission of the ministry is to provide a service that enhances the witness of Christ as Savior and embraces the true meaning that the “greatest of these is love”. The Friends of the Pastor Ministry witnesses by serving and our serving is a labor of love.

**Nursing Ministry:**

Provide comfort and support to the church, first aid specialist.

**History & Archiving Ministry**



## **The Liberty Hill Calendar**

Our Church Year

*To everything there is a time and  
Season, and a time to every purpose  
under the heaven.*

*Ecclesiastes 3.1*

## Liberty Hill Seasons

As our church grows and expands, it becomes increasingly important for us to centralize the work and focus of our various ministries. Lack of common focus – although it can produce great results in pockets – can sometimes have a diminished impact. Often, multiple small group efforts are being made towards the same project, or the timing of ministry activities conflict with one another creating conflicts of scheduling and impact.

Guided by the vision of the Pastor, Liberty Hill will develop a thoughtful approach to the organization of our Church Year. The structure will be based upon our *United to love, labor, and liberate* principles, as unity has been presented through a series of sermons from the first triennium Septennial Visionary Plan. Praise and Worship, is an ongoing priority.

Our goals are clear: one, to establish clear priorities that define the Liberty Hill Church Year; two, to encourage the ministries of the church to work together more towards the achievement of these common goals; and three, to charge and organize each ministry with conforming all of its work and programming to the seasonal principle and to our established Vision Objectives in line with our Purpose. In fulfillment of this charge, every ministry is being asked to answer the following two essential questions with regard to its work and programming:

1. With what part of the Church's Purpose is this effort aligned?
2. How does this help our church to realize our vision or fulfill our purpose?

# Our Church Year – Evaluation & Planning

*Psalm 34:3 O magnify the LORD with me,  
and let us exalt his name together.*

## January/February – The Year of Evaluation & Planning

- ◆ New Year
- ◆ Dr. M. L. King & Civil Rights Memorial

## March/April – The Year of Evaluation & Planning

- ◆ Palm Sunday
- ◆ Passover
- ◆ Holy Friday
- ◆ Resurrection Sunday

### Liturgical Seasons & Colors

Advent (Purple)  
Christmas and Christmas Season (White)  
Season after Christmas (Epiphany) (Green)  
Holy Week (Red) (White)  
Resurrection Sunday and Pentecost (White) (Red)  
Season after Pentecost (Green)

## May/June – The Year of Evaluation & Planning

- ◆ Mother's Day
- ◆ Outside Service
- ◆ Children's Sunday
- ◆ Father's Day
- ◆ Graduation Sunday

## July/August – The Year of Evaluation & Planning

- ◆ Revival

## September/October – The Year of Evaluation & Planning

- ◆ Bring Them to Jesus Sunday
- ◆ Church Anniversary & Homecoming
- ◆ Outside Service
- ◆ Ministry Planning Season

## November/December – The Year of Evaluation & Planning

- ◆ Thanksgiving Worship
- ◆ Christmas Worship
- ◆ Watch Night Service

## Planning Guidelines for Special Ministry Days

The observance of special ministry days is a significant occurrence in the life of our church. Special days provide opportunities for us to highlight the achievement of our ministries and the ways in which some impact has been made on our community. These days help demonstrate who we are and how we are achieving the principles that govern our church life.

In celebrating special ministry days, a critical balance must be maintained between ministry plans and our standards of worship practice. We fully support our ministries in making special plans for their days. Usually service ministries will play key roles in worship. Sometimes a statement of occasion is rendered. Yet, the fulfillment of ministry plans for special days must always conform with the essential goal of keeping worship “worship!”

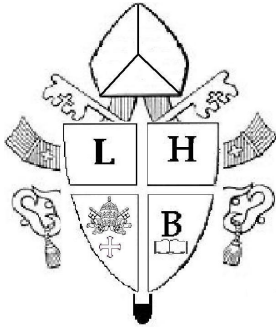
To this end, here are some clear guidelines:

**1) OVERALL PLANNING.** All plans for special days must be submitted in writing to the Pastor. Ministries should make plans maintaining a spirit of flexibility in the process. It should be clearly understood that all ministry plans for special days are subject to the final approval of the Pastor; events should be approved under the annual planning process. Additional events and programs will not be approved unless there is an extreme emergency.

**2) ASSIGNING MINISTRY MEMBERS AS WORSHIP LEADERS.** Thought should be given with regard to the selection of persons to participate in worship and their assignments. For example, Sunday morning worship may not be the best time to assign a ministry member to pray who has yet to gain comfort in praying publicly. There are other formats through which this kind of comfort can be nurtured first.

**3) PREPARATORY.** All persons participating in any capacity of worship leadership must avail themselves for worship no less than twenty minutes prior to an event, worship, or special program. Timely arrival and attendance is essential. Failure of attendance by the ministry leader or late arrival can result in change of assignments for the remainder of the year.

**4) PRESENTATION OF AWARDS.** We can certainly agree that the recognition of special persons is an important part of ministry. There are multiple ways to achieve this. The bulletin is a great format through which we can recognize persons before the congregation, as is [libertyhillbaptist.com](http://libertyhillbaptist.com) online. In the context of Sunday worship, brief acknowledgements of persons who have already received their awards in another setting may be made with approval from the Pastor. With approval, please be brief.



## **Liberty Hill Financial Procedures**

### Managing Your Ministry's Budget

Overview of Purchase Requisition, Deposit, and 501 c3 verification procedures.

## Procedures for Purchase Requisitions

**Requisitions.** Ministry leaders are not authorized to obligate Liberty Hill with vendors or venues without prior authorization from a Diaconate chairperson, Trustee chairperson or designee, and the Pastor or designee. In the absence of these approvals, the requisition may not be approved without further review and investigation. This review process will delay processing and may result in denial of the request.

The Purchase Requisition Form should be completed in its entirety and submitted to a Diaconate ministry leader. The expense description should be specific with attached cost quotes and/or prospectus, along with other explanations as applicable.

The Diaconate ministry leader will review the request and, if there are no concerns, submit it to the appropriate official based on priority and amount of requisition. If there are questions or concerns, an appropriate official contact will discuss the concerns with the ministry leader before signing it and submitting it to be signed within the process by a deacon and a trustee – then the double signed copy will be forwarded to the treasure for feasibility, and then to the pastor for final approval. The pastor will submit it to the Treasure and it will be checked one last time for financial accuracy and integrity.

To ensure ample time for processing the request, all requisitions should be submitted 60 days in advance of the time it will be needed.



# Liberty Hill Baptist Church

4410 REFUGEE RD.  
COLUMBUS, OH 43232  
Troy Shaw, Pastor



Please Submit this form with your deposit !

## PURCHASE REQUISITION

Organization or Fund	Date	
ACCOUNT NUMBER #	AMOUNT REQUESTED \$	
Payable to: _____		
Address: _____		
City: _____ State: _____ Zip: _____		
Purpose: _____		
Date Needed:	Purchase Order Needed: Yes No Mail Purchase Order: Yes No	Check Needed: Yes No Mail Check: Yes No
Signed: Treasurer	Approved Signed: Pastor	
Date:	Date:	
Signed: Deacons	Comments:	
Signed: Trustees	Signed: Ministry Leader	
Date:	Date:	

### Purchase Requisition Forms

May be obtained from the Church Office.



# Procedures for Deposits

All funds are collected and deposited according to the information provided on the Deposit Ticket. It is important that all fields be completed and are submitted with the prior approval signatures.

Deposit Tickets may also be obtained from the front office.



**Liberty Hill Baptist Church**

4410 REFUGEE RD.  
COLUMBUS, OH. 43232  
Troy Shaw, Pastor



Please Submit this form with your deposit

## DEPOSIT TICKET

Organization or Fund	Date

GROUP ACCOUNT #

CASH	CURRENCY	\$	CHECKS	\$	CHECKS	\$
	COIN					
CHECKS						

Total Amount \$ _____
-----------------------

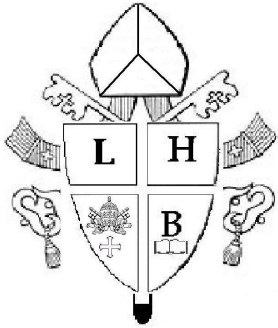
<i>DEPOSIT SUBJECT TO VERIFICATION</i> (Please put ticket in Deposit Envelope)	
Financial Secretary Signature	_____
Date	_____
Church Treasurer Signature	_____
Date	_____

# Request for 501c3 Verification

Occasionally, Liberty Hill ministries may receive outside charitable contributions for events that require verification of Liberty Hill's 501c3 non-profit status. In the event that 501c3 verification is needed, ministry leaders are required to request 501c3 verification in writing, for a letter to be sent directly to the requesting organization. The verification request in writing must be submitted using the same submission process or a requisition form (i.e. three signatures – see requisition forms). Allow at least 90 days for this process.

# 2012 Budget

2012 Budget Liberty Hill	January	February	March	April	May	June	July	August	September	October	November	December	Total
Tithe and Offering	\$ 8,883.00	\$ 6,993.00	\$ 8,641.00	\$ 8,276.00	\$ 9,535.00	\$ 7,181.00	\$ 7,778.00	\$ 5,867.00	\$ 6,371.00	\$ 7,924.00	\$ 6,100.00	\$ 7,000.00	\$ 90,549.00
Lease Payments	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 1,591.00	\$ 19,092.00
	\$ 10,474.00	\$ 8,584.00	\$ 10,232.00	\$ 9,867.00	\$ 11,126.00	\$ 8,772.00	\$ 9,369.00	\$ 7,458.00	\$ 7,962.00	\$ 9,515.00	\$ 7,691.00	\$ 8,591.00	\$ 109,641.00
Salaries and Stipends, Retirement	\$ 3,837.00	\$ 3,637.00	\$ 3,637.00	\$ 3,837.00	\$ 3,637.00	\$ 3,637.00	\$ 3,837.00	\$ 3,637.00	\$ 3,837.00	\$ 3,637.00	\$ 3,637.00	\$ 3,837.00	\$ 44,644.00
Benefits	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 349.00	\$ 4,188.00
Utilities	\$ 2,080.00	\$ 2,802.00	\$ 1,813.00	\$ 1,481.00	\$ 1,164.00	\$ 1,559.00	\$ 1,560.00	\$ 1,814.00	\$ 1,862.00	\$ 1,110.00	\$ 1,281.00	\$ 1,365.00	\$ 19,871.00
Mortgage	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 28,800.00
Insurance				\$ 2,500.00						\$ 2,500.00			\$ 5,000.00
Trash	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00	\$ 1,980.00
Security	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 420.00
Snow	\$ 330.00	\$ 330.00	\$ 330.00	\$ -									\$ 990.00
Total General Obligation	\$ 9,115.00	\$ 9,815.00	\$ 7,765.00	\$ 7,215.00	\$ 8,965.00	\$ 9,015.00	\$ 7,515.00	\$ 7,615.00	\$ 9,015.00	\$ 6,915.00	\$ 7,415.00	\$ 9,215.00	\$ 105,893.00
Net	\$ 1,359.00	\$ (1,231.00)	\$ 2,467.00	\$ 2,652.00	\$ 2,161.00	\$ (243.00)	\$ 1,854.00	\$ (157.00)	\$ (1,053.00)	\$ 2,600.00	\$ 276.00	\$ (624.00)	\$ 3,748.00
Deacons:													
Ministry	\$ 1,450.00					\$ 1,450.00			\$ 1,600.00			\$ 1,450.00	\$ 5,950.00
Total Deacons	\$ 1,450.00	\$ -	\$ -	\$ -	\$ -	\$ 1,450.00	\$ -	\$ -	\$ 1,600.00	\$ -	\$ -	\$ 1,450.00	\$ 5,950.00
Trustees:													
Repairs and Maintenance												\$ 1,500.00	\$ 1,500.00
Taxes			\$ 4,000.00			\$ 4,000.00							\$ 8,000.00
Total Trustees	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,500.00
Total Expenses	\$ 10,565.00	\$ 9,815.00	\$ 11,765.00	\$ 7,215.00	\$ 8,965.00	\$ 14,465.00	\$ 7,515.00	\$ 7,615.00	#####	\$ 6,915.00	\$ 7,415.00	\$ 12,165.00	\$ 121,343.00
Net	\$ (91.00)	\$ (1,231.00)	\$ (1,533.00)	\$ 2,652.00	\$ 2,161.00	\$ (5,693.00)	\$ 1,854.00	\$ (157.00)	\$ (2,653.00)	\$ 2,600.00	\$ 276.00	\$ (3,574.00)	\$ (11,702.00)



## **Congregational Support Ministry**

Weddings, Infant Dedications, Funerals

### **Congregational Support Services**

Congregational Care 614-285-LHBC

Funeral Care Line 614-285-LHBC

Hospital Visitation Request Line 614-285-LHBC

# Weddings

*Information provided to those seeking to get married at Liberty Hill.*

**Contact:** Troy Lee Shaw, Ph.D., 614-524-4738  
Epris Curry, Wedding Coordinator,

Your wedding will be one of the happiest, most important days of your life. The institution of marriage is more than just a social contract. It is an act of worship where your vows are made not only to each other, but also to God. We appreciate your interest in having your wedding ceremony at Liberty Hill Baptist Church. Because of the religious significance of this occasion, we have developed guidelines to assist you in creating an atmosphere that reflects your wishes and also glorifies God. We share your excitement and look forward to your continued service within the ministries here at Liberty Hill Baptist Church.

As a general rule Dr. Troy Shaw, the Pastor, will perform all weddings or designate an alternate Minister in case of a conflict with his schedule. If you would like to request an Officiant other than Dr. Shaw, please notify the Wedding Coordinator at the time you schedule your wedding. Once the date and the Officiant are confirmed, you will receive written notice of confirmation.

## **Guidelines and Procedures**

1. Secure a copy of our wedding booklet, including the necessary forms, requirements, fees and seating arrangements
2. Submit the Wedding Request Form (either online or in person).
3. Register for Premarital Counseling, a prerequisite for couples who plan to be married at Liberty Hill Baptist Church. We also strongly encourage couples to take advantage of the Premarital Workshop Series even if you plan to marry at a location other than Liberty Hill. It is not necessary to have set a date for your wedding before participating in the series and we encourage you to enroll in this series before making a final commitment for a wedding date. Please contact Dr. Shaw at 614-443-1576 for further details and to register.
4. You will receive a confirmation of your wedding date, officinal and other details upon completion of your pre-marital workshop. (a deposit may be necessary)
5. There will be a follow-up questionnaire as your date draws closer for information such as: your program ideas, anticipated guests, post-wedding mailing address, vendor information, etc.

The true beauty of a wedding ceremony lies in the spirit and attitude of those participating. We pray that your wedding will be the beginning of many blessings showered upon you as you begin your new life together..

# Infant Dedications

*Information provided to those seeking to have children dedicated at Liberty Hill*

**Contact:** Dr. Troy Shaw / 614-524-4738  
Kelly Shaw, Infant Dedication Coordinator, 614-496-1885

We are glad you have taken an interest in the Infant Dedication Ceremonies here at Liberty Hill; where we are Unified to love, labor, and liberate. We give reverence to our God's divine Principles, one of which is FAMILY: "We honor and strengthen the institution of marriage and family. We will always protect our children and honor our elders." (derived from 1Corinthians 11:3)

In traditional African culture, religion is not a separate worship system, but a way of life. This deeply-rooted spirituality is expressed in the family and communal rituals which mark every important event. We celebrate the joining of the past and the future represented by the lives of children. We invite you to embrace this tradition and look forward to sharing in this joyous occasion with you!

# Funerals

*Information provided to those seeking funeral services from Liberty Hill*

*I am the resurrection and the life. He who believes in me will live, even though he dies, and whoever lives and believes in me will never die. (John 11:25-26)*

Dr. Troy Shaw, ministerial staff, officers and the Liberty Hill Baptist Church family join in your grief in the death of your loved one. May you know the Lord's comfort and may His love surround you during this time of loss. Because death is such an important and sensitive time in our lives, we have set up guidelines to assist families through the funeral preparation process. We need you to follow proper guidelines to assure yourselves that everything is done in decency and in order. We also need to be on guard against those with unscrupulous behavior and hidden agendas. We need you to do the following when death occurs within the church family.

1. Immediately contact the Pastor (614-524-4738) and advise him that a death has occurred. If after hours, please leave a message via the pastor's voicemail system. It is checked several times during the day and the voicemail will automatically generate an e-mail to the Pastor..
2. Meet or talk with the Pastor before making final arrangements with the funeral home. Please direct any questions or concerns you may have to Dr. Troy Shaw
3. Understand that no LHB Ministry or person can make any plans for participation in the wake, Homegoing service, burial, or repast without clearance from the Pastor or his designee.

Please Remember

We will do our very best to honor your request as we remember that Home Going Services are worship services designed to comfort and encourage the family, and bring Glory and Honor to our Lord and Savior Jesus Christ.

**Date/Time of Funeral**

It is preferred that all funerals take place between Tuesday and Thursday. The Viewing is generally one hour beginning at 11:00 a.m. and the funeral service begins promptly at 12 Noon. Pastor Troy Shaw will preach all funerals when he is available. In his absence Pastor Troy Shaw will assign the Officiant.

**Funeral Bulletin**

The Liberty Hill staff will prepare the bulletin. The Pastor will discuss the format of the bulletin at the time of visitation.

**Repast**

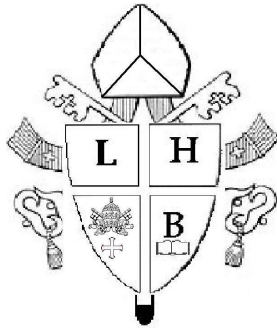
If the family requests a repast, the Pastor will discuss the menu and costs with the family. The maximum number of persons for the repast is 75.

**Audio Compact Disk**

One disk of the service may be given to the family free of charge, subject to availability.

**Costs to the Family**

If the deceased is a member of the Liberty Hill Baptist Church there is no charge for the use of the sanctuary, Officiant, and musician. If the deceased is not a member, applicable costs and policies will be discussed by the Pastor at the time of initial visitation.



## **Liberty Hill Communications**

Publications, Web Site, Social Media,  
Copy Center

Procedures for submitting announcements to publicize your ministry events, tools that are available to you from our web site, how to get approval to use the Church Copy Center and Liberty Hill's Spiritual Identity Guidelines which may be used to guide internal publications procedures as well as distributed to external vendors to ensure the products ordered will match our identity.

# Print & Electronic Publication Procedures

*Liberty Hill Ministries are encouraged to send updates, announcements, articles, and photos of Ministry events to [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org) or the church office.*

## SUBMISSION GUIDELINES

- The editors will determine the most appropriate category and placement of posted items. Writing may be edited and we reserve the right to publish our edited version without prior approval.
- The Church Editor has style and design oversight of all publications of the church.
- All material may be submitted by e-mail to [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org). Shorter announcements and letters to the congregation may be submitted to the church office.
- We generally do not publish news items that fall into the categories below:
  - Publications, books or products for sale
  - Promotion of fee-based services
  - Job announcements and award recipients
  - Upcoming conferences and events

## PROMOTION AND PUBLICATIONS

**Pulpit Announcements** – Pastoral Announcement submissions may be sent to [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org). All announcements must include the following information:

Ministry name  
Ministry Contact (Name, Telephone Number and email address)  
Ministerial Staff Contact  
Subject of the Announcement  
Date of the event (if applicable)  
Location of the event  
Time of the event  
Event Details

We cannot guarantee that **pulpit announcements** will be made in light of time constraints. However, we will make every attempt to honor the request.

**Sunday Bulletin / Daily Bread Online Announcements** - Submissions may be sent to [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org) by the Tuesday prior to publication. All announcements must include the following information:

Ministry name  
Ministry Contact (Name, Telephone Number and email address)  
Ministerial Staff Contact  
Subject of the Announcement  
Date of the event (if applicable)  
Location of the event  
Time of the event  
Event Details



Submitted announcements may be formatted for publication including graphics. When listing the time of an event, please use the following format: 7:00 P.M. Telephone numbers should be hyphenated as in 614-555-5555.

*Announcements may also be submitted through the use of our online [libertyhillbaptist.com](http://libertyhillbaptist.com) form or e-mail using [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org) which allows file attachments.*

**Annual Report** – Please complete a Ministry Profile Sheet. Information from this form will be used to report on our Ministry Activities for the year. Deadline: the last Sunday in September 2013.

**Liberty Book** - Periodic updates will be made to the Liberty Hill Liberty Book, a directory of Liberty Hill's leaders and officers.

**The Luminary** –is an occasional Liberty Hill newsletter publication. Submissions may be sent to [office@lhbcolumbus.org](mailto:office@lhbcolumbus.org). Solicited and unsolicited articles from members of Liberty Hill will be read and considered for publication in the newsletter.

**Web Site:** Ministry Events will be posted on our church calendar and in our events section.

## The Liberty Hill Web Site and Social Media

The Liberty Hill Web Site is a ministry tool for our members as well as an outreach tool to gain new converts to Christ. Social media such as Facebook, Twitter, and Instagram may also be used as a method for reaching the unsaved as well as a tool for remaining in touch with other members of our fellowship.

### **Highlights**

- ◆ The Preaching Schedule is published on our web-site as well as a list of upcoming events under Announcements. Members may also subscribe to the LHB list server Online or Submit a Prayer Request from our home page.
- ◆ Members may also subscribe to the LHB list server Online or Submit a Prayer Request from our home page.
- ◆ Many of the forms in this publication are available online by clicking on Members – Forms.
- ◆ If online registration has been requested for an event or series of classes those links will be available by clicking on Members – Bible Learning.
- ◆ All Liberty Hill services are available via Livestream.
- ◆ Many multi-media products and suggested study materials may be purchased through the store link.

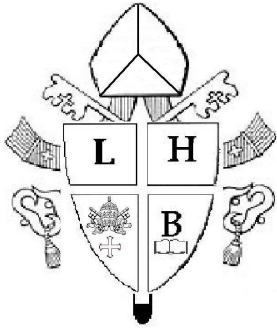
### **Ministry Support Tools**

Ministry Support Tools will be available for download when possible.

# Copy Room Policies & Procedures

## Copy Center Services:

- ◆ Please make certain that you see the Church Editor to be approved to use the church copier, be ready to provide details with regard as to why you need to use the equipment.



## Ministry Forms

501 C3 Verification Request  
Activity Space Request Form  
Infant Dedication  
Name / Address Change  
Offsite Activity Request  
Transportation Request  
Announcement Form  
Prayer Request Form  
*Some forms may also be  
completed online.*

# Liberty Hill Baptist Church Verification of 501c3 Status Request Form

Date Submitted: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Ministry Leader: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Activity/Event for which funds are being provided:

\_\_\_\_\_

Charitable Contribution Amount: \$ \_\_\_\_\_

Requesting Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pastor Signature/Approval: \_\_\_\_\_

Trustee: \_\_\_\_\_

Deacon: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: The verification will be submitted directly to the requesting organization.**

4410 Refugee Road, Columbus, Ohio 43232 / Dr. Troy Lee Shaw, Pastor

# Liberty Hill Baptist Church Activity Space Request Form

Date Submitted: \_\_\_\_\_

Day of the Week Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Activity Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Room Requested: \_\_\_\_\_

## SETUP

# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

Lecture/ Classroom  Rehearsal  Tables in Square shape

Circle of Chairs  Banquet  Other: \_\_\_\_\_

Standing Reception  U-shape  Food Service (*see back page*)

Details: \_\_\_\_\_

\_\_\_\_\_

## SPECIAL REQUESTS

Microphone (when available)  Flip Charts  VCR (*when available*)

Overhead Projector  Other: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

## How would you like to receive your confirmation?

Place in Ministry Mailbox  E-mail  Fax

Please provide e-mail address or fax number:

\_\_\_\_\_

You will have to do most of your setup and cleanup, your confirmation will provide detailed instructions.

**4410 Refugee Road, Columbus, Ohio, 43232 / Dr. Troy Shaw, Pastor**

## PRELIMINARY FOOD SERVICE REQUEST

\*\* Completion of this form does not confirm your request.

Table Cloths:  Linen  Paper

Table Settings:  China  Paper/Plastic

Decorations:  Yes  No

There will be an additional charge for decorations.

### MENU PREFERENCES:

BREAKFAST  Continental  Buffet

LUNCH  Sit Down  Buffet

DINNER  Sit Down  Buffet

RECEPTION

For menu selection please Almarie Brooks

## PRELIMINARY MUSIC / MULTIMEDIA MINISTRY REQUEST

- Microphones (Sanctuary or McCrary Hall)
- Music Played (Sanctuary or McCrary Hall)
- Videotaped Event
- Organist  Instrument: \_\_\_\_\_
- Audio taped Event
- Pianist
- Powerpoint Presentation
- Vocalist

### PLEASE NOTE:

These forms should be completed six (6) weeks prior to the engagement you are planning. If not submitted at least three (3) weeks prior, your event may not be approved.

Submission of these forms does not imply an automatic approval of your event. Please do not submit your packet to church staff prior to obtaining an APPROVAL from the Pastor

Please include any special request or restrictions.

### FOR INTERNAL USE ONLY:

Offsite  Food Services  Music Ministry  Audio/Visual  Special Set-up  After Hours

Pastor Approval: \_\_\_\_\_

Appropriate Church Staff Approval: \_\_\_\_\_

# Liberty Hill Baptist Church Infant Dedication Request Form

Child's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ M \_\_\_ F \_\_\_ Place of Birth \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Member of LHB? \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's home telephone \_\_\_\_\_ Work \_\_\_\_\_  
Father's Name \_\_\_\_\_ Member of LHB? \_\_\_\_\_  
Father's home telephone \_\_\_\_\_ Work \_\_\_\_\_  
Are you two married? \_\_\_\_\_ If not, co-habiting? \_\_\_\_\_  
Name of person requesting dedication if not parent \_\_\_\_\_  
Relationship to Child \_\_\_\_\_ Member of LHBC? \_\_\_\_\_  
How many godparents? \_\_\_\_\_ grandparents? \_\_\_\_\_  
Would you like to use a photographer for this event? \_\_\_\_\_

## INFANT DEDICATION PRE-INTERVIEW QUESTIONS

What service do you attend on a regular basis? \_\_\_\_\_  
What areas of the church are you serving in? \_\_\_\_\_  
Are both parents committed Christians? If not, please describe your spiritual affiliation.  
\_\_\_\_\_  
Do you support the Church with your tithes and offerings? \_\_\_\_\_  
Are all of the persons you have selected as godparents committed Christians? If not,  
please describe their spiritual affiliation. \_\_\_\_\_

**4410 Refugee Road, Columbus, Ohio, 43232 / Dr. Troy Shaw, Pastor**

# Liberty Hill Baptist Church Offsite Activity Request Form

Date Submitted: \_\_\_\_\_

Day of the Week Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Activity Description: \_\_\_\_\_  
\_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Offsite Contact: Please provide name, telephone number and address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_

LIBERTY HILL CONTACT PERSON: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

## How would you like to receive your confirmation?

Place in Ministry Mailbox  E-mail  Fax

Please provide e-mail address or fax number:

\_\_\_\_\_

**4410 Refugee Road, Columbus, Ohio, 43232 / Dr. Troy Shaw, Pastor**



## MUSIC / MULTIMEDIA MINISTRY REQUEST

- Microphones
- Music Played
- Videotaped Event  Organist  Instrument: \_\_\_\_\_
- Audio taped Event  Pianist
- Powerpoint Presentation  Vocalist

# Liberty Hill Baptist Church Transportation Request Form

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Approximate Miles for the Trip: \_\_\_\_\_ Estimated Time of Arrival: \_\_\_\_\_

Number in Group: \_\_\_\_\_

Purpose of Trip:

\_\_\_\_\_  
\_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

**ALL REQUEST FOR TRANSPORTATION MUST BE SUBMITTED TO THE PASTOR 6 WEEKS  
PRIOR TO THE ENGAGEMENT AND ARE APPROVED FOR TRANSPORT TO LHB OR AN  
LHB-RELATED ACTIVITY ONLY.**

**4410 Refugee Road, Columbus, Ohio 43232 / Dr. Troy Shaw, Pastor**

Trip Assigned to: \_\_\_\_\_

Mileage: Beginning Odometer: \_\_\_\_\_

Ending Odometer: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Total Case: \_\_\_\_\_

Pastor Approval: \_\_\_\_\_ Transportation Approval: \_\_\_\_\_

## **Other Forms for Your Use**

These forms are available in the church office.

1. Copier Request Form
2. Food Service Agreement
3. Food Service Requisition
4. Incident Report
5. Prayer Request
6. 2012/2013 Ministry Profile



# CONSTITUTION OF THE LIBERTY HILL BAPTIST CHURCH

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## **Preamble**

This Constitution is made to: 1. Preserve and secure the principles of our faith. 2. Preserve the liberties of each individual member of the church. 3. Ensure freedom of action and independence from any religious body or organization. 4. Provide for orderly conduct of internal affairs, in dealing with others, and governing church members.

## **Article I - Name and Principle Office**

The name of this Non-profit Corporation is Liberty Hill Baptist Church. This Non-profit Corporation will be further referred to in the Constitution as the "Church". The Church office is presently located at 4410 Refugee Road, Columbus, Ohio 43232, the Church shall have full power and authority to change the principle office from one location to another.

## **Article II – Purpose**

The purpose of the Church is to glorify God by obeying the Great Commandment (Matthew 22: 36-40) and the Great Commission (Matthew 28: 18-20). The process is designed to produce disciples of Jesus Christ which involves at least the following four categories. 1. Worship - (Celebrating) "To love God with all your heart..." (Matt. 22: 36-40) 2. Ministry- (Caring) "Love your neighbor as yourself..."(Matt. 22: 36-40) 3. Evangelism- (Cultivating) "Go... and make disciples..." (Matt. 28:18-20) 4. Discipleship- (Communicating) "Teach them to observe..."(Matt. 28:18-20).

The purpose of Liberty Hill Baptist Church is: To obey the Great Commandment (Matthew 22:27-48) and fulfill the Great Commission (Matthew 28:19-20), expressing our love for God and neighbor as we go forth to make disciples, baptizing, teaching, and cultivating people in order to magnify the Lord through mission, membership, maturity, and ministry.

*Matthew 22:34-40 "But when the Pharisees had heard that he had put the Sadducees to silence, they were gathered together. Then one of them, which was a lawyer, asked him a question, tempting him, and saying, Master, which is the great commandment in the law? Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it,*

*Thou shalt love thy neighbour as thyself. On these two commandments hang all the law and the prophets.”*

*Matthew 28:19-20 “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen.”*

The Church must:

- Love the Lord with all its heart
- Love our neighbor as ourselves
- Go and make disciples
- Baptize
- Teach obedience to God

### **Article III - Statement of Faith**

We affirm the Holy Bible as the inspired Word of God, and as the only basis for our beliefs.

### **Article IV - Affiliation**

This Church is autonomous and maintains the right to govern its own affairs, independent of any denomination control. Recognizing, however, the benefits of cooperation with other churches in world mission, this Church may voluntarily affiliate with a convention in its national, state and local expressions.

### **Article V – Membership Section**

Section I: General Membership in this Church shall consist of all persons who have met the requirements for membership, and are listed on the membership role.

Section II: Qualifications for Membership

All members of this church shall be persons professing faith in the Lord Jesus Christ, giving evidence of that faith in their personal lives and in their willingness to serve Him and shall have been baptized by immersion, except in those cases where the Ministry of Deacons determines that it is medically or physically inadvisable for the individual to be immersed.

Any such person may be admitted to membership by one of the following methods upon the completion of all conditions and requirements designated by the Church's Senior Pastor:

- a. By Letter. A letter of transfer may be received from another Christian church.
- b. By Baptism. If not previously baptized by immersion, admission upon profession of faith shall be followed by Baptism by immersion administered by this church, except as stated above.
- c. By Experience. A believer of worthy character who has been a member of another Baptist church, but who is unable for an acceptable reason to secure a letter from that church, or a believer who has been a member of another evangelical denomination may be admitted to membership in this church upon a statement of experience, baptism by immersion and evidence that his or her views of faith and principle are in substantial accord with those of this church.
- d. By Restoration. Persons who have been excluded or suspended from membership may have his or her membership restored upon recommendation by the Church's Senior Pastor.

### Section III: Designation of Membership

In an effort to properly reflect the membership of the Church the following membership roll will be maintained. Active/Latent Members: All members who are listed on the Church's roster, currently active or inactive in the church.

- a. Definition of Active Membership: An active member is a member who attends three out of four Sunday worship services of the Church except when prevented from doing so by health concerns, work responsibilities or travel, tithes (contributes 10% of their income to the financial support of the Church as outlined in Malachi 3:10), and communicates an ongoing interest in the Church by, in addition to Sunday Worship, participating in Sunday School, and/or Bible Study, and/or Christian Education as outlined in 2 Timothy 2:15, unless prohibited by health concerns, work responsibilities or travel. Active members are entitled to exercise the rights and privileges of membership, and are eligible to hold an appointive office.
- b. Definition of Latent Members: A latent member is a member who is not attending, supporting, or otherwise communicating an interest in this church, or who is attending and/or supporting another church, for an entire quarter of a year. Such persons continue as members, but their status is changed to latent. The Ministry of Deacons may quarterly provide a listing of latent members for the benefit of the Clerk. Latent Members will not be

counted on church reports of membership as "active members," and shall not have the voting privileges.. Latent members who no longer reside in the area are encouraged to unite with another church of like faith and practice where they can be active.

c. Exceptions to Latent Membership Status: Members are not made latent simply because they are unable to support the Church financially or are physically incapable of regular attendance. Long term illness, or military service, and or other special circumstances may be determined by the Ministry of Deacons.

d. Reinstatement of Latent Members: Following a reasonable period of active involvement in the life and ministry of the Church, that is, one quarter of the year the Ministry of Deacons may reinstate latent members to full active membership. Reinstatement should be governed by 2 Corinthians 2:5-9.

#### Section IV: Rights of Membership

Every active member in good standing shall have the right to participate in the following matters: The annual budget of the Church, the merger or dissolution of the Church, acquisition and/or sale of property unless otherwise predicated by an emergency (e.g. natural disaster), and amendments to the Articles of Incorporation or Constitution of the Church, bi-annual election of officers, acquisition and/or disposition of pastoral staff.

#### Section V: Termination of Membership

Members shall be removed from the Church roll for the following reasons:

1. Death.
2. Transfer of membership to another church.
3. By personal request of the member.
4. Dismissal by the Ministry of Deacons according to the following conditions:
  - a. The member's life and conduct is not in accordance with the Christian Faith in such a way that the member hinders the ministry influence of the Church in the community.
  - b. Procedures for dismissal of a member shall be according to Matthew 18:15-17 or Titus 3:10-11.

#### Section - VI: Restoration of Members

Members dismissed by the Church shall be restored by the vote of the Church or the unanimous agreement of the Diaconate according to the spirit of 2 Corinthians 2:7-8.

## Section VII: Voting Limitations

Each member is entitled to one vote. Voting by proxy is prohibited.

a. Retired pastors shall have no voting privileges. This prohibition pertains to all retired pastors, including but not limited to Senior Pastors and Youth Pastors.

b. Any new members joining while the Office of Pastor is held as an interim position will not have voting privileges until the new pastor has been selected by the church

## Article VI Meetings of Members

Business meetings of the members shall be held in the times, in the manner and the purposes set forth below:

1. An annual meeting of the Church shall be held prior to the beginning of the calendar year. The primary purpose of the meeting is to receive and adopt the annual report and Church budget.
2. The Pastor and/or Church may change the dates of the annual or other scheduled meetings by notifying the members at least 10 days in advance.
3. A special business meeting of the church may be called at any time by
  - (a) the Pastor, (b) or by a majority agreement of the Diaconate and Trustee ministry.
4. Notification of members for special business meetings must be given by any one of the following methods:
  - a. Distribution of written material to the congregation in attendance at a Sunday service.
  - b. Announcement of the meeting in the Church newsletter.
  - c. Oral announcement to the congregation at two Sunday services within consecutive calendar weeks.
  - d. By first-class letter to members.



5. For regular business a quorum shall consist of one sixth of the voting members; for purposes of bylaw amendments and regular elections a quorum shall consist of one third of the voting members.

a. Voting members of the Church over sixteen (16) years of age shall be required to transact business at the Quarterly Meeting, or at any meeting duly called to amend this Constitution. Active members sixteen (16) years of age or younger are not in any way restricted in their voting privileges (except as to matters described in the Constitution), but may not be counted in determining the existence of a quorum.

b. Members are required to be eighteen years of age or older to officially vote on dismissal of the Senior Pastor, the mortgage, lease, sell, transfer, or otherwise encumber or dispose of the property of the Church, real or personal.

6. The Ministry of Deacons shall have the responsibility to decide any and all questions with respect to the interpretation of any part of the Constitution. However, in the event a decision of the Ministry of Deacons on matters of interpretation of the Constitution and any amendment thereof shall be objected to by a simple majority vote of the voting members, the question of such interpretation shall be referred to a Special Constitution Committee to be composed of five persons, chair or designee from the Ministry of Deacons, chair or designee from the Trustee Ministry, the church clerk, the church treasure, and one person at large to be appointed by the Pastor with the Pastor as an ex officio member. The decision concurred on by a majority of the members of the Special Constitution Committee shall be final and binding unless and until changed by amendment.

7. Members may submit suggestions for more efficient management of church affairs, or register serious concerns. Initially such matters are to be presented in writing and signed by the member, on a form provided by the Ministry of Deacons. The Ministry of Deacons will respond appropriately in the following ways: 1) interview the members submitting the suggestion or grievance for better understanding while in closed session, if unresolved then, 2) refer the matter to the appropriate church ministry; if still unresolved then 3) call for a special meeting of the deacons, appropriate church ministry(s), and Senior Pastor for discussion and resolution.

8. New business for the Quarterly Business Meetings should be presented in writing to the Clerk one week prior to the scheduled meeting date.

## Article VII Church Officers

Section I: The officers of the Church will consist of a minimum of three persons. The pastor, secretary/clerk, treasurer. along with Diaconate and Trustees.

a. By the adoption of this Constitution, the Church membership delegates certain specified responsibilities and authorities to its Officers to carryout the responsibilities of their office.

### Section II:

a. The Senior Pastor will serve for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ. The pastor will serve as moderator of Church business meetings. In the Pastors absence a Diaconate member of the church may act as moderator, or a designee appointed by the pastor. The Senior Pastor shall preach the gospel, administer the ordinances, watch over the membership, and shall serve as the spiritual, executive and administrative leader of the Church, having responsibility for the vision, development, organization, coordination, administration, implementation and review of the total ministry of the Church. The Senior Pastor shall be responsible for hiring, terminating and setting compensation for budgeted employees of the Church other than himself, as recommended by the Trustee Board for his approval. He shall have such other rights, duties, and powers as are authorized by the Ministry of Deacons from time to time. He shall be an ex officio member of all Ministries and auxiliary organizations of the Church, privileged to attend meetings and participate in deliberations,

b. The treasure of the church will oversee and cause to be kept and maintained, adequate and correct books and records of accounts of the church. He/She shall also oversee the reception and disbursement of funds. The treasure of the church will deposit or keep funds secure expediently.

c. The Church Clerk will serve as the Secretary.

d. Other trustee officers shall be appointed by the pastor and approved by the church as needed.

Section III: The trustees of the Church are hereby designated as the Directors of the Corporation as the term is defined and used in the State of Ohio Nonprofit Corporation Code.

a. It shall be the duty of the Trustees to perform two specific tasks.

(1) Act as legal representatives of the church and to take such actions and execute any documents necessary to accomplish the purpose of any matter which concern any real, personal, or intangible property of the Church.

(2) Meet annually with the other non-staff Directors to recommend the Pastor's salary for the budget biannually.

Section IV: In the event that the pulpit becomes vacant either by the pastor's resignation, disposition, retirement, unconscious illness, or death. The diaconate may recommend a candidate to the congregation for approval as interim-pastor, until the selection process to call a new pastor is in place.

a. The Senior Pastorate shall be terminated automatically upon the death of the Senior Pastor or by action of the Church upon resignation or dismissal. In the case of resignation or dismissal, sixty days' notice on the part of the party initiating the termination will be required, unless a different period is mutually agreed upon between the Senior Pastor and the Ministry of Deacons. Only the Ministry of Deacons may initiate the dismissal procedure. The dismissal procedure may be initiated if it is approved by two-thirds (2/3) of all the Ministry of Deacons Members in office at a Special Business Meeting of the Deacons called for that purpose. The dismissal procedure shall proceed to a joint special meeting of the church clerk, treasure, deacons, and trustees called in accordance with the provisions in the Rules of Procedure for that purpose. The dismissal procedure shall proceed to the active members of the Church upon a three-fourths (3/4) affirmative vote of the officers (clerk, treasure, deacons, trustees) with a quorum of 60% of the officers in office present and voting. Dismissal shall be valid upon a two-thirds (2/3) affirmative vote of the active members of the Church present and voting at a meeting duly called for such purpose. Resignation shall become effective after affirmative action by the Ministry of Deacons and Trustees.

Section V: Deacons shall provide support and assistance to the Senior Pastor and staff by ministering to the needs of the members of the Church, thereby allowing the Pastor to devote himself to the study and proclamation of the Scriptures. Deacons shall make themselves available to the Senior Pastor as the Pastor deems necessary. Deacons are to be zealous to guard the unity of the spirit within the Church in the bonds of peace. They are to be concerned for the spirituality and physical needs of the members of the Church and shall support the programs and activities of the Church. Deacons may be ordained men or women who are

members of the Church, appointed by the Senior Pastor, and ratified by the church.

Deacons or any non-functioning officer may be dismissed from serving in their office upon recommendation to the Ministry of Deacons by the Senior Pastor and by a three-fourths (3/4) majority vote of the Deacon body, or by a two-thirds (2/3) majority vote of the active members.

The Chairperson of the Ministry of Deacons shall be appointed by its members for a term of two (2) years. Consecutive terms shall be limited to two (2).

Accountability: To the Congregation

The duties and responsibilities of the Ministry of Deacons shall be as follows:

- To have general responsibility for the spiritual program of the Church and the spiritual welfare of its members in cooperation with the Pastor.
- To consider all requests for dismissal from membership in the Church and to make recommendations thereon to the Church. It shall review the membership roll periodically and make recommendations for dismissal as provided in Bylaws Article V, Section V, number 4.
- To annually review with the Senior Pastor the Church's spiritual progress and the response of the membership to the Ministry's leadership. If such progress and response are not found to be adequate, it shall be the joint responsibility of the Senior Pastor and the Ministry of Deacons to seek through counsel and prayer and through cooperative effort the most effective means for the increasing the effectiveness of the mission of the Church.
- In cooperation with the Senior Pastor, to plan and carry out a program of visitation and of care for the needy, sick, and distressed members of the Church, and a program of evangelism and membership promotion.
- To have custody and control of a special fund to be known as the Missionary and Benevolence Grant Fund, the same to be derived from special offerings or budget allocations as recommended by the Ministry of Deacons and approved by the Ministry of Deacons and ratified by the Church.
- To assist the Senior Pastor in administering the Ordinances of Communion and Baptism.
- To meet regularly once each month at a time selected by the Ministry of Deacons, and at other times on call of the Chairperson. One-half (1/2) of the active members of the Ministry of Deacons shall constitute a quorum.

- To prepare and submit a report of its activities to the quarterly and annual meetings of the Church.

## **Section VI: Biblical Criteria for Church Leaders**

The Church continuously affirms that all persons who serve as Church leaders, which includes, but is not limited to, the Senior Pastor and Staff, Church Officers, Ministry Members, Committee Members, and Officers of Auxiliary Organizations shall meet the following Biblical Criteria for service:

1. Must be saved (John 3:3; 2 Corinthians 5:17)
2. Must fulfill the requirements found in Acts 6:1-8 and I Timothy 3:8-13
3. Must be able and willing to serve (Romans 12:11)
4. Must be loyal to the Pastor (I Thessalonians 5:12-13)
5. Must be supportive of the Church's ministry (Matthew 25:32-46)
6. Must fulfill the requirements of Christian Growth and Orientation (2 Timothy 2:15; Acts 17:10-11)
7. Must be a steward of time, talent, and treasures (Malachi 3:8-10; Luke 21:1-4; John 3:10)
8. Must be approved by the Church and Pastor (Acts 6:3-4)
9. Must worship regularly (Psalm 122; Hebrews 10:25)
10. Must share the Christian faith (Acts 1:8; 8:1-4)
11. Must be a student of the Bible (Acts 6:9; 7:60)
12. Must set a moral example to the glory of God (Matthew 5:16; Colossians 3:1-10)
13. Must have a sensitivity to the power of prayer (Luke 18:1; 11:1-4; 6:12-16)
14. Must have a magnetic personality (Proverbs 18:24; 1 Corinthians 13; Galatians 5:15; 22-23)

### **Article VIII Records and Reports**

The Church will maintain the following records and reports:

1. Adequate and correct books and records of accounts (financial records).
2. Minutes of the proceedings of its members, Church Advisory Council, and Board of Directors (Trustees).
3. A record of its members, containing names and addresses.
4. Contribution statements for contributors.
5. Reports of annual review of all church financial books, records, and proceedings.

## Article IX Corporate Responsibility

The property of the Church is irrevocably dedicated to religious purposes, and no part of the net income or assets of the church shall ever inure to the benefit of a Director, officer or member of the Church, or to the benefit of any private individual. Upon the winding up and dissolution of the church, after paying or adequately providing for the debts and obligations of the church, the remaining assets shall become the trust of an organization of like structure that promotes the tenets of Christianity.

## Article X Amendments to the Constitution

All proposed amendments to this Constitution must first be submitted to the Ministry of Deacons for consideration. Only the Ministry of Deacons may submit proposed Constitution amendments to the Church. Upon approval of a two-thirds (2/3) majority of all members of the Ministry of Deacons, the Ministry of Deacons may submit a Constitution amendment to the Church for a vote of the active members of the Church. These Constitution may be amended by a two-thirds (2/3) affirmative vote of the active members of the Church present and voting at a quarterly business meeting, or a meeting duly called for such purpose, in accordance with the Rules of Procedure.

Certificate Of Secretary: I, the undersigned, certify that I am the secretary of Liberty Hill Baptist Church, a Nonprofit Religious Corporation and the above Constitution, consisting of five (5) pages, containing the constitution of the Church as adopted

\_\_\_\_\_ Executed at Liberty Hill Baptist Church, 1428 Fairwood

Avenue, Columbus, Ohio,

\_\_\_\_\_

\_\_\_\_\_,  
Church Clerk and Secretary

\_\_\_\_\_  
Witnessed & Notarized

## Appendix

### Church Officers

All church officers must be members of the church in good standing, with exception of the Pastor; who may maintain membership within a separate Baptist Church.

#### A. The Pastor:

1. The qualifications for pastor shall be consistent with a Christian lifestyle.
2. Pastor's responsibilities:

- (a) These generally fall into the following areas: Preaching, teaching, pastoral counseling, administration, planning, and guiding the church to grow and fulfill its purposes.
- (b) Lead the church, the organizations, and all leaders of the church in performing their tasks in worship, proclamation, education, and evangelism.
- (c) The pastor shall be an ex officio member of all church standing committees.
- (d) Secure pulpit supply for times of absence or commission the deacons.

**B. Diaconate:**

1. A deacon must meet the qualifications listed in 1 Timothy 3:8-13.
  - (a) A deacon shall demonstrate an exemplary Christian testimony in private, family, and public life; a committed Christian leader and partner of the pastor; supporter and promoter of the church faith, practice, programs, and ministries.
  - (b) Deacons serve as a committee of counsel to assist the pastor concerning the spiritual progress and welfare of the church.
  - (c) Assist the pastor in ministering to the members by implementing family ministry.
  - (d) Seek to solve any fellowship problem of the church.
  - (e) Assist the pastor in administering the church ordinances.
  - (f) In the absence of the pastor, the chairperson(s) of the Diaconate Ministry shall generally serve as an advisory member to all organizations, departments, and committees of the church.
2. The Diaconate is elected to serve the tables; the Lord's table and look after the poor, widows indeed, and orphans.
3. Serve with the pastor. Help carry out the program that the Holy Spirit would lead through him. Not only assist him in carrying forward this program but also uphold him in prayer and word.

4. The Diaconate is to serve or minister by visiting the sick, by visiting the negligent members and by enlisting the un-enlisted.
5. The Diaconate should lead out in preserving unity and harmony in the church body or family fellowship.
6. They should set the right example in Christian living, church loyalty and New Testament stewardship.
  - (a) No person in the church should be a more loyal attendant at the services of the church than the deacon, — for how can he set the right example otherwise?
  - (b) No person should be better acquainted with Biblical doctrines and the distinctive teachings of his own church than the deacon.
  - (c) No person ought to be a better missionary minded member and soul winning Christian than the deacon.
  - (d) No member in the church should be more willing to practice scriptural giving than the deacon.
  - (e) No member should be a better backer of the pastor and in prayer for him than the deacons. The deacon should, by all means, be a soul winner. In Acts 8, Philip is a good example of a deacon being engaged in the work that is the high privilege of every deacon.

**C. Clerk/Secretary:**

1. The church clerk shall be elected and be responsible for keeping an accurate record of all business meeting transactions of the church and preparing the annual report to the Church.
2. He or she shall keep a register of the names and addresses of the church members, with dates of admission, dismissal, dedication of children, and deaths of members of the church family.
3. He or she shall issue letters of dismissal voted by the church and write letters of transfer of membership, prepare written reports of the church, and keep an accurate history of the church.
4. An assistant church clerk may be elected or the clerk's responsibilities shall be delegated to a church secretary if and when the church can afford to employ one.

**D. Treasurer:**

1. The church treasurer shall be elected as the custodian of all monies of the church and shall disburse these monies by checks as authorized by the church.



2. He or she shall keep, at all times, an itemized account of all receipts and disbursements and shall render a monthly and annually written report of this account to the church.

3. The treasurer shall keep an orderly set of books of all financial transactions, exhibiting with clarity all receipts and disbursements.

**E. Financial Secretary:**

1. The church financial secretary shall be elected and shall be responsible for seeing that the offerings are properly received, counted, and deposited in the church's bank account.

**F. Trustees:**

1. At least three (3) trustees shall be appointed by the pastor and approved by the church to hold trust the property of the church.

2. The trustees shall be responsible in temporal matters and properties administration.

3. It shall be the function of the trustees to sign any, and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church.

4. Throughout the year, this committee shall give attention to and study the condition and state of repair and appearance of the building and grounds of the church and equipment therein, making arrangements for repairs and improvements.

**III. Committees**

A. Nominating Committee: A Nominating Committee may be appointed and convened throughout the year for nominating and presenting to the church; people to serve in various positions of the church (unless provided for otherwise in this Constitution) vacated by expiration, by death, by resignation, or by removal. Each person contacted shall be generally informed of his or her responsibilities by a member of the committee.

B. Other Committees and Auxiliaries may be established to carry out and enhance the work of the church.