

# **Evergreen Baptist Church**

**Port Orchard, Washington**

## **Church Administration Handbook**

**Original**

**Prepared by Deacon Board**

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## **Chapter 1 – Introduction**

### **Purpose of this Manual**

This manual has been prepared to inform you of the Standard Operating Procedures used by Evergreen Baptist Church (EBC). We recognize other documents are needed and it is our desire to incorporate as many policies, procedures, and guidelines as possible into this manual.

### **Goals and Objectives**

It is our desire to provide a single source regarding the standard operation of our church that promotes a unified effort to fulfilling the Great Commission and the vision of EBC.

This manual provides guidance and direction for the consistent application of standards in the conduct of ministries of EBC.

Position Descriptions for all roles identify primary tasks, general responsibilities, and minimum eligibility requirements for each position.

### **Scope**

Chapter 1 – Introduction

Chapter 2 – Guiding Documents

Chapter 3 – Leadership and Organization

Organizational Chart

Chapter 4 – Worship Branch

Chapter 5 – Administration Branch

Chapter 6 – Education Branch

Chapter 7 – Ministry Branch

Chapter 8 – Evangelism Branch

Chapter 9 – Finance Branch

Appendices – Policy templates for conducting business of the church, optional for use as needed in various ministries of the church.

Addendums – Standalone procedures and policies, specific to a single ministry or designated as a requirement for all ministries of the church.

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## **Approval of Policies and Procedures**

It is hoped that every member will help in the continued development of these policies and procedures that grow out of the Bylaws of our church, our Vision and Mission Statements, our Church Council, and Ministry Leaders. If you find policies or procedures missing from this manual that would be beneficial, please inform any church council member. Policies explain what and why things are done. Procedures explain how things are done.

All proposed policies or procedures, along with any revisions, will be presented by the Church Council to the church body during a business meeting for congregation approval. Upon approval of policies and procedure, all documents contained within this manual carry the full authority of the church.

## **Handbook Maintenance**

This manual will be reviewed annually - the process will begin in May - by the church council to see if any revisions need to be made to ensure that policies and procedures continue to support EBC's Constitution, Bylaws, and Mission and Vision statements. The Church Secretary is responsible for maintaining the official church copy of this manual and ensuring that all manual holders are notified of any new or revised policies and procedures.

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## **Chapter 2 – Guiding Documents**

Constitution – Serves to secure and preserve the principles of our faith, that this body may be governed in an orderly manner. It preserves the liberties of each individual member and the freedom of action of the body in its relation to other churches.

By-Laws – Establish and affirm requirements for church officers and rules of order for conducting business of the church.

Mission Statement – Proclaims the primary goals and objectives of this church body.

EBC Mission Statement: Matthew 28:19-20a – Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I commanded you.

Vision statement – Details how the church will achieve the mission statement.

EBC Vision Statement: To disciple our membership to M.O.V.E.

**M**inistry – Meeting the needs of the body of Christ

**O**utreach – Meeting the needs of the community.

**V**erbal Proclamation – Intentionally sharing the Gospel of Jesus Christ.

**E**quipping – Teaching the truths of the Bible to promote Christ-like behavior in daily life.

We are a church on the M.O.V.E.

Baptist Faith and Message – Serves as our reference source for Core Values. We defend and maintain preference of the May 9, 1963 Baptist Faith and Message of the Southern Baptist Convention. A side-by-side comparison of the Baptist Faith and Message from 1925, 1963, and 2000 may be viewed on the Southern Baptist Convention web site at <http://www.sbc.net/bfm/bfmcomparison.asp>.

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### **Chapter 3 – Leadership and Organization**

Figure 3-1 portrays the organizational chain-of-command and lines of accountability within EBC for management of ministries conducted by and for EBC.

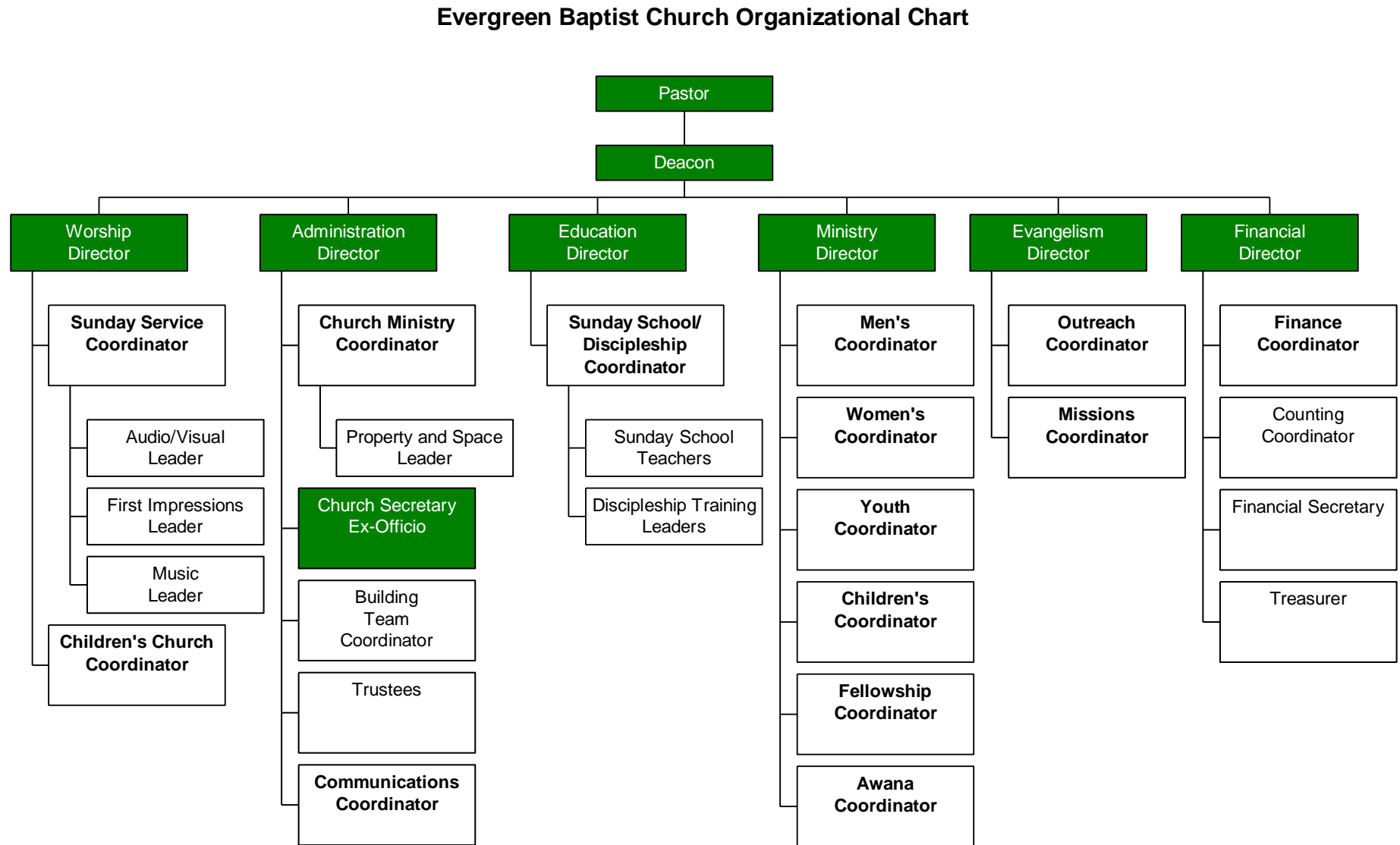
Positions identified with a green background denote members of the Church Council of EBC.

Leadership position descriptions provided in this chapter include Pastor, Deacon, and General Church Council job descriptions.

Directors are accountable for staffing and all matters of conduct for ministries within their division of Figure 3-1 and additional position descriptions specific to their divisions are included in those chapters of this manual.

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**Figure 3-1: Evergreen Baptist Church Organizational Chart**



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<b>General Church Council Job Description</b>
<b>Primary Task:</b> To help ensure the church's mission and vision statements are accomplished.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Represent their ministry coordinators in all matters.</li><li>2. Directors or their representatives present ministry goals to the church council.</li><li>3. Discuss recommendations from Directors related to church affairs that require congregational vote.</li><li>4. Evaluate the total church program on a continuing basis.</li><li>5. Assist the pastor by equipping and maturing the church body. This includes participating in and encouraging the following:<ul style="list-style-type: none"><li>• Regular Sunday school attendance</li><li>• Regular worship attendance</li><li>• Financial stewardship</li><li>• Partnering amongst all ministries</li><li>• Personal spiritual growth and commitment</li><li>• Promoting cross ministry interaction and support</li><li>• Attempting to resolve matters that may result in conflicts of varying degrees</li></ul></li><li>6. Review and approve administrative and program policies to ensure conformity with the church constitution.</li><li>7. Organize approve and publish church activity schedule.</li></ol>
<b>Requirements:</b> <p>Membership: The council shall consist of the church directors, and other members as specified in the bylaws. The pastors and deacons shall be ex-officio members of the council with voice and vote. The Church Secretary shall be an ex-officio member of council with voice, no vote.</p> <p>Minimum Maturity Requirements: Matured and growing</p>

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<b>Pastor Job Description</b>
<b>Primary Task:</b> To lead the people of Evergreen Baptist Church in deepening their relationship with Jesus Christ and each other for the sake of the gospel and for the glory of God.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Serves as an ex-officio member of all EBC ministry councils and teams</li><li>2. Supervises all EBC ministerial staff</li><li>3. Leads and conducts all regularly scheduled religious services of EBC</li><li>4. Administers biblical ordinances</li><li>5. Ensures ministry to and for all members of EBC</li><li>6. Ensures all EBC ministries are in proper alignment with the mission and vision of EBC<ul style="list-style-type: none"><li>• Serves as editor-in-chief of all EBC publications</li><li>• Actively endorses all approved ministry initiatives</li></ul></li><li>7. Practices and promotes tithing and biblical stewardship</li><li>8. Oversees all matters of biblical church discipline</li><li>9. Promotes Christian values and ethics</li></ol>
<b>Requirements:</b> <p>Fulfills requirements of EBC Constitution and By-Laws. Membership Requirements: Upon appointment Minimum Maturity Requirements: Matured and growing Spiritual Gifts : Varies</p>
<b>Measurements of Effectiveness:</b> <p>Demonstrates leadership through EBC ministries that offers spiritual growth potential to members of the congregation. Oversees and provides direction to promote the mission and vision statements through the ministries of EBC.</p>

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<b>Deacon Job Description</b>
<b>Primary Task:</b> To assist the Pastor in leading the people of Evergreen Baptist Church in deepening their relationship with Jesus Christ and each other for the sake of the gospel and for the glory of God.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Assists in administration of EBC ministry councils and teams</li><li>2. Assists the Pastor in conducting religious services of EBC</li><li>3. Assists the Pastor with administration of biblical ordinances</li><li>4. Develop policies for implementation of benevolent ministry to and for all members of EBC</li><li>5. Assists the Pastor in oversight of EBC ministries to ensure they are in proper alignment with the mission and vision of EBC</li><li>6. Develops policies for governing matters of biblical church discipline</li><li>7. Practices and promotes tithing and biblical stewardship</li><li>8. Promotes Christian values and ethics</li><li>9. Review the membership summary and authorize appropriate membership correspondence to enforce actions in accordance with EBC Constitution and By-Laws.</li></ol>
<b>Requirements:</b> <p>Fulfills requirements of EBC Constitution and By-Laws. Membership Requirements: 1-year minimum Minimum Maturity Requirements: Matured and growing. Spiritual Gifts : Varies</p>
<b>Measurements of Effectiveness:</b> <p>Demonstrates leadership through EBC ministries that offers spiritual growth potential to members of the congregation. Oversees and provides direction to promote the mission and vision statements through the ministries of EBC.</p>

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<b>Worship Director Job Description (Worship Branch)</b>
<b>Primary Task:</b> Manage resources of the church to establish and maintain meaningful worship services.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Forward requests for background investigations to the Administration Director for processing.</li><li>2. Establish and approve worship policies in conformity with the spirit of the church constitution.</li><li>3. Plan, recommend, and execute the worship budget for this church.</li><li>4. Accountable to the congregation through scheduled and special congregational meetings.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes, (1-year minimum) Minimum Maturity Requirements: Matured and growing Spiritual Gifts : Varies
<b>Measurements of Effectiveness:</b> Elements of worship services are planned in advance. Worship budget submitted on time.

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<b>Administration Director Job Description (Administrative Branch)</b>
<b>Primary Task:</b> Maintain organized administrative records for official church business and correspondence.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Process all Background requests from other Directors.</li><li>2. Supervise and maintain church membership records, including recommendations relative to reception or removal of members.</li><li>3. Establish and approve administrative and program policies in conformity with the spirit of the church constitution.</li><li>4. Plan, recommend, and execute the administrative budget for this church.</li><li>5. Accountable to the congregation through scheduled and special congregational meetings.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes, 1-year minimum Minimum Maturity Requirements: Matured and growing Spiritual Gifts : Administration
<b>Measurements of Effectiveness:</b> Church administrative records are organized and maintained on site.

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<b>Church Secretary Job Description (Administrative Branch)</b>
<b>Primary Task:</b> Maintain administrative records of activities and ministries in the church. Reports to Administration Director.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Work with the church council team under the leadership of the Moderator. An ex-officio member of the church council with a voice, no vote.</li><li>2. Record minutes and distribute copies to appropriate persons and groups for all business and congregational meetings.</li><li>3. Manage, record, and preserve all official correspondence including records of background checks.</li><li>4. Conduct an annual review of church membership rolls. Provide a summary of review to deacon team.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes, (minimum requirement six months) Minimum Maturity Requirements: Growing Spiritual Gifts: Administration, service
<b>Measurements of Effectiveness:</b> Membership rolls are up to date. Records of business meeting minutes are recorded accurately and are up to date.

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<b>Education Director Job Description (Education Branch)</b>
<b>Primary Task:</b> Establish and maintain educational ministries within the church.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Forward requests for background investigations to the Administration Director for processing.</li><li>2. Establish and approve education program policies in conformity with the spirit of the church constitution.</li><li>3. Plan, recommend, and execute the education budget for this church.</li><li>4. Accountable to the congregation through scheduled and special congregational meetings.</li><li>5. Establish and maintain an oversight plan for educational ministries.</li><li>6. Establish and maintain cooperative communication amongst all educational ministries working in conjunction with all church ministry staff personnel.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes (minimum requirement 1 year) Minimum Maturity Requirements: Matured and growing Spiritual Gifts : Varies
<b>Measurements of Effectiveness:</b> Church is informed and doing the work of the ministry. Classroom environment is well maintained.

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<b>Ministry Director Job Description (Ministry Branch)</b>
<b>Primary Task:</b> Serve as liaison with organizations, persons, and resources inside and outside the church in support of subordinate ministries to help develop and maintain strong ministries within the congregation and community.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Forward requests for background investigations to the Administration Director for processing.</li><li>2. Assist the pastor in nurturing the spiritual life of this church.</li><li>3. Evaluate the total church's ministry program on a continuing basis.</li><li>4. Plan, recommend, and execute the annual ministry budget for this church.</li><li>5. Accountable to the congregation through scheduled and special congregational meetings.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes (1 year minimum) Minimum Maturity Requirements: Matured and growing Recommend Spiritual Gifts : Varies
<b>Measurements of Effectiveness:</b> Ministry efforts are coordinated, optimized and progressing towards individual and corporate ministry goals.

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<b>Evangelism Director Job Description (Evangelism Branch)</b>
<b>Primary Task:</b> Develop long and short-term goals for the Evangelism ministry
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Forward requests for background investigations to the Administration Director for processing.</li><li>2. Evaluate the total church Evangelism program on a continuing basis.</li><li>3. Plan, recommend, and execute the annual Evangelism budget for this church.</li><li>4. Accountable to the congregation through scheduled and special congregational meetings.</li><li>5. Work with the Coordinators to assist them in developing and implementing an Evangelistic effort into their respective ministries</li></ol>
<b>Requirements:</b> Membership Requirements: Yes (1 year requirement) Minimum Maturity Requirements: Matured and growing Spiritual Gifts : Varies
<b>Measurements of Effectiveness:</b> Ensure that there is an evangelistic element to all ministry efforts.

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<b>Financial Director Job Description (Finance Branch)</b>
<b>Primary Task:</b> Develop and maintain an operating church budget.
<b>Responsibilities:</b> <ol style="list-style-type: none"><li>1. Forward requests for background investigations to the Administration Director for processing.</li><li>2. Evaluate the total church financial program on a continuing basis.</li><li>3. Plan, recommend, and execute the annual budget and stewardship opportunities for this church.</li><li>4. Accountable to the congregation through scheduled and special congregational meetings.</li></ol>
<b>Requirements:</b> Membership Requirements: Yes (1 year minimum) Minimum Maturity Requirements: Matured and growing Spiritual Gifts: Varies
<b>Measurements of Effectiveness:</b> Financial records are accurate, organized, and maintained.

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