

**TCBC ACTS Ministry Plan 2017-2018**

*updated as of 03.28.2018*

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## TCBC ACTS Ministry Plan

### Leader qualifications:

1. Member preferred, but not required 2. Regularly attending corporate worship (Heb. 10:24, 25). 3. Engaged in the life of the church. 4. Serve based on giftedness.

**New Ministries:** Members are encouraged to think of new and exciting ways our church can minister to others. The member would: 1. Have a passion for the new ministry and assume leadership for it. 2. Fill out a “New Ministry Request Form” (Link) 3. Meet with the appropriate Elder or Deacon to explain vision and details. 4. Research details of the ministry including benefits to the church’s vision and Kingdom growth. 5. The Elder or Deacon in this ministry group would present the proposal for the new ministry for approval at a combined Elder/Deacon meeting.

**Terminating a Ministry:** If no one signs up for a listed ministry the Elder’s shall determine if it is a required ministry for the ongoing administration of the congregation. If the ministry is determined to be critical to the life of the congregation the Elder or Deacon over that ministry will become the Team Leader and start recruiting members for the team. Once a team is in place the Elder or Deacon will establish a new Team Leader and the team will continue to function as a church ministry.

If the ministry is not determined to be critical for the life of the congregation it will be left vacant for one year. If at the next **Ministry Fair** no one signs up for the ministry it will be removed as an active ministry in the **ACTS Ministry Plan**. If at a later date someone wants to initiate it again it will be handled as a **New Ministry** and follow the procedures outlined above.

Elder ministry groups: 3

Deacon ministry groups: 7

## **Elder Body Oversight**

**Ministry Groups (3):** Missions, Stewardship, Discipleship

**Elders:** (1 Timothy 3:1-7; Titus 1:5-9) Elders are a team of men charged with the task of leading the spiritual direction of the church. The Elders must be able to teach, exhort in sound doctrine and refute those who contradict the Scriptures. They are a team of equals who will exercise oversight, accountability and be responsible for providing clear vision to the church. The Elder Body models and teaches biblical godliness, equips the saints for the work of the ministry, prays, teaches, upholds doctrine, oversees church discipline, restores and reclaims members and shepherds the flock. They will be servant-enablers to the Ministry Teams assigned to them. The Elder Body would be made up of ministerial staff (paid) Elder(s) and lay Elders.

### **Elders: (Duties):**

- 1. Be servant-enablers and provide accountability and resources to the ministries they oversee**
2. Consistently attend Elder meetings.
3. Steward/lead in the vision of the church
4. Look out for spiritual health and harmony of the church
5. Coordinate Elder selection
6. Conduct annual evaluations for salary treatment for all ministerial staff
7. Be an advisory board to the ministerial staff.
8. Administrate church discipline issues
- 9. Help negotiate differences among ministries**
10. Ensure doctrinal soundness of the church
- 11. Evaluate the need for new ministries that would fall under their oversight.**
- 12. Enable and encourage the laity in their area of ministry.**
- 13. Help select a leader for each ministry team in their ministry group from those who have volunteered.**
- 14. Promote their ministry group at designated times.**
- 15. Plan for recruitment at the ministry fair.**
- 16. Provide a spiritual example of leadership.**
- 17. Assist the ministerial staff member associated with their ministry group by that staff member's job description.**
18. Hold each other accountable.
19. Lead monthly combined meeting with Deacons
20. Other duties deemed pertinent.

**Missions Ministry Group:** Elder: John Jones Ministerial Staff: Matt Williams

Scripture: *“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 have commanded you.”* Mathew 28:19, 20

General Description: A ministry group devoted to leading the church to engage in evangelistic outreach from our neighborhoods to the nations. This group annually develops a budget for accomplishing the great commission.

Spiritual Gifts: Evangelist, Prophet, Mercy, Server, Giver, Administrator

Ministry Teams:

- Local Evangelism Ministry: Team Leader: Tracy Cooley
  - Description: EE evangelism, visitation of guests and home bound, prepare maps and packets, Wellmore Nursing Home, Victory Sports (Conquer League and other sports)
- U.S. & Overseas Mission Ministry: Team Leader: John Jones
  - Description: Interface with all TCBC ministries to promote missions; partnering with church plants in other parts of the country; promote, encourage & educate TCBC ministries on evangelizing the world for Christ which includes overseas mission trips.

**Stewardship Ministry Group:** Elder: Randy Wacaster Ministerial Staff: Matt Williams

Scripture: *“Moreover, it is required of stewards that they be found trustworthy.”*

1 Corinthians 4:2

General Description: A ministry group devoted to all the financial matters of the church.

Spiritual Gifts: Server, Giver, Administrator

Ministry Teams:

- Budgeting Ministry: Team Leader: Chris Richardson
  - Description: Work with ministry group leaders who will in turn work with the ministry team leaders in order to prepare and recommend to the Elders/Deacons an annual budget. One member of this team would serve as church Treasurer – coordinate with church officers ministry team.
- Counters Ministry: Team Leader: \_\_\_\_\_
  - Description: Counting and preparing deposits of contributions and receipts. (must be trustworthy volunteers)
- Check Signers Ministry: Team Leader: Trisha Sanders
  - Description: A team providing financial accountability by signing checks by the church.
- Usher Ministry: Team Leader: Ralph Van Dyke
  - Description: Receive the offering on Sundays. Develop and implement security procedures for the offering.

**Discipleship Ministry Group:** Elder: David Dafoe Ministerial Staff: Matt Williams

Scripture: *“...to equip the saints for the work of ministry, for building up the body of Christ until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ.”* Ephesians 4:12, 13

General Description: A ministry group devoted to discipling Christians new and old, assimilating new members and restoring/reclaiming members to a right relationship with Jesus Christ and the church.

Spiritual Gifts: Prophet, Teacher, Exhorter, Pastor/Shepherd, Administrator

Ministry Teams:

- Library Ministry: Team Leader: Linda Wall
  - Description: Organize, promote, upkeep and staff the church library; approve books and resources
- Explore TCBC Ministry: Team Leader: Matt Williams/Elder’s
  - Description: plan and promote the New Members’ class, assimilation
- Life Groups Ministry: Team Leader: Philip Porter
  - Description: Life Groups & Sunday School Classes. Group organization for fellowship, outreach, new groups, care leaders etc.
- Women’s Ministry: Team Leader: Jenn Wright
- Men’s Ministry: Team Leader: \_\_\_\_\_
  - Description: To nurture, train, and equip men for spiritual growth through Bible studies, fellowship gatherings, etc.
- Congregational care ministry: Team Leader: Beverly Burgess
  - Description: Be a liaison to Life Groups. Work with Life Groups to organize ministry meals for those who are sick, in the hospital or have a new baby.

### **Deacon Body Oversight**

**Ministry Groups: (7):** Fellowship, Mercy, Worship, Welcome, Operations, Children, Students

**Deacons:** (Acts 6:1-6; 1 Timothy 3:8-13) Deacons are a team of men charged with the task of serving the material needs of the church. They would give leadership and direction to the physical aspect of church life as servant-enablers to the Ministry Teams assigned to them. Ultimately the Deacon Body reports to and is accountable to the Elder Body.

### **Deacons: (Duties):**

1. Assist in the Lord's Supper and Baptism
2. Consistently attend Deacons meetings.
3. Serve the physical and material needs of the church and its members.
4. **Be servant enablers to the Ministry Team(s) he is responsible for.**
5. **Provide accountability for the resources, both financial and physical used by the Ministry Team(s) they oversee.**
6. **Evaluate the need for new ministries that would fall under their oversight.**
7. **Enable and encourage the laity in their area of ministry.**
8. **Select a leader for each ministry team in their ministry group from those who have volunteered.**
9. **Promote their ministry group at designated times.**
10. **Plan for recruitment at the ministry fair.**
11. **Provide a spiritual example of leadership.**
12. **Assist the staff member associated with the ministry group by that staff member's job description.**
13. One Deacon would serve as Church Moderator.
14. Select Trustees.
15. Hold each other accountable.
16. Other duties deemed pertinent.



**Fellowship Ministry Group:** Deacon: Bill Johnsen Ministerial Staff: Matt Williams

Scripture: *“The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.”* 2 Corinthians 13:14

General Description: A ministry group devoted to facilitating various church wide fellowship/ministry/meal events and activities for all age groups.

Spiritual Gifts: Evangelist, Pastor/Shepherd, Mercy, Server, Giver, Administrator

Ministry Teams:

- Ministry Fair: Team Leader: \_\_\_\_\_
  - Description: Coordinate the Ministry Fair, organization, activities, door prizes, clean up, work with ministry groups and teams.
- Events/Meals Ministry: Team Leader: Beverly Burgess
  - Description: Organize and promote church-wide/outreach fellowships, meals, food prep., kitchen supplies, clean, Sunday bread, etc. recommend policies
- Wedding/Funeral Ministry: Team Leader: Beverly Burgess
  - Description: Organize and oversee the needs associated with weddings or funerals, recommend policies
- Beyond Fifty Friends, Sr. Adults: Team Leader: Catherine Tullos
  - Description: Organize and promote Senior Adult fellowships at church including decorations, devotions, food, music, and activities.

**Mercy Ministry Group:** Deacon: Andy Hanschu (Elder) Ministerial Staff: Matt Williams

Scripture: *“All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation...”* 2 Corinthians 5:18

General Description: A ministry group devoted to sharing the love and light of Christ in our church and community. Work with the Elder of the Missions Ministry Group.

Spiritual Gifts: Evangelist, Exhorter, Pastor/Shepherd, Mercy, Giver, Administrator

Ministry Teams:

- Benevolence Ministry: Team Leader: Terri Putnam
  - Description: Administrate financial help for church members as well as residences of Tega Cay and Fort Mill.
- Serving our Neighbors (S.O.N.): Team Leader: Tracy Cooley
  - Description: Work with the S.O.N. ministry to educate and enlist volunteers
- Palmetto Women’s Center: Team Leader: Ralph Van Dyke
  - Description: Work with the Crisis Pregnancy Center to educate the church and enlist volunteers
- English as a Second Language (ESL): Team Leader: \_\_\_\_\_
  - Description: Work with ESL leaders to educate the church and enlist volunteers
- Christian Adoption Services: Team Leader: Ralph VanDyke
  - Description:

**Worship Ministry Group:** Deacon: Randy Mabry (Elder) Ministerial Staff: Matt Williams

Scripture: *“Oh come let us worship and bow down; let us kneel before the LORD, our Maker!”* Psalm 95:6

General Description: A ministry group devoted to all non-doctrinal aspects of the worship service or special services.

Spiritual Gifts: Exhorter, Server, Administrator

Ministry Teams:

- Adult Choir Ministry: Team Leader: Randy Mabry
  - Description: Leads the church in singing and provides special music for worship as well as special events though out the year.
- Worship Team Ministry: Team Leader: Andrew Cooley
  - Description: Leads the church in worship and singing with instruments in regular and special services.
- Media Ministry: Team Leader: Bruce Newton
  - Description: Prepares and manages sound, lights, videos and all media aspect to worship services, works with web site.
- Decorations Ministry: Team Leader: Marlin Bradberry
  - Description: Responsible to decorate (and take down) the church at special seasons/events i.e. Christmas/Easter, etc., banners pointing to the praise of God, team members must have good taste.

**Welcome Ministry Group:** Deacon: Lawrence Stake Ministerial Staff: Matt Williams

Scripture: “... so that you too may have fellowship with us; and indeed our fellowship is with the Father and with his Son Jesus Christ.” 1 John 1:3b

General Description: A ministry group devoted to all aspects of helping members and guests feel welcome.

Spiritual Gifts: Exhorter, Pastor/Shepherd, Mercy, Server, Administrator

Ministry Teams:

- Welcome Center Ministry: Team Leader: \_\_\_\_\_
  - Description: Provide members and guests with information, escort guests to children’s Sunday school, complete guest forms if needed.
- Greeters Ministry: Team Leader: \_\_\_\_\_
  - Description: Greet people upon arrival, help them in the parking lot when needed (umbrellas), Show guests to the Welcome center.
- Security Ministry: Team Leader: Terri Putnam
  - Description: Provide security and emergency/medical services, floaters during services, organize rapid communications, work with preschool leaders.
- Information/Web Site Ministry: Team Leader: Matt Williams
  - Description: Update parking lot sign as needed, help obtain banners for special events, put up and take down, web site.

**Operations Ministry Group:** Deacon: Beau Wright Ministerial Staff: Matt Williams

Scripture: *“Unless the LORD builds the house, those who build it labor in vain...”* Ps.127:1

General Description: A ministry group devoted to day to day operations and maintenance of the church grounds and buildings

Spiritual Gifts: Exhorter, Mercy, Server, Administrator

Ministry Teams:

- Property and Space Ministry: Team Leader: \_\_\_\_\_
  - Description: Planning, proposals and physical labor needed to maintain the church’s facilities & properties, oversight custodial services, recommend policies.
- Office Ministry: Team Leader: Ana Rodriguez
  - Description: Volunteers who assist office personnel with bulletins, special mailings, etc.
- Bylaws Ministry: Team Leader: John Jones
  - Description: Administrate changes/updates to the bylaws; recommend clarifications, etc.
- Trustees Ministry: Team Leader: Andy Hanschu
  - Description: Legal officers of the church that will sign legal documents as approved by the congregation.
- Personnel Ministry: Team Leader: Randy Mabry
  - Description: Coordinate with deacons and elders in the administrative needs, hiring, job evaluations, maintain job descriptions, recommend salary and benefits for all administrative staff in the office and custodial services, trustees, church clerk; TCBC Employee Handbook issues and updates.

**Children's Ministry Group:** Deacon: JR Ackerman Ministerial Staff: Matt Williams

Scripture: *"Train up a child in the way he should go; even when he is old he will not depart from it."* Proverbs 22:6

General Description: A ministry group devoted to the regular procedures, activities and ministries of children birth through 5<sup>th</sup> grade. Work with the Elder of the Teaching Ministry Group.

Spiritual Gifts: Exhorter, Pastor/Shepherd, Mercy, Server, Administrator

Ministry Teams:

- Worship Hour Ministry: Team Leader: Matt Williams
  - Description: Organize and enlist volunteers for ages birth through Pre-School during the worship hour on Sunday mornings.
- Children's Music Ministry: Team Leader: Becky Ackerman
  - Description: Lead children's choirs, teach music, help plan for any seasonal musicals and dramas.
- Children's Monthly Events: Team Leader: Allison Drager
- Children's Worship Xperience: Team Leader: Amber Mabry
  - Plan and organize aspects of CWX, including volunteer schedule, sermon topics and communications with the church.
- Vacation Bible School Ministry: Team Leader: Cynthia Keen
  - Description: Direct, enlist, plan, organize all aspects of VBS, and plan for follow-up.
- Children Sunday School Ministry: Team Leader: Matt Williams
  - Description: Teachers, Sub. Teachers, Class organization; helpers and assistants, filling vacancies, supplies, etc.

**Student Ministry Group:** Deacon: Tyler Johnson Ministerial Staff: Matt Williams

Scripture: *“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.”* 1 Timothy 4:12

General Description: A ministry group devoted to reaching students 6<sup>th</sup> through 12<sup>th</sup> grade and encourages them to grow in Christ and His Word. Work with the Elder of the Teaching Ministry Group.

Spiritual Gifts: Evangelist, Prophet, Teacher, Exhorter, Server, Administrator

Ministry Teams:

- The 412 Ministry: Team Leader: Matt Williams
  - Description: Help plan, lead small group, stock supplies, mentor students, assist in games
- Student Activities Ministry: Team Leader: \_\_\_\_\_
  - Description: Help plan, promote various activities for students monthly and during the summer; mission trips, camps, etc.
- Youth Band Ministry: Team Leader: \_\_\_\_\_
  - Description: Lead the youth band, sound, planning, enlist new members.
- Student Sunday School Ministry: Team Leader: \_\_\_\_\_
  - Description: Teachers, Assistant/Sub Teachers, Class organization for fellowship and outreach; prayer leaders; care leaders; etc.