



“Pass through, pass through the gates! Prepare the way for the people. Build up, build up the highway! Remove the stones. Raise a banner for the nations.”
Isaiah 62:10



ROOSEVELT HEIGHTS CHURCH OF GOD IN CHRIST
4819 SOUTH 12TH STREET
TACOMA, WASHINGTON 98406
(253) 627-1615

PASTOR- DR. JOHN W. PENTON, SR.

Roosevelt Heights Church of God in Christ Leadership Manual

Prepared By

Document Owner(s)	Project/Organization Role
Mildred Grayson	Leadership Trainer/Documentation Specialist

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Note The content of this manual does not constitute nor should it be construed as a contract between Roosevelt Heights and any of its members.

Roosevelt Heights at its option, may change, delete, suspend, or discontinue this manual in its entirety, at any time without prior notice.

This manual supersedes all previous manuals and memos.

While every effort is made to keep the contents of this document current, Roosevelt Heights reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or roles described in the manual with or without prior notice.

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1 INTRODUCTION

This document has been developed in order to familiarize new members with Roosevelt Heights Church of God in Christ (RHCOGIC) and to provide information about our church doctrine, moral values and policies. Additionally to provide guiding principles and procedures as well as roles and job descriptions for members who sense a divine call to lead in one of the ministries at RHCOGIC.



1.1 Welcome

Welcome to RHCOGIC! We are happy to have you as a new member/leader of our church family!

The Church must be about serving. Serving the congregation is a mandate that Christ has left as the responsibility of the Pastor and members. The Pastor is the servant to the members and the members are to serve one another. A servant is one that ministers to the needs of others. A congregation is the social structure of the local church consisting of people with various needs. These needs range from physical and emotional to spiritual. In order to facilitate the needs of God's people, God has given the members of his church differing gifts.

I believe as the Pastor, God has given me the ability to help the members discover their gifts and empower them to use them to serve the church and community.

This manual contains the ministries and leaders of Roosevelt Heights COGIC. As you will see, we are a purpose driven church; driven by Biblical principles. The Bible has instructions on how to minister to the whole man. That is our goal.

I encourage you who are interested in becoming a member of Roosevelt Heights, to get to know the mission of the church, because you will be expected to be involved in Ministry. I invite you to read each ministry statement of purpose and pray for guidance about the ministry in which you are interested in serving.

Your servant,
Dr. John Wayne Penton, Sr.
Pastor

1.1 Our Vision

People empowered to live a life of biblical holiness that promotes spiritual maturity which inspires and encourages youth participation while instilling trust, respect, and commitment to God through the body of Christ; thus extending a benevolent arm to its members and the community, in the spirit of unity

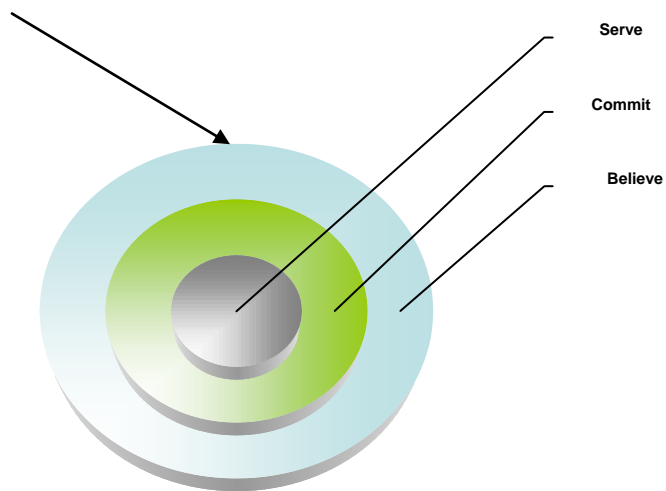
1.2 Our Mission:

Our purpose is to unify and mobilize the body of Christ to reach the community, city, and ultimately the world for Christ.

To fulfill our purpose and realize our vision, our mission is to:

- Proclaim the Gospel of Jesus as Savior to all unbelievers through evangelism
- Challenge the believer to commit to a Godly lifestyle that reflects the character of Jesus Christ through teaching and preaching of God's Word.
- Encourage the committed believer to serve the local church and community through the diverse ministries at Roosevelt Heights Church of God in Christ.

1.2.1 Mission Strategy:



1.3 Our Goal:

- To work together in the spirit of unity
- To bring glory to God in our actions, words, and service
- To offer intercessory prayer before and throughout service in order to condition the hearts of the hearers who receive the Word and become doers thereof.
- To join in the singing of spiritual hymns and songs during corporate worship, because God inhabits the praises of His people.

- To preach the anointed Word of God that is able to make thee wise unto salvation.
- To engage godly fellowship that will promote wholesome relationships.

2 CORE VALUES FOR LEADERS

There are many core values leaders should consider, some are negotiable and others are not. Leaders are urged to embrace and embody the following core values to:

- Promote wholesome welfare of children
- Promote teamwork and unity
- Help those with emotional, health, financial, and spiritual needs
- To promote spiritual maturity
- Extend benevolence to other churches
- Enhance structure and accountability
- Instill trust and commitment
- Inspire spiritual giftedness
- Promote effective communication
- Promote effective training
- Have a biblical worldview
- Have a biblical family viewpoint
- Respect everyone ~ including our youths
- Be flexible, have fun too
- Be a servant/have servant heart
- Be youth-oriented
- Live a life of biblical holiness

Colossians 3:12-17

3 CHURCH DOCTRINE

3.1 THE BIBLE

We believe that the Bible is the Word of God and contains one harmonious and sufficiently complete system of doctrine. We believe in the full inspiration of the Word of God. We hold the Word of God to be the only authority in all matters and assert that no doctrine can be true or essential, if it does not find a place in this Word.

3.2 THE FATHER

We believe in God, the Father Almighty, the Author and Creator of all things. The Old Testament reveals God in diverse manners, by manifesting his nature, character, and dominions. The Gospels in the New Testament give us knowledge of God the “Father” or “My Father”, showing the relationship of God to Jesus as Father, or representing Him as the Father in the Godhead, and Jesus himself that Son (St. John 15:8, 14:20). Jesus also gives God the distinction of “Fatherhood” to all believers when he explains God in the light of “Your Father in Heaven” (St. Matthew 6:8).

3.3 THE SON

We believe that Jesus Christ is the Son of God, the Second person in the Godhead of the Trinity or Triune Godhead. We believe that Jesus was and is eternal in his person and nature as the Son of God who was with God in the beginning of creation (St. John 1:1). We believe that Jesus Christ was born of a virgin called Mary according to the scripture (St. Matthew 1:18), thus giving rise to our fundamental belief in the Virgin Birth and to all of the miraculous events surrounding the phenomenon (St. Matthew 1:18-25). We believe that Jesus Christ became the “suffering servant” to man; this suffering servant came seeking to redeem man from sin and to reconcile him back to God, his Father (Romans 5:10). We believe that Jesus Christ is standing now as mediator between God and man (I Timothy 2:5)

3.4 THE HOLY GHOST

We believe the Holy Ghost or Holy Spirit is the third person of the Trinity, proceeds from the Father and the Son, is of the same substance, equal to power and glory, and is together with the Father and the Son, to be believed in, obeyed, and worshipped. The Holy Ghost is a gift bestowed upon the believer for the purpose of equipping and empowering the believer, making him a more effective witness for service in the world. He teaches and guides one into all truth (John 16:13; Acts 1:8, 8:39).

3.4.1 THE BAPTISM OF THE HOLY GHOST

We believe that the Baptism of the Holy Ghost is an experience subsequent to conversion and sanctification and that tongue-speaking is the consequence of the baptism in the Holy Ghost with the manifestations of the fruit of the spirit (Galatians 5:22-23; Acts 10:46, 19:1-6). We believe that we are not baptized with the Holy Ghost in order to be saved (Acts 19:1-6; John 3:5). When one receives a baptismal Holy Ghost experience, we believe one will speak with a tongue unknown to oneself according to the sovereign will of Christ. To be filled with the Spirit means to be Spirit controlled as expressed by Paul in Ephesians 5:18-19. Since the charismatic demonstrations were necessary to help the early church to be successful in implementing the command of Christ, we therefore, believe that a Holy Ghost experience is mandatory for all men today.

3.5 MAN

We believe that man was created holy by God, composed of body and soul. We believe that man,

by nature, is sinful and unholy. Being born in sin, he needs to be born again, sanctified and cleansed from all sins by the blood of Jesus. We believe that man is saved by confessing and forsaking his sins, and believing on the Lord Jesus Christ and that having become a child of God, by being born again and adopted into the family of God, he may, and should, claim the inheritance of the sons of God, namely the baptism of the Holy Ghost.

3.6 SIN

Sin, the Bible teaches, began in the angelic world (Ezekiel 28:11-19; Isaiah 14:12-20), and is transmitted into the blood of the human race through disobedience and deception motivated by unbelief (I Timothy 2:14). Adam's sin, committed by eating of the forbidden fruit from the tree of knowledge of good and evil, carried with it permanent pollution or depraved human nature to all his descendants. This is called "original sin." Sin can now be defined as a volitional transgression against God and a lack of conformity to the will of God. We, therefore, conclude that man by nature, is sinful and that he has fallen from a glorious and righteous state from which he was created, and has become unrighteous and unholy. Man, therefore, must be restored to his state of holiness from which he has fallen by being born again (St. John 3:7).

3.7 SALVATION

Salvation deals with the application of the work of redemption to the sinner with his restoration to divine favor and communion with God. This redemptive operation of the Holy Ghost upon sinners is brought about by repentance toward God and faith toward our Lord Jesus Christ which brings conversion, faith, justification regeneration, sanctification, and the baptism of the Holy Ghost. *Repentance* is the work of God, which results in a change of mind in respect to man's relationship to God. (St. Matthew 3:1-2, 4:17; Acts 20:21). *Faith* is a certain conviction wrought in the heart by the Holy Spirit, as to the truth of the Gospel and a heart trust in the promises of God in Christ (Romans 1:17, 3:28; St. Matthew 9:22; Acts 26:18). *Conversion* is that act of God whereby He causes the regenerated sinner, in his conscious life, to turn to Him in repentance and faith (II Kings 5:15; II Chronicles 33:12-13; St. Luke 19:8, 9; Acts 8:30). *Regeneration* is that act of God by which the principle of the new life is implanted in man, and the governing disposition of soul is made holy and the first holy exercise of this new disposition is secured. *Sanctification* is that gracious and continuous operation of the Holy Ghost, by which He delivers the justified sinner from the pollution of sin, renews his whole nature in the image of God and enables him to perform good works (Romans 6:4;5:6; Colossians 2:12; 3:1).

3.8 ANGELS

The Bible uses the term "angel" (a heavenly body) clearly and primarily to denote messengers or ambassadors of God with such scripture references as Revelations 4:5, which indicates their duty in heaven to praise God (Psalm 103:20), to do God's will (St. Matthew 18:10) and to behold his face. But since heaven must come down to earth, they also have a mission to earth. The Bible indicates that they accompanied God in the Creation, and also that they will accompany Christ in His return in Glory.

3.9 DEMONS

Demons denote unclean or evil spirits; they are sometimes called devils or demonic beings. They are evil spirits, belonging to the unseen or spiritual realm, embodied in human beings. The Old Testament refers to the prince of demons, sometimes called Satan (Adversary) or Devil, as having power and wisdom, taking the habitation of other forms such as the serpent (Genesis 3:1). The New Testament speaks of the Devil as Tempter (St. Matthew 4:3) and it goes on to tell the works of Satan, The Devil, and Demons as combating righteousness and good in any form, proving to be an adversary to the saints. Their chief power is exercised to destroy the mission of Jesus Christ. It can well be said that the Christian Church believes in Demons, Satan, and Devils. We believe in their power and purpose. We believe they can be subdued and conquered

as in the commandment to the believer by Jesus. "In my name they shall cast out Satan and the work of the Devil and to resist him and then he will flee (WITHDRAW) from you." (St. Mark 16:17).

3.10 THE CHURCH

The Church forms a spiritual unity of which Christ is the divine head. It is animated by one Spirit, the Spirit of Christ. It professes one faith, shares one hope, and serves one King; it is the citadel of the truth and God's agency for communicating to believers all spiritual blessings. The Church then is the object of our faith rather than of knowledge. The name of our Church, "CHURCH OF GOD IN CHRIST" is supported by I Thessalonians 2:14 and other passages in the Pauline Epistles. The word "CHURCH" or "EKKLESIA" was first applied to the Christian society by Jesus Christ in Matthew 16:18. The Occasion is that of His benediction of Peter at Caesarea_Philippi.

3.11 THE SECOND COMING OF CHRIST

We believe in the second coming of Christ; that He shall come from heaven to earth, personally, bodily, visibly (Acts 1:11; Titus 2:11-13; St. Matthew 16:27; 24:30; 25:30; Luke 21:27; John 1:14, 17; Titus 2:11) and that the Church, the bride, will be caught up to meet Him in the air (I Thessalonians, 4:16-17). We admonish all who have this hope to purify themselves as He is pure.

3.12 DIVINE HEALING

The Church of God in Christ believes in and practices Divine Healing. It is a commandment of Jesus to the Apostles (St. Mark 16:18). Jesus affirms his teachings on healing by explaining to His disciples, who were to be Apostles, that healing the afflicted is by faith (St. Luke 9:40-41). Therefore, we believe that healing by faith in God has scriptural support and ordained authority. St. James' writings in his epistle encourage Elders to pray for the sick, lay hands upon them and to anoint them with oil, and that prayers with faith shall heal the sick and the Lord shall raise them up. Healing is still practiced widely and frequently in the Church of God in Christ, and testimonies of healing in our Church testify to this fact.

3.13 MIRACLES

The Church of God in Christ believes that miracles occur to convince men that the Bible is God's Word. A miracle can be defined as an extraordinary visible act of Divine power, wrought by the efficient agency of the will of God, which has as its final cause the vindication of the righteousness of God's word. We believe that the works of God, which were performed during the beginnings of Christianity, do and will occur even today where God is preached, Faith in Christ is exercised, The Holy Ghost is active, and the Gospel is promulgated in the truth (Acts 5:15; 6:8; 9:40; Luke 4:36, 7: 14-15; 5:5-6; St. Mark 14:15).

4. THE ORDINANCES OF THE CHURCH

It is generally admitted that for an ordinance to be valid, it must have been instituted by Christ. When we speak of ordinances of the church, we are speaking of those instituted by Christ, in which by sensible signs the grace of God in Christ, and the benefits of the covenant of grace are represented, sealed, and applied to believers, and these in turn give expression to their faith and allegiance to God. The Church Of God In Christ recognizes three ordinances as having been instituted by Christ himself and therefore, binding upon the church practice.

4.1 THE LORD'S SUPPER (HOLY COMMUNION)

The Lord's Supper symbolizes the Lord's death and suffering for the benefit and in the place of His people. It also symbolizes the believer's participation in the crucified Christ. It represents not only the death of Christ as the object of faith which unites the believers to Christ, but also the effect of this act as the giving of life, strength, and joy to the soul. The communicant by faith enters into a special spiritual union of his soul with the glorified Christ.

4.2 FEET WASHING

Feet-Washing is practiced and recognized as an ordinance in our Church because Christ, by His example, showed that humility characterized greatness in the Kingdom of God, and that service, rendered to others gave evidence that humility, motivated by love, exists. These services are held subsequent to the Lord's Supper; however, its regularity is left to the discretion of the Pastor in charge.

4.3 WATER BAPTISM

We believe that Water Baptism is necessary as instructed by Christ in St. John 3:5, "**UNLESS MAN IS BORN AGAIN OF WATER AND OF THE SPIRIT...**" However, we do not believe that water baptism alone is a means of salvation, but is an outward demonstration that one has already had a conversion experience and has accepted Christ as his personal Savior. As Pentecostals, we practice immersion in preference to "SPRINKLING", because immersion corresponds more closely to the death, burial, and resurrection of our Lord (Colossians 2:12). It also symbolizes regeneration and purification more than any other mode. Therefore, we practice immersion as our mode of Baptism. We believe that we should use the Baptismal Formula given us by Christ for all "**...IN THE NAME OF THE FATHER, SON, AND THE HOLY GHOST. Matt. 28:19.**"

5. DECLARATION OF FAITH

We believe the Bible to be the inspired and only infallible written word of God.

We believe that there is one God eternally existent in three persons, God the Father, God the Son and God the Holy Spirit.

We believe in the Blessed Hope, which is the rapture of the Church of God, which is in Christ, at His return.

We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ. We believe that regeneration by the Holy Ghost is absolutely essential for personal salvation.

We believe that the redemptive work of Christ on the cross provides healing for the human body in answer to believing in prayer.

We believe that the baptism in the Holy Ghost, according to **Acts 2:4**, is given to believers who ask for it.

We believe in the sanctifying power of the Holy Spirit, by whose indwelling, the Christian is enabled to live a holy and separate life in this present world.

6. SPIRITUAL LEADERS RESPONSIBILITIES:

6.1 EXPECTATIONS AND COMMITMENT

6.1.1 IN THE LOCAL CHURCH:

6.1.1.1 TITHING:

As born again believers we are expected to be tithers. We are to HONOR THE LORD WITH THY SUBSTANCE, AND WITH THE FIRSTFRUITS OF ALL THINE INCREASE. **Proverbs 3:9**. In other words, it comes right off the top: before the government, electric bills, house payments—before anything.

6.1.1.1.1 OFFERING

The Lord will reward each person as they give, however, not always in the way you may expect. God will reward you in the way He wants to. Have a giving heart, and let God take care of the rest **2 Cor 9:12 (NIV)**. In giving, you are not only supplying the needs of God's people, but it is also overflowing in expressions of Thanks to God for his indescribable gift. **2 Cor. 9:15**. Jesus tells us in **Mt 10:8**, "freely ye have received, freely give."

6.1.1.1.1.1 ATTENDANCE

Regular church attendance is a benefit to you and to the body of Christ, if you come expecting to be blessed and to be a blessing. Unless hindered by work commitment or health and family, we would like to see you at Bible Study, Sunday school and Worship service at least twice a month.

6.1.1.1.1.1.1 BEHAVIOR

Our behavior should be as becoming to saints. Do not talk against your church, or its leadership. If you have an aught, please talk to the Pastor.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”
Ephesians 4:29-32.

6.1.2. IN THE DISTRICT

We are members of District #3. Our District leaders are: Superintendent Dr. Alfred C. Davis, Sr; . Sherman Davis; Asst. Supt. Dr. John W. Penton, Sr.; Mother Nettie Dillard is our District Missionary.

Our monthly fellowship is on the 3rd Sunday afternoon of each month unless otherwise notified.

Our Annual District meeting is usually in late February or early March. Each member is encouraged to be in attendance at least once during the week-long meeting. (*See bulletin announcement for dates*).

Lay people are asked to give generously of both their time and finances. Keeping in mind that God loves a cheerful giver and you're not expected to give what you don't have.

6.1.3. IN THE STATE

We are members of Washington State Jurisdiction under the leaderships of Bishop T.L. Westbrook and State Supervisor Mother Gertrude Young.

Our Annual Convocation is usually held during the 3rd or 4th week in June. All credential holder members are aware of their respective assessments and should respond accordingly.

7. SPIRITUAL LEADERS

Those who acknowledge their call to the ministry as: Ministers, Elders, Missionaries, or Evangelists (credential holders), are appointed by the Pastor to assist in facilitating the spiritual and physical needs of the members of the church. Plurality of leadership is required in scripture (Philippians 1:1; Titus 1:5) and qualifications must be met in accordance with 1 Timothy 3:1-7; Titus 1:5-9. **Refer to Appendix 12.1 List of Credential Holders.**

- a. **Assist the Pastor-** Serving in all humility, Credential Holders are to guide, direct, guard and protect the members of the body, seeking to meet their needs and assist in any way possible, warning against harmful influences and guarding against false teachers. (Acts 20:35)
- b. **Lead by Example-** Credential Holders are to provide a Scriptural role model and are to set a pattern before the flock of a rightly ordered life - with a single purpose, to glorify God. (1 Timothy 3:4-5; 5:17)
- c. **Teach and Exhort-** Credential Holders are to see that the flock is fed through insightful and accurate Biblical instruction and admonition. Teaching will be centered on equipping the members of the body to perform works of ministry. (1 Timothy 3:2; Titus 1:9-16; John 21:17)
- d. **Refute Those Who Contradict Truth-** Credential Holders are to confront those who are teaching what they should not teach or who are continuing in a pattern of

behavior contradictory to Biblical truth. Thus, Credential Holders are to keep closing potential entrances for Satan, so that the truth of Christ will remain credible to both the congregation and the community. (Acts 20:17, 28-31; 1 Thessalonians 5:12)

- e. **Manage the Church of God-** Credential Holders are to oversee the life of the church with the assistance of other godly leaders. They must be people who can *"rule well"*.

7.1 Pastor's Personal Administrator

A self-starter (who is selected by the Pastor) works well under pressure and able to deliver on time; dedicated to furthering the work and witness of the church using his/her talents and applying biblical principles. · Has a renewed life in Christ and a growing commitment to Christ, including a strong biblical foundation. Must have leadership skills and relevant administrative experience Dynamic, proactive and share the vision of the Church with great passion of seeing it fulfilled. Must be able to operate independently and also work with a team and assume leadership role when necessary.

List of responsibilities:

- Facilitate the effective ministry of the Senior Pastor by serving him with excellence, in a spirit of Christ-likeness, teamwork and cooperation.
- Maintain internal communications by publishing the church bulletin, newsletter, and by other means.
- Ensure the quality and prompt dispatch of all outgoing correspondence. Conducting publicity and advertising activities.
- Assist in various special projects undertaken by the senior pastor or departments/ministries within the church.
- Manage the pastor's schedules, calendar and all appointments and carry out any other assignment from the Senior Pastor
- Coordinate travel details for outside speaking engagements.
- Coordinate Guest Minister's visits

7.2 Assistant Pastor

The assistant pastor will likely share some pastoral duties with the senior pastor; for example, occasional preaching, particularly when the senior pastor is on leave. The assistant may also officiate at weddings or funerals and handle hospital visitation or counseling when necessary.

He holds ministerial credentials and a license to preach and is experienced in a variety of ministries in the local church setting.

He should possess, or be developing the following attributes:

- 1) A teachable spirit, desiring to grow as a person and as a leader;
- 2) A proven ability to involve others in planning and decision- making;
- 3) A demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics;
- 4) A pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God and the proven ability to discern the Lord's will and guidance in decision making;
- 5) A basic understanding of the nature and operation of the church that is informed by Scripture and, in broad terms, compatible with that of the Senior Pastor;
- 6) An understanding of his ministry that is being developed through disciplined times of reading and studying the Word.

This Assistant Pastor will seek to be faithful in seeking the Lord in his own life, as well as in his marriage and family, always striving to keep Christ the vital focal point in life.

7.3 Church Mother

The church mother is an advisory or counsel to the pastor. She provides sound biblical teaching and practical wisdom to those who requests her counsel.

List of responsibilities:

1. Provide spiritual guidance to all.
2. Teach the women how to be godly women.
3. Provide prayer for the pastor and members.
4. Keep the pastor informed of the needs of the members.

7.4 Deacons

Deacons are the servant-ministers of the Church. Their purpose is to relieve the credential holders of the multitude of practical duties of caring for the flock. No specific, on-going deacon roles are mentioned in Scripture, probably because service needs change, and so the role of the deacons must remain flexible. Perhaps this is why qualifications for deacons are stressed in Scripture rather than specific tasks.

Deacons are to give their primary attention toward caring for the congregation's physical welfare. Deacons have the honor of modeling, for the local Church and the lost world, God's compassion, kindness, mercy, and love. As the Church compassionately cares for people's needs, the world

sees a visible display of Christ's love, which will draw some people to the Savior. Deacons are to be an example of commitment, unity, and harmony in their service

List of responsibilities:

1. Give administrative oversight to standing committees or ministry oversight to Ministry Teams, which have been established by the Pastor.
2. Collectors of funds, the distributors of relief, and agents of mercy. They help the poor, the jobless, the sick, the widowed, the elderly, the homeless, the shut-in, and the disabled. They comfort, protect, and encourage people, and help to meet their needs. Although they do in many ways meet spiritual needs of those whom they serve, their primary service is related to physical needs.
3. Be a positive encouragement in all matters concerning the welfare of the Church, but it is understood that they do not have authority over the Church, except when that authority has been delegated by the board of credential holders.
4. Be the primary pool of spiritually qualified individuals who the credential holders will use to assist them in meeting ministry and administrative needs of the Church as they arise. Each deacon must be supportive of the credential holders, Pastor, staff, and ministry philosophy of Roosevelt Heights COGIC. The credential holders will call upon them as a collective group for assistance and council.

7.5 Deaconess

Both Matthew and Mark report in their Gospels: "There were also women looking on from afar—who also when He was in Galilee, followed him and ministered to Him." (Matthew 27:55; Mark 15: 40-44). Luke 8:1-3 also references that there were certain women who ministered to and provided for Him out of their property and personal belongings.

The intent of the Deaconess Ministry is that since such services were done for our Lord in His earthly body, it is fitting and proper that it be done to the Body of which He is now Head, namely the Church. Those women who served were later identified as **Deaconesses**. Paul exhorts the church at Phillipi: "help those women which labored with me in the gospel" (Phil. 4:3). He writes to the church at Rome: "I commend to you our sister Phoebe, a deaconess of the Church at Cencreae, that you may receive her in the Lord as befits the saints and help her in whatever she may require of you for she has been a helper of many and of myself as well." (Rom. 16:1-2).

List of responsibilities:

The Deaconess was called to minister or perform duties back then that the men were ordered not to perform.

- She was used for the ministration towards women
- She was to assist with the ordinance of baptism
- She was appointed to the work

Roosevelt Heights continues to incorporate these ideals and is under the auspices of the Pastor and First Lady:

- The Deaconesses now prepare the Lord's Supper which is referred to as either "Sacrament" or "Communion"
- If and when the church participates in Foot Washing, the Deaconesses will assist the Women's Department in this Ordinance

- The Deaconesses will serve as a support to other ministries as defined or designated.

7.6 Elders

According to Acts 14:23; 20:17, the Elders refer to persons who oversee and have oversight of the flock entrusted to their care. They are the council of advice to the local Christian Church. They act conjointly and not separately (Acts 15:4; 6:22; 16:4; 20:17; James 5:14).

List of responsibilities:

- **Assist the Pastor-** Serving in all humility, Credential Holders are to guide, direct, guard and protect the members of the body, seeking to meet their needs and assist in any way possible, warning against harmful influences and guarding against false teachers. (Acts 20:35)
- **Lead by Example-** Credential Holders are to provide a Scriptural role model and are to set a pattern before the flock of a rightly ordered life - with a single purpose, to glorify God. (1 Timothy 3:4-5; 5:17)
- **Teach and Exhort-** Credential Holders are to see that the flock is fed through insightful and accurate Biblical instruction and admonition. Teaching will be centered on equipping the members of the body to perform works of ministry. (1 Timothy 3:2; Titus 1:9-16; John 21:17)
- **Refute Those Who Contradict Truth-** Credential Holders are to confront those who are teaching what they should not teach or who are continuing in a pattern of behavior contradictory to Biblical truth. Thus, Credential Holders are to keep closing potential entrances for Satan, so that the truth of Christ will remain credible to both the congregation and the community. (Acts 20:17, 28-31; 1 Thessalonians 5:12)
- **Manage the Church of God-** Credential Holders are to oversee the life of the church with the assistance of other godly leaders. They must be people who can "*rule well*".

7.7 Ministers

The local minister should be convinced of his call to the ministry before being granted a license. He should be able to convince others that God called him to preach, possess a holy conversation, sound understanding of the things of God, and have a good report of those within and without.

List of responsibilities:

- Study to show himself approved unto God
- Serve faithfully in attendance, tithing, and offering and obedience to his Pastor.
- Conduct worship services, visit jails and hospitals.

7.8 Missionaries

All Missionaries are subject to their Pastor and must be a supporter of their local church before venturing into the gospel field.

List of responsibilities:

- Evangelize the work of the church as much as lies within her power.
- Conduct revival meetings

- Carry the gospel of deliverance and comfort to hospitals, jails, convalescent homes and the like.
- Visit the sick and shut-in and give physical assistance when there is a need.

8. CHURCH OPERATIONS

One of the most important procedures that any ministry must implement for the development of an effective and efficient ministry is that of preparing and maintaining proper and adequate documentation of its operations. Documentation is the ministry's representation of the past, present and future. Proper documentation will always show who was involved in a ministry event/transaction, what the event/transaction consisted of or accomplished, and where and when the event/transaction occurred. But more importantly, such documentation will display to the church members, staff, donors, and community-at-large that leadership believes in and practices "full disclosure" in its internal operations and decision making process. The leadership of Roosevelt Heights COGIC desires to be a pacesetter in organizing and operating its ministries in a "decent and orderly" manner.

8.1 Church Secretary/Receptionist

The church secretary is the key communications person from the office of the Pastor. The secretary is responsible for sending correspondence as designed by the pastor and to keep file and keep records on membership. The secretary will also maintain minutes from all committee meeting.

List of responsibilities:

- Answer telephone and respond to messages.
- Refer calls to respective leaders
- Assist the deacons in receiving and recording all offering and tithes.
- Serve as alternate secretary at board meetings.
- Type mail correspondence as needed.
- Sort and distribute all incoming correspondence.
- Keep accurate records on the membership and church ministries.
- Record and keep a file of minutes of the church business meeting.
- Create and coordinate weekly church bulletins.

8.2 Communications/Documentation Coordinator

List of responsibilities:

- Develop, implement, and maintain documentation to support the day-to-day operations of the church and its ministries.
- Provide administrative and communication support to the Pastor
- Maintain the church website and coordinate other communications inside and outside the church.

8.3 Capital Campaign Chair

The Capital Campaign Chairman plans, develops, and establishes policies and objectives of fund raising function in accordance with objectives of Roosevelt Heights Church of God in Christ and includes the following.

List of responsibilities:

1. Plans, coordinates, and supervises fund raising programs for church building fund.
2. Directs and coordinates volunteer activities.
3. May develop list of prospective donors using such sources as newspaper items, companies' records, local merchants, organizational, professional, industrial listings and directories and other sources.
4. Compiles and analyzes information about potential contributors to plan selling approach.
5. Contacts prospective donor to explain requirements and benefits of contributions. Promotes goodwill.
6. Writes, telephones, or makes group presentation to potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of fund raising program.
7. Takes pledges or funds from contributors. May write letters to express appreciation for donation.
8. Records expenses incurred and contributions received.
9. Assists in preparation of annual budget by providing data and making recommendations.
10. Organizes volunteers and plan social functions to raise funds.
11. Prepares fund raising brochures for mail-solicitation programs.
12. Trains volunteers to perform certain duties to assist fund raising.
13. Speaks at meetings about building fund project.
14. Recruits and train volunteers

8.4 Finance Committee

The Finance Chairman guides and directs this committee staff and church in the judicious use and management of all financial resources of Roosevelt Heights COGIC and all of its integrated auxiliary ministries; consistent with the direction of the Pastor. Ensure that adequate internal financial controls are in place to safeguard the church's financial resources and to protect the reputation of the staff and Roosevelt Heights COGIC. Maintaining the integrity of Roosevelt Heights COGIC's finances is the ultimate mission of the Finance Committee.

List of responsibilities:

1. Review the monthly Financial Reports prior to its presentation to the Trustee Board, Board of Credential Holders and church business meeting. Make sure a current Balance Sheet is being prepared as part of the financial reports.
2. Review budget-to-actual comparisons of ministry expenditures and require explanations for significant (over 10%) variances. Determine if the Purchase/Funds Request procedure is properly functioning.
3. Ensure that competitive bids are being received on significant purchases.

4. Make sure that staff members are properly adhering to the Employee Accountable Expense Reimbursement Policy. Reimbursements could become taxable to the employee if substantiation and timing rules are not followed.
5. Oversee the check signing process to ensure that proper internal controls are functioning.
6. Oversee the collection, counting, and depositing of church offerings. Ensure that proper internal controls (i.e. minimum of two unrelated persons handling funds, segregation of staff duties) are in place and are functioning adequately.
7. Ensure that restricted gifts are properly received, not commingled with budget funds and are only expended based on the donor's intent. Determine if such gifts are deductible contributions based on IRS regulations.
8. Oversee the disposition of all noncash gifts to the church and determine if IRS reporting is required (IRS Form 8282).
9. Review all forms of non-contribution receipts to determine if any sources are Unrelated Business Income. If UBI receipts are received, ensure completion of IRS Form 990T.
10. Make recommendations as to sources of needed funds not provided for in the general operating budget.
11. Make recommendations for use or application of surplus budget funds, if any, at the end of each budget year.
12. Review and recommend financing for all long-range capital needs.
13. Authorize the investment of idle funds as outlined in the Investment Policy.
14. Oversee the church's financial policies and procedures as documented in the Financial Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Allow staff to develop procedures to accomplish such policies.
15. Make budget allocation adjustments as needed with the prior approval of the committees and staff involved.
16. Ensure that the Record Retention Policy is being adhered to regarding all financial related records. This policy is found in the General Administration Section of the church's Policies and Procedures Manual.
17. Work with the Stewardship Committee in developing plans for teaching the body on stewardship issues.

8.5 Facilities Manager

Oversees use of the church facility and issues and maintains recreational equipment. The position requires initiative and judgment and involves considerable verbal contact with the church leaders, community, and the general public. This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. Roosevelt Heights may assign reasonably related additional duties as necessary.

List of responsibilities:

1. Supervises maintenance volunteers during work time and supervises other regular employees; duties include scheduling, assigning and reviewing work.
2. Enforces policies regarding use of church facility.
3. Maintains records and reports for program activity schedules.
4. Recommends purchases of equipment and supplies.
5. Inventories and issues supplies and equipment as needed.
6. Inspects equipment and performs routine servicing and repairs.
7. Inspects cleanliness of facility and reports problems.
8. Supervises cleaning and use of the building.
9. Receives and accounts for cash from rental of fellowship hall.
10. Represents the church in contacts with outside groups and individuals using facility.
11. Occasionally recommends changes in departmental programs in response to users of the facility.
12. Maintain key distribution.

8.6 Public Relations Committee

To formulate, implement and maintain a publicity program, which presents a positive image of Roosevelt Heights COGIC and its mission and ministries to members and the community. Members of this committee require skills and knowledge in media relations, advertising, marketing and external communications. Members also require a broad knowledge of other community services, organizational development skills, and related political issues.

List of responsibilities:

1. Sets specific and general public relations objectives: themes to be communicated, target audiences, methods to be used, and time tables for accomplishment.
2. Assist in identifying the church's various publics, to whom different messages are targeted, and how those messages are to be communicated (i.e. advertising, direct mail, press release).
3. Review internal communications, as well as the church's literature, with the goal of ensuring that consistent, positive messages support the church's overall ministry directions.
4. Give oversight to the Communication and Media policies and procedures as documented in the General Administration Section of the church's Policies and

- Procedures Manual. Develop new or revise existing policies as determined necessary.
5. Develop new ways to reach people by promoting church ministry programs.
 6. Promote special events and programs of the church to prospects and the community.
 7. Keeps the Board of Credential Holders abreast of community needs and issues related to the church.
 8. Oversee interaction with other religious and community groups.
 9. Keeps Legal Committee informed, regarding governmental and legislative issues that impact the Church.
 10. Adhere to the Federal Income Tax Exemption policy as documented in the Leadership and Management Section of the church's Policies and Procedures Manual. This policy addresses political activity and attempts to influence legislation.
 11. Assist in establishing rapport with public officials.

8.7 Trustee Board

The overall purpose of the Trustees is to provide oversight and direction for all legal, financial and executive matters of the church and serve as the corporate officers of the church.

List of responsibilities:

1. Assist the Board of Credential Holders and the Pastor in the administrative oversight of the church.
2. Determine and ensure that all of the administrative committees of the church are performing their designated responsibilities.
3. Provide oversight and development for all legal, financial and executive related committees of Roosevelt Heights COGIC.
4. The Trustee Board will review the church's articles of incorporation and bylaws annually. If updates are needed, the Constitution and By-Laws Ad Hoc Committee will be notified.
5. Review and update responsibilities of all Standing Committees, in coordination with the Nominating Committee. The Organizational Charts, Ministry Descriptions and Leadership Position Descriptions will all be updated in the church's Organizational Manual.
6. Review and update the church's Policies and Procedures Manual annually.
7. Perform and maintain a fiduciary responsibility to the church in all legal, financial and executive matters.
8. The Corporate Officers of the Trustee Board will execute all legal documents relative to contracts, church property and other business matters.
9. Participate in the strategic planning process of the church.

9. Ministry Teams and Leaders

This section identifies the respective ministries along with their roles and responsibilities. This is a high level description and may not include the activities sponsored through or associated with each ministry.

All ministries will provide reasonable assurance that the following Roosevelt Heights COGIC ministry objectives have been achieved in their specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
2. Efficiency in performing assigned responsibilities and duties
3. Assessment of possible risks and exposures to the church
4. Compliance with applicable governmental laws and regulations
5. Reliability in the managing and reporting of church finances
6. Observance of internal policies, standards and procedures

To ensure that these guidelines are adhered to, ministry leaders are required to provide the following:

- Prepare the ministry's annual General Operating Budget request.
- Present Annual and Monthly Reports of Ministry to the Leadership Council using Ministry Report Form

9.1 Altar Workers

The role of the Altar Worker Ministry is to assist those who come to the altar in making decisions in accepting the Lord as Savior as well as other personal prayer request. Follow-up with those who make decisions for Christ and assess their needs as the Holy Ghost, directs; answering questions about baptism, etc.

List of responsibilities:

1. Attend required Altar worker training sessions when offered.
2. Become proficient in presenting the plan of salvation to lost individuals. Always use the scriptures in making your presentation.
3. Become familiar with the different types of decisions a one may desire to make at the altar.
4. Use the unique Altar worker pointers when dealing with children.
5. Complete decision cards and furnish helpful tracks or information about the church to each person.
6. Pray with every individual who comes forward to make a decision.

9.2 Armor Bearers

The Armor Bearer is a servant Ministry. This ministry works closely with the pastor and First lady to facilitate their needs as well as the needs of their guest. Before considering the task of Armor Bearer, please get permission from your spouse.

List of responsibilities:

1. Keep abreast of the dress code for the Church of God In Christ during special events such as communion and events that require official uniforms.
2. Should be present and waiting to serve the Pastor and First Lady as needed.
3. Makes sure that a parking place is available for Pastor and First Lady at all times.
4. Have proper seating for the Pastor's guest.
5. Provides transportation for the Pastor and First Lady (if they desire).
6. Makes sure robes are cleaned and available.
7. Accompanies the Pastor when he is called upon as guest preacher; should be present to assist when needed.

9.3 Benevolence/Bereavement

This ministry is designed to glorify Jesus Christ by sharing Christ's love in a tangible way, with those in need both in and outside our congregation.

List of responsibilities:

1. Determine the spiritual condition of everyone who seeks help, encouraging them in their walk with Christ if they are believers and sharing the Gospel of Jesus Christ if they are not born again.
2. Assess the amount and frequency of assistance to individuals or families.
3. Identify and meet the needs presented, in a godly, wise, and Biblical manner and within the limitations of this ministry.
4. Identify the root causes of needs, rather than only the outward symptoms and share that information with the parties who are seeking help.
5. Formulate and carry out a plan to remedy the root causes of the needs.
6. Involve each recipient of help in the life and activities of our church (in the most appropriate and beneficial way possible).
7. Recruit and train volunteers to serve in this ministry based on their spiritual giftedness.
8. Identify church members and community businesses that will provide areas of assistance (i.e. automotive repairs, grocery store gift certificates, etc.).
9. Investigates and determines reputable community service agencies which the ministry team can refer needy individuals to.
10. Investigates and distributes benevolence resources as needed.
11. Adhere to the Benevolence guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines also provide responsibilities for the various ministry team members.

9.4 Children's Church

This ministry is designed to help each child learn how to associate their experience with God, Jesus, and the Bible through solving problems, sharing, and expressing themselves while thinking of their home as a place of love and security; and to learn to respect others and their interests.

List of responsibilities:

1. Provide a safe Christian environment for children to grow physically, socially, mentally, emotionally and spiritually.
2. Promote communication and understanding between parents and teachers.
3. Encourage active participation by parents in their visitation, fellowship, study, and worship.
4. Coordinate space assigned to the Children Ministry.
5. Select, train and screen all children employees and volunteers including background checks.
6. Enlist cooperation on the part of the entire church to continually improve the program for children ministry.
7. Prepare the ministry's annual General Operating Budget request.
8. Present an Annual Report of ministry to the Ministries Council.
9. Perform other duties as requested by the Ministries Council.

9.5 Elijah's Barrel

To provide food and clothing to needy individuals and families within Roosevelt Heights COGIC and to the community at large, whenever possible,

James 2:15-16. *If a brother or sister is without clothing and in need of daily food, and one of you says to them, "Go in peace, be warmed and be filled," and yet you do not give them what is necessary for their body, what use is that?*

List of responsibilities:

1. Collect donated from church families for collection drives. Food tubs are provided during food collections.
2. Coordinate two food drives each year - one in the spring and one in the fall. A list of suggested food items will be made available at the Welcome Center. Perishable food or any food in previously opened containers cannot be accepted.
3. Collect other items such as any paper products, shampoo, laundry and bar soap, toothpaste, deodorant and other personal toiletries. These can be brought directly to the pantry during open hours.
4. Cash donations can also be made to the church for the Food and Clothing Pantry.
5. Bibles, message tapes and information about other Roosevelt Heights COGIC ministries are available to all persons using the pantry.

9.6 Evangelism Outreach

The primary purpose of the Evangelism Ministry at Roosevelt Heights COGIC is two-fold: to educate, equip and encourage the believers who attend Roosevelt Heights COGIC for personal evangelism, as well as to facilitate their contact with nonbelievers for the purpose of bringing them to Christ; and to identify, challenge and harness gifted and impassioned evangelists so they can work strategically through the church's existing ministries, special evangelistic programs and their own personal efforts for the purpose of bringing people to Christ.

List of Responsibilities:

1. Help each church member to be personally involved in praying for the lost, sharing the gospel, and giving of their resources for the sake of the gospel.
2. Provide opportunities for the body to be locally exposed to the ruin of human lives without Christ.
3. Encourage short-term mission opportunities to expose church members to the needs and challenges globally.
4. Help all church members know and understand:
 - The heart of God for the lost
 - The condition of man without Christ
 - The content of the gospel of the grace of God
 - Our position and responsibility as an ambassador of Christ and minister of reconciliation
 - That every believer has been entrusted with the gospel.

9.7 Follow-up

This ministry keeps track of visitors, new members and the membership at large in order to provide a continuous link between the Pastor and the church family. Greeters will support the Follow-up team during Sunday worship and other church events as needed.

List of responsibilities:

1. Encourage the slothful
2. Provide guidance when appropriate
3.
 - a. Phone calls
 - b. Send electronic greeting cards to members and visitors
 - c. Send devotional scriptures from previous week's message
 - d. Send cds of message to the sick and struggling members
4. Give first-time visitors information packet
5. Provide new members instruction sheet and schedule for New Member's class.
6. Provide the following to new members upon completion of New Members class:
 - Volunteer information
 - List of ministries and contacts
7. Provide new converts with a Bible and information on what it means to be born again and follow-up within 72-hours..

9.8 Hospitality

The Hospitality Ministry is also a servant ministry. Their overall focus is to coordinate and organize church-wide receptions and social events when directed by the Pastor or a member of his staff.

List of responsibilities:

1. Consult with staff regarding needed hospitality events.
2. Minister to staff members during illnesses, deaths, employment terminations, birthdays, anniversaries and special events. Procedures are defined in the Personnel Policies and Procedures Manual.
3. Arrange for food and supplies to be used at the hospitality event. Consult with the Food Service Ministry Team as necessary.
4. Decorate appropriate area. Consult with Facilities Manager regarding set-up and tear-down.
5. Ministry team members will serve as host and hostesses for the event.
6. Clean-up area after event and restore room to the normal set-up.

9.9 Marriage Enrichment

The job of the marriage ministry as outlined in the handbook is sufficient with the below minor changes.

The number one goal of the ministry is to provide biblical based marriage awareness by not only studying the Word of God as written in the Bible, but also by studying how to apply and live put the *Word*.

This means that as a ministry it is our job to share practical solutions to everyday concerns common in all marriages. We are not a marriage counseling service, but many day-to-day situations that might lead to the need for counseling are discussed as we study different books and articles related to having a successful marriage.

List of responsibilities:

1. To provide monthly biblical-based fellowship for married couples.
2. To organize monthly fellowship meetings at least 10 times per year.
3. To provide biblical-based book studies and materials that enhance ones marriage.
4. To provide spiritual awareness of what and how God intended marriages to function.
5. To provide an atmosphere of Godly fellowship for married couples.
6. To plan organize and provide one-two annual events for couples. The following are possibilities:
 - Couples retreat
 - Mini-cruise,
 - Gala
 - Valentines Sweet-Heart Dinner, and attending gospel type events (plays).

9.10 Media Ministry (Audio/Video)

This ministry is often referred to as the Tape ministry. It ensures that all worship services are taped and master files are stored. This ministry is vital in communicating, relating, and sharing with members as well as visitors. It ensures that all worship services are taped and master files are stored and readily accessible.

List of responsibilities:

1. Create and file master copy of CDs and DVDs.
2. Label master files with Title, Date, Speaker, and File number for ready referencing.
3. Coordinate with Follow-up Committee to verify number of CDs needed for Visitor or New Members packets and others who are absent and wish to receive a copy. See Appendix 12.6 for contact information.

9.11 MOD Squad

Assist men in developing a strong personal relationship with the Lord and equipping them to be the spiritual leaders in their homes, church, and in the marketplace.

List of responsibilities:

1. Bible Study and Elective Classes Classes are offered each fall and spring for a five-or ten-week period. These classes are designed to help men understand their value to God and to gain a deeper knowledge of Him, to teach men how to apply this knowledge in

their lives, to provide opportunities for men to discuss this material, to encourage men to move toward discipleship and to provide an atmosphere that encourages friendships.

2. Men's Luncheon Each spring a luncheon is sponsored by Men's Ministries. This event is designed as an outreach. Men in the church are encouraged to invite family and friends to join together for a time of fellowship and teaching by a guest speaker on issues facing men today.
3. Men's Breakfast Periodically throughout the year working men meet for a continental breakfast, fellowship and discussion of their needs in the marketplace. A guest speaker addresses particular concerns relating to the man.
4. Workshop Seminars One-day seminars are offered each fall. Topics discussed relate specifically to men and are ones that are not usually addressed during the weekend and midweek services.
5. Discipleship Groups Discipleship groups provide men with the opportunity to mature spiritually by offering them the chance to make a long-term commitment to personal Christian growth and development. The goal of each group is to expand the knowledge and perspective of God's greatness and His involvement in each member's life and to help members develop a spirit of, which is pleasing to the Lord. Group members are encouraged to develop Christ-like relationships, become independently dependent on God, and to understand and use their spiritual gifts in the church and marketplace. These discipleship groups are limited to men who really desire to grow spiritually. The purpose of the groups is not only to provide an in-depth study of God's Word, but to offer a setting that encourages personal growth in character as well.

9.12 Music Ministry

The purpose of the Music Ministry is to proclaim the Gospel of Jesus Christ through music; lyrical dance, and instrumental praise. Our department challenge and encourage believers and non-believers through various forms of creative musical expressions. The Music Ministry is committed to serving the local church and community.

Criteria for serving in the Music Ministry:

1. Must be saved, sanctified, and consecrated
2. Must have a prayer life
3. Must praise and worship God. John 4:23, 24.

List of responsibilities:

1. Assist the music staff in planning and sustaining a total church music program.
2. Develop ways to enlarge the scope and effectiveness of the music ministry.
3. Enlist music leadership
4. Recruit new choir members.
5. Assess member's interest in starting or becoming a part of church orchestra.
6. Sponsor annual music festival.

9.13 Pastor's Aide Committee

The purpose of this ministry is to provide support to the Pastor and his family within the church with encouraging words, prayers, and other actions of love and kindness.

List of responsibilities:

- Should extend hospitality to visiting ministers, their families, and guests.
- Host special activities for the Pastor and the First Lady during special days and occasions including:
 - Pastor's Birthday
 - First Lady's Birthday
 - Pastor and Wife Anniversary
 - Church Anniversary

9.14 Prayer Ministry

The Prayer ministry is said to be the backbone of the church. Intercessory prayer strengthens the body of Christ. Refer to the Intercessory Prayer Ministry guidelines which are documented in the Ministry Section of the church's Policies and Procedures Manual.

List of responsibilities:

1. Enlist New Members
2. Train New Workers
3. Fill Hours With Reserve Prayer Warriors
4. Collect Prayer Requests
5. Publish Answered Prayer
6. Pray with Hospital Patients
7. Keep Prayer Ministry Current
8. Be Available

9.15 Senior Adult Ministry

Assure an ongoing, effective senior adult program, ministering to the specific needs of senior adults and developing outreach opportunities.

List of responsibilities:

1. Evaluate the needs of senior adults in the church and community.
2. Develop, evaluate and update programs to minister to these needs.
3. Monitor senior adult programs of other churches.
4. Assist the church staff and elected senior adult workers in planning and executing the senior adult program.
5. Involve senior adults in all areas of the church; encouraging them to impart their wisdom into younger ministry programs, such as, the Children's Ministry and Women in Ministry.

9.16 Single Adults Ministry

Assure an ongoing, growing, effective Single Adult program which ministers to the special needs of Single Adults and develop outreach opportunities.

List of Responsibilities:

- Evaluate the needs of single adults in the church and in the community.
- Develop, evaluate, and update programs to minister to these needs.
- Assist the Church, the Staff, and elected Single Adult workers in planning and executing the Single Adult programs.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- Cooperate and coordinate with other church committees and ministry teams.

9.17 Street Ministry

As an extension of Roosevelt Heights; in support of its' outreach this ministry serves and ministers to individuals who are lack adequate physical resources by providing tangible assistance, prayer, and God's word with the compassion of Christ; therefore impacting lives in a positive and constructive way to encourage hope.

List of Responsibilities:

1. Seek opportunities to minister to those who need temporary provisions such as warm and clean clothing, food, and a listening ear.
2. Make referrals whenever and wherever possible; networking with church members and non-profit organizations who may be of assistance in providing employment and shelter.
3. Share the Good News of the gospel when asked of the Hope.
4. Coordinate hat and glove drive prior to the holidays to distribute to homeless families.
5. Collect suggested non-perishable and other items such as paper products, shampoo, laundry and bar soap, toothpaste, deodorant and other personal toiletries.
6. Coordinate with Elijah's Barrel and Benevolence Ministry for support and to make sure there is no duplication of efforts

9.18 Ushers Ministry

The ministry of the usher goes far beyond opening a door. The purpose of an usher is to represent Christ to all that come to worship at the church. In a sense, they serve as the host of the building in which believers and strangers gather to seek God. This purpose alone expresses the privilege and responsibility that falls to a church usher. Adhere to the Ushering in Worship Center guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual.

List of Responsibilities:

1. Arrive early for worship service (30 minutes prior to starting time is usual).
2. Make sure that all appropriate doors are opened and lights are turned on.
3. Always check the rest-room facilities for cleanliness.
4. If necessary, sweep or clean entrance ways.
5. Check thermostat settings for appropriate cooling and heating.
6. Pick up any trash on church pews and straighten hymnal rack materials.
7. Make sure bulletins, offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship.
8. As guests arrive, greet them with a smile and a warm word of welcome. Introduce yourself.
9. Assist people with information, materials, and seating as needed.
10. During the service be aware of needs and move to meet such needs appropriately.
11. Gather offerings during service. No usher should ever be left alone when the offering is being taken.
12. Assure that small children do not enter restrooms unattended without parents.
13. Concentrate on the worship service and participate appropriately.
14. After the service, open doors and assist people as needed for departing.
15. When people have left, check thermostats again, close doors, turn off lights, pick up clutter, and ask questions if needed about the next service.
16. Enlist personnel to serve as ushers.
17. Develop plans for handling emergencies and interruptions during the service.
18. Develop plans for the security of buildings, grounds and parking areas during services.

9.19 Women in Ministry

The mission of the Women's Ministry of Roosevelt Heights is to encourage unity and fellowship and to bring wholeness and balance to their lives by ministering to their mind, body and spirit. The ministry is for all women ages 18 and older. To serve, encourage and support women as they grow and develop spiritually in their daily lives so that God will be exalted.

Women's Ministries seeks to assist the church in equipping women to meet the spiritual, relational and short-term emergency needs of women and their families who are a part of Roosevelt Heights COGIC. Leaders of the Women's Ministries team recognize that it is impossible to meet all of the needs of women within the body through this ministry alone, but believe that they are capable of effectively assisting the church in ministering to areas of need

that may be unique to women. They have chosen to target the spiritual needs of women because they believe that if this need is met, relational and emotional needs will be met as well.

List of responsibilities:

1. Provide regular activities to encourage fellowship and build relationships.
2. Coordinate monthly fellowship meetings
3. Develop Bible Study and Elective Classes. These classes are designed to help women understand their value to God and to gain a deeper knowledge of Him, to teach women how to apply this knowledge in their lives, to provide opportunities for women to discuss this material, to encourage women to move toward discipleship and to provide an atmosphere that encourages friendships.
4. Develop Workshop Seminars- One-day seminars should be offered to discuss topics that relate specifically to women that are usually not addressed during the weekend and midweek services.
5. Develop Discipleship Groups: Discipleship groups provide women with the opportunity to mature spiritually by offering them the chance to make a long-term commitment to personal Christian growth and development. The goal of each group is to expand the knowledge and perspective of God's greatness and His involvement in each member's life and to help members develop a spirit of contentment, gentleness and quietness. Group members are encouraged to develop Christ-like relationships, become independently dependent on God, and to understand and use spiritual gifts in the home as well as in the church. These discipleship groups are limited to women who really desire to be godly women. The purpose of the groups is not only to provide an in-depth study of God's Word, but to offer a setting that encourages personal growth in character as well.

9.20 Youth Ministry

This ministry organizes and develops an effective ministry plan to accomplish the Youth Ministry Purpose Statement and Ministry Objectives as outlined in the Youth Ministry Description.

List of Responsibilities:

1. Assess the needs of youth in the church and community.
2. Develop, evaluate and update curriculum to minister to these needs.
3. Monitor youth programs of other churches.
4. Assist the church staff and elected youth workers in planning and executing the youth program.

10. ETHICAL STANDARDS

RHCOGIC insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity in accordance with Scripture are the two driving forces behind RHCOGIC's great success story. When faced with ethical issues, leaders and members alike are expected to decisions consistent RHCOGIC's principles and standards.

10.1 Dress Code

Members of RHCOGIC are expected to present a clean and holy appearance in or outside of the church. Dressing in a fashion that is clearly unholy, that is n or that negatively affects RHCOGIC's reputation or image is not acceptable.

10.2 Leaders Use of Computer, Phone, and Mail

RHCOGIC property, including computers, phones, electronic mail, and voice mail, should be used only for conducting church business. Incidental and occasional personal use of church computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated consistent with privacy law and with utmost respect and confidentiality.

Use of Computer Software

RHCOGIC does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).Solicitations and Distributions

Solicitation for any cause other than church business during worship time and other church activities is not permitted. Members are encouraged to conduct those activities outside the sanctuary and should be cleared through the church office with prior notice.

All announcements should also be cleared through the church office (253) 627-1615.

10.3 Complaint Procedure

Members who have a church-related issue, question, or complaint should complete a Complaint form and drop in the Complaint and Comments box in the church lobby. If the matter is urgent in nature, please notify the church secretary who will schedule an immediate appointment with the Pastor.

11. ACKNOWLEDGMENT

I acknowledge that I have received a copy of the RHCOGIC Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding RHCOGIC church policies I should direct them to my Pastor..

I know that RHCOGIC policies and other related documents do not form a contract of and is not a guarantee by RHCOGIC of the conditions and benefits that are described within them. Nevertheless, the provisions of such RHCOGIC policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that RHCOGI at any time, may on reasonable notice, change, add to, or delete from the provisions of the church policies.

Position _____

Employee's Signature

Date



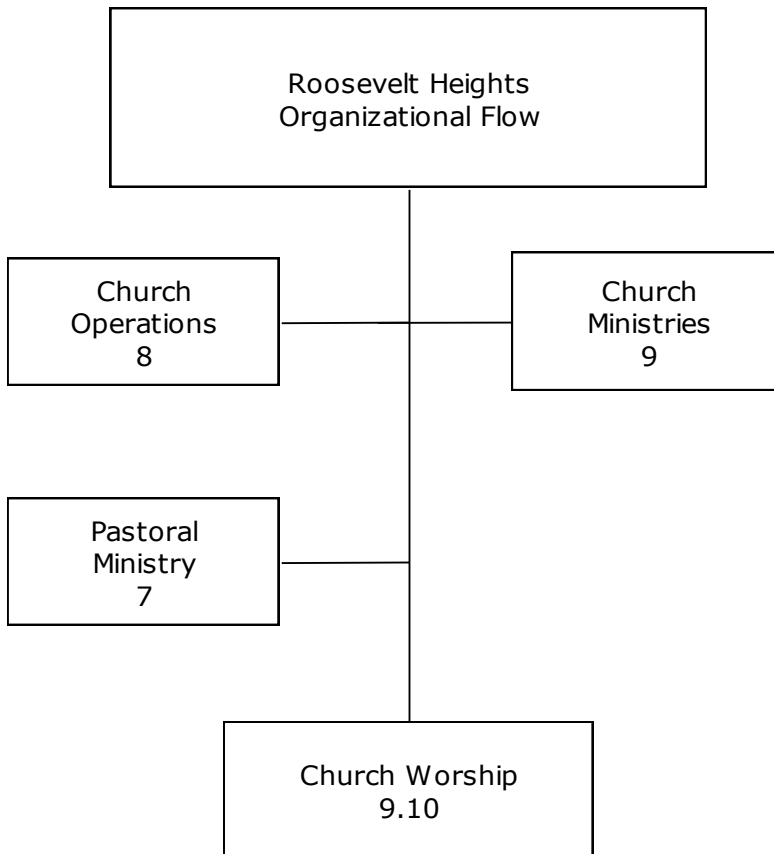
12. APPENDICES

12.1 Credential Holding Members

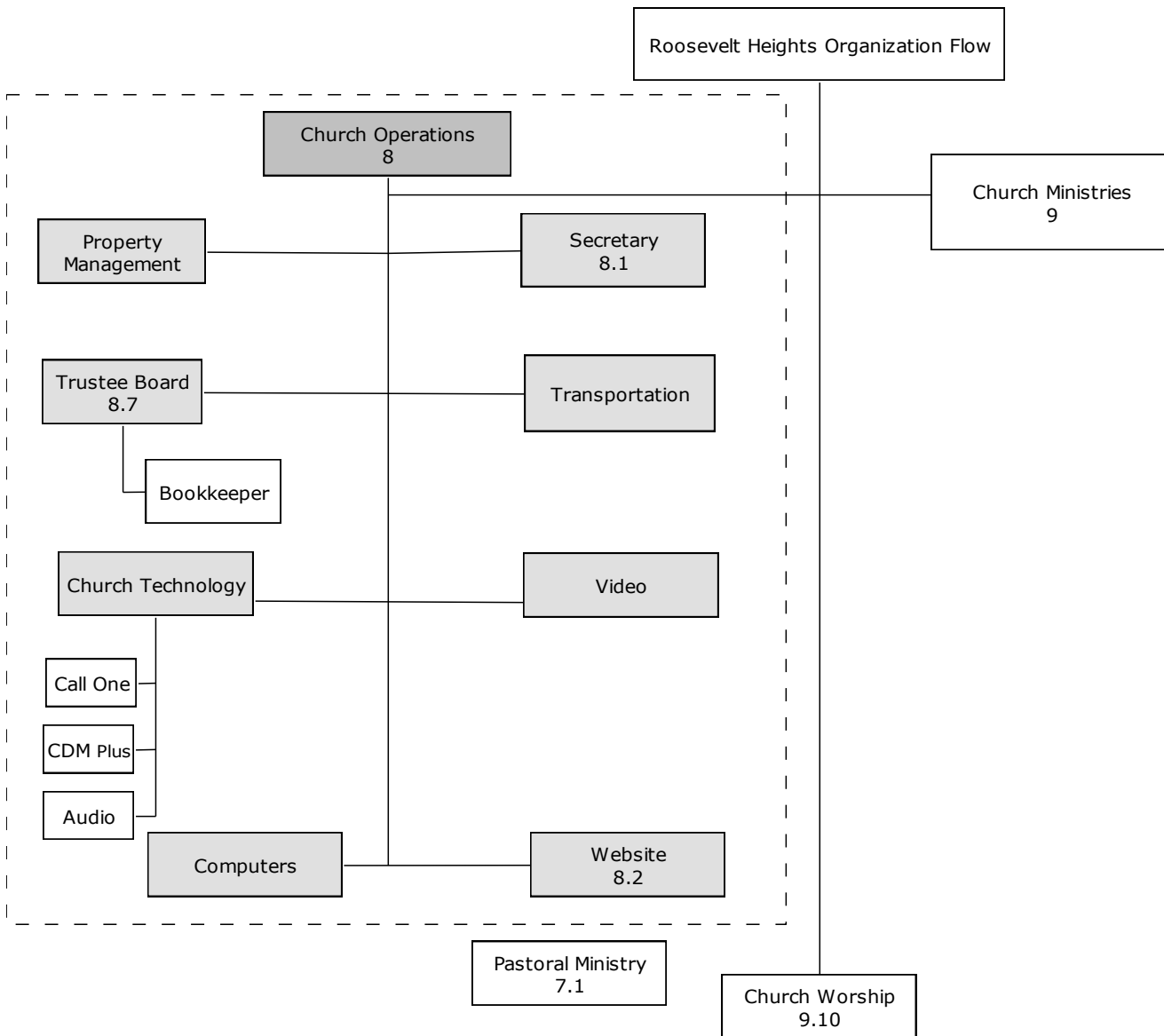
ELDERS
Elder Aaron Brown
Elder Larrie Fogg
Elder Franklyn George
Elder David Hart
Elder Gerald Harvey
Elder Clay Hixson
Elder Kent Keel
Elder James Moore
Elder Richard Penton
Elder Walter Russell
Elder Derwood Wilson

MINISTERS
Minister Anthony Floyd
Minister Maurice Jackson
Minister Rufus Kennedy
Minister Brendan Nelson
Minister Jonathan Pryor
Minister Kouvon Stevens
MISSIONARIES
Evangelist Akie Adams
Missionary Sheila Bland
Evangelist Jeanette Bullock
Evangelist Mildred Grayson
Evangelist Clarice Hammond
Evangelist Brenda Harvey
Evangelist Mother Juanita Jackson
Evangelist Lynitra Jackson
Missionary Odell Jones
Evangelist Debbie Kennedy
Evangelist Dorothea Knight
Missionary Linda Penton

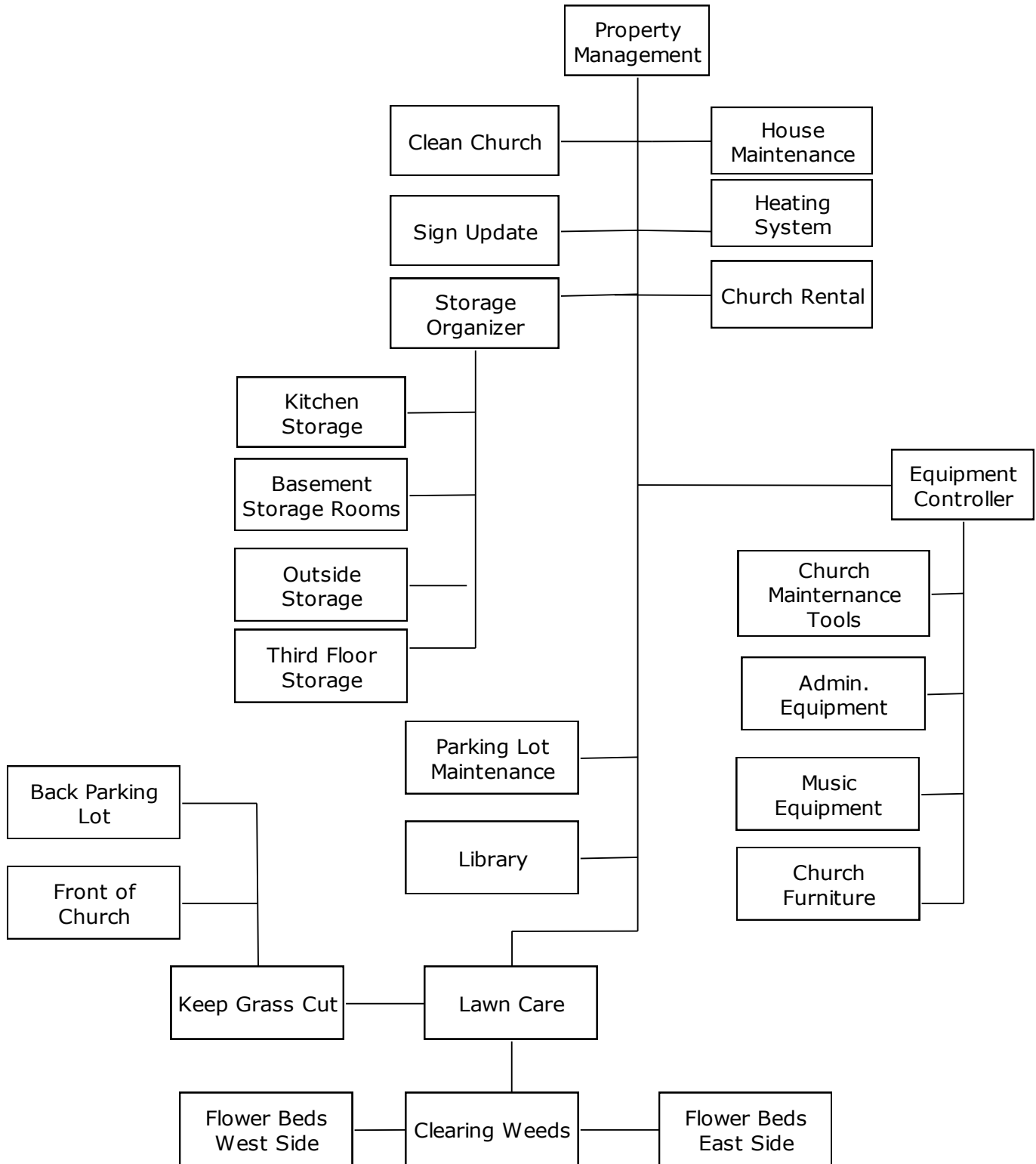
12.2 Church Organization Flow



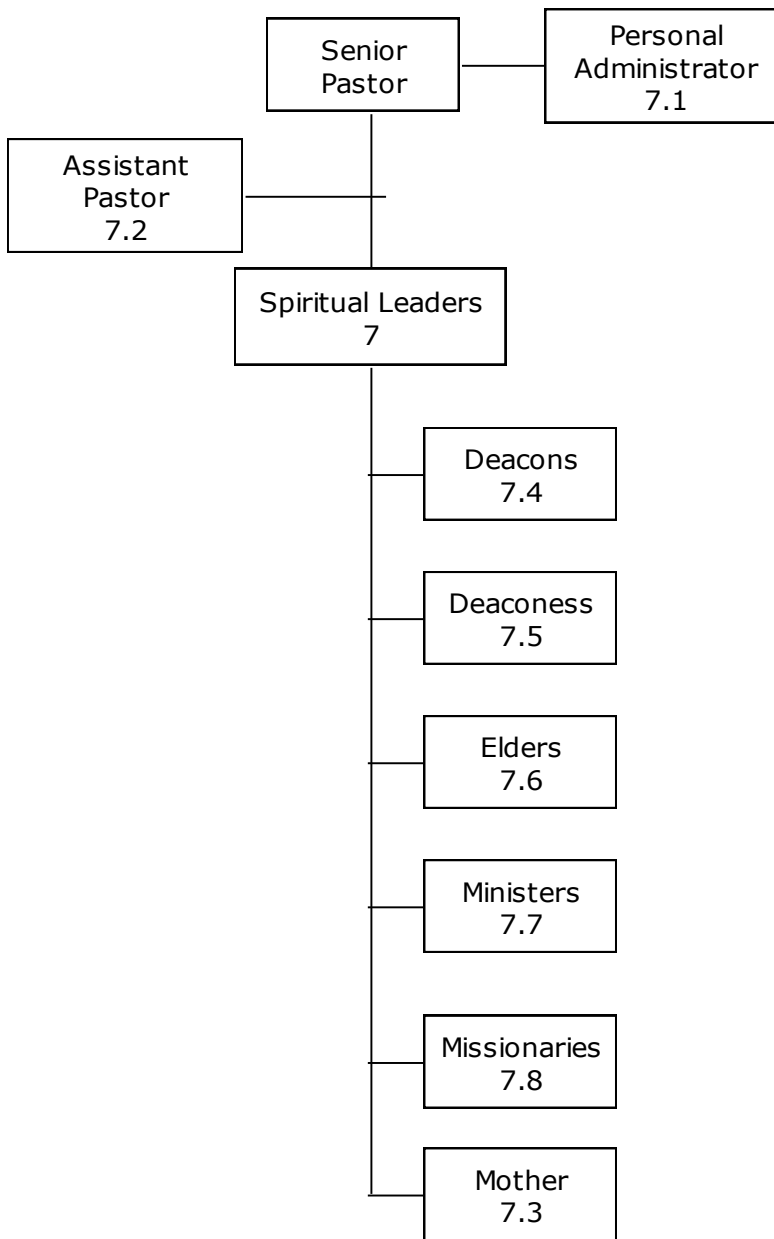
12.3 Church Operations



12.4 Property Management



12.5 Spiritual Leaders



12.6 Ministry Teams and Leaders

WORK IN PROCESS

Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that members stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect fellowship at RHCOGIC.