

ADMINISTRATION COUNCIL

Finance Committee

The Finance Committee provides general oversight of funds collected by and disbursed on behalf of the church and leads the church in good financial management, budget development and administration.

Expectations & Responsibilities:

- In consultation with church committees, teams, staff, and members, prepare and submit to the church an annual challenge budget as the basis of the Commitment Campaign
- Review pledges and develop a ministry budget and submit to the church
- Approve requests for special offerings
- Maintain a sound system of accounting, including a periodic audit
- Recruit and supervise tellers
- Consult with Financial Secretary regarding financial matters
- Plan, implement, and maintain an annual budget to cover annual expenses for committee
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet monthly

Food Service Committee

The Food Service Committee oversees the total food service operation of the church to ensure it is administered effectively and meets the needs of the church.

Expectations & Responsibilities:

- Acquire and maintain church kitchen equipment (appliance, storage facilities, pots and pans, etc.) and ordinary kitchen supplies (paper products, etc.)
- Provide training in the use of kitchen equipment for all persons who need to use or work in the church kitchen
- Oversee church-approved procedures for use of the church kitchen
- Oversee the Wednesday Night Supper Program
- Oversee planning and implementation of food service for special events
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet monthly

Personnel Committee

The Personnel Committee shall be responsible for developing and maintaining equitable personnel policies and practices including but not limited to: employment procedures, appraisal systems, compensation and benefit plans, training and development resources and grievance procedures.

Expectations & Responsibilities:

- Assists supervisors in developing and/or updating position descriptions and job specifications
- Initiates and monitors the performance appraisal system when reviews are required. Forwards the appropriate forms to the supervisor of the employee to be appraised. Receives from the supervisor copies of the completed performance appraisals
- Makes salary and benefits survey at least bi-annually with churches that are comparable in size and doctrine. Reviews the church's compensation and

benefit plan for any needed adjustments and reports the findings to the Pastor and Diaconate Executive Committee, including the recommendation that will be made to the Finance Committee for the next year's budget

- Seeks resources to be utilized for staff development and shares the information with supervision
- Recruits and interviews, in cooperation with other appropriate committees, candidates for job openings of Ministers and other Church Staff, except Pastor, and recommends two or more candidates, if available, for final selection by the supervisor and the congregation

Facilities Management Committee

The Facilities Management Committee handles all matters pertaining to the building, grounds, and furnishings of the church.

Expectations & Responsibilities:

- Inspect all church properties periodically. Create an inventory of all properties to be maintained and recommend plan for preventative maintenance. Facilitate actions to ensure that church building and properties are properly maintained
- Consult with program leaders concerning space allocations
- Recommend changes in use of facilities and property
- Make recommendations concerning building maintenance, grounds maintenance
- Develop and recommend policies and procedures related to church property, including but not limited to building and grounds maintenance, janitorial needs and janitorial duties, insurance, use of buildings, properties and space, vehicles, etc. Any policies and procedures recommended by this committee should be published for the church membership in general and adopted by the church as appropriate
- Develop and recommend the arranging, equipping, and administration of parking space
- Coordinate maintenance and repairs to buildings and properties as necessary, such as painting, electrical repairs, plumbing repairs, HVAC maintenance and repairs, etc
- Coordinate maintenance of church vans, such as regular oil/lube service, safety inspections, and necessary repairs. Recommend van replacement as needed
- Coordinate yard maintenance, including grass cutting, hedge trimming, cleaning front steps of bird droppings, snow removal in parking lot and steps
- Ensure that emergency equipment is properly operating, such as exit lights, fire extinguishers and alarms
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Time commitment varies depending on projects, but committee members should expect to serve a minimum of 5-6 hours per month

Stewardship Committee

The Stewardship Committee works to provide church members with an understanding of and commitment to Biblical stewardship through a planned annual stewardship program.

Expectations & Responsibilities:

- Educate members in the Biblical principles of stewardship through new member classes, Sunday School lessons, sermons, testimonies and special education opportunities
- Lead the church in an annual campaign to secure pledges for the budget
- Support special stewardship opportunities and campaigns

- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet monthly for 3-4 months surrounding annual campaign

Trustee Committee

The members of the Trustee Committee are custodians of the church property and serve as signatories regarding all legal matters.

Expectations & Responsibilities:

- Hold legal title to all church property (as required by state law) and act only as directed by the church in business session
- Sign all legal documents involving church property, upon direction by the church in business session
- Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)
- Relate to appropriate civil officials in all legal matters involving the church
- Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes to the appropriate church leaders, and advise the church staff and appropriate committees concerning legal matters
- Counsel with appropriate church officers and committees in matters related to church properties, i.e., finance committee, treasurer, property committee, Deacons, insurance committee, and long range planning committee, etc.
- Maintain all church legal documents in conjunction with the church clerk
- If qualified, serve as resource personnel to the church staff and church families in legal matters
- Communicate with the Leadership Council and Deacons to report on current plans and ideas as necessary
- Plan, implement, and maintain an annual budget as necessary
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet quarterly

Long Range Planning Committee

The Long Range Planning Committee is responsible for developing and maintaining a long-term strategic plan based on input from the congregation, teams, committees, and staff.

Expectations & Responsibilities:

- Lead the Church in developing a strategic plan for a 3-year period in keeping with the church's core values
- Organize steps to reach goals of 3-year plan
- Annually review and revise the 3-year plan to keep the church on track for execution
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet twice per year

History Committee

The History Committee is responsible for collecting and safeguarding all historical records and ensures that adequate records are kept for future reference.

Expectations & Responsibilities:

- Seek, collect, maintain, and display historical materials
- Collect materials from the ongoing life of the church for future reference
- Encourage interest, awareness, and knowledge of the church's history
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet quarterly

Memorials Committee

The Memorials Committee supervises all memorial gifts given to the church.

Expectations & Responsibilities:

- Oversee collection and distribution of memorial funds
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet twice per year

Library & Media Committee

The Library & Media Committee is responsible for maintaining a well-selected collection of books, periodicals, internet resources, and other materials that will aid in education of the congregation.

Expectations & Responsibilities:

- Organize volunteer staff and materials to maintain an adequate church library of materials and equipment
- Actively promote the use of library service materials and equipment in all church activities and programs
- Enlist volunteer personnel to adequately staff the library
- Select, catalogue, and keep in good condition all books periodicals, library and visual aid material and equipment
- Advise on the procurement and maintenance of all library service equipment
- See that the library is properly organized. Keep books, periodicals, visual aids and library service equipment properly arranged
- Schedule, announce, and keep definite hours
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meet twice per year. Members serve in the library on a rotational basis at least 10 times per year

Nominating Committee

The Nominating Committee is responsible to the congregation for choosing candidates for committee positions and assists as needed in recruiting members for team positions.

Expectations & Responsibilities:

- Seek-out, and enlist church committee members and general church officers
- Assist church leaders in enlisting qualified persons to fill church-elected positions of leadership in their respective organizations

- Present volunteer workers to the church for election
- Select and recommend members for ministry teams when staffing goals are not met through volunteering
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meets 6-8 times per year. Meeting times are concentrated around late summer and early fall

Stephenson Center Committee

The Stephenson Center Committee coordinates all aspects of programming and operations for the facility to effectively reach the community for Christ.

Expectations & Responsibilities:

- Provide oversight and general management of the Stephenson Center
- Work with professional and volunteer staff to ensure the Stephenson Center maintains accepted programming and operating procedures
- Recruit and coordinate volunteer staff for facility
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- Meets monthly

WEE Care Committee

The WEE Care Committee oversees the management of the WEE Care Preschool Program and serves as liaison between the program and the church.

Expectations & Responsibilities:

- Have a genuine love and concern for the total well-being of children
- Make decisions concerning policies and procedures of WEE Care programs, personnel matters, program revisions, supervisions, etc.
- Coordinate special projects such as meeting with all weekday and after school care staff twice a year, open houses, art festival, etc.
- Be alert to ways and suggestions to improve the WEE Care program
- Consult with and give support to Director of WEE Care programs as needed
- Interpret the WEE Care programs to church members and potential participants when possible
- Oversee the operation of Weekday Early Education program
- Coordinate and provide special projects such as meeting with all weekday staff twice a year, open houses, art festival, etc.
- Promote the WEE Care program to the community as an outreach ministry of the church
- Plan, implement, and maintain an annual budget
- Update Committee Operating Manual (COM) with latest meeting minutes and/or current committee plans and actions
- All members of children's teams must pass mandatory background check
- Meet monthly

ASSIMILATION COUNCIL

New Member Orientation Team

The New Member Orientation Team is responsible for welcoming and assimilating new members into the life and ministries of the church. The team guides new members on how to connect with one another and with the community of faith that is Wake Forest Baptist Church.

Team Expectations & Responsibilities:

- Be knowledgeable about the organization, history, vision, mission, and ministries of WFBC to provide the best information and service to new members
- Welcome new members on the Sunday that they join the church and begin to build relationships with them
- Take the new member's picture on the Sunday they join so that it can be included on the New Member Display
- Maintain the New Member Display
- Invite New Members to orientation classes
- Assist with the scheduling and facilitation of the New Member Orientation classes
- Assemble New Member Packets for each new member
- Arrange for childcare, if needed, in order for new members to attend the orientation classes
- Provides snacks, if necessary, for the orientation classes
- Present New Members to the church at each Church Conference
- Inform the Minister of Outreach & Assimilation and/or the Assimilation Council Team Leader of any needed items for this portion of our Assimilation ministry so that monies can be allocated for it in the overall Assimilation budget
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet monthly as a team to plan and to monitor progress toward goals and objectives, and to receive training as needed

Link Ministry Team

The LINK Ministry Team serves as an extension of the New Member Orientation Team and shares the responsibility of welcoming and assimilating new members into the life and ministries of the church. This team helps new members to establish relationships within the church that encourages growth as Christian disciples.

Team Expectations & Responsibilities:

- Be knowledgeable about the organization, history, vision, mission, and ministries of WFBC to provide the best information and service to new members
- Desire to connect with new members and establish partnerships between them and others on the spiritual journey that we share
- Welcome and get to know each new member that joins WFBC
- Ensure that a welcome letter and introduction to the LINK Ministry process is mailed out to each new member the week following their joining
- Upon receipt of the completed LINK Ministry questionnaire from the new member, work with the team to LINK new members with volunteers who will partner with them in becoming assimilated into our church family
- Provide training for and secure information on all LINK Partners
- Ensure that a record keeping system is in place and maintained to keep track of new member profiles, LINK Volunteers, LINK's that have been made, and follow up notes

- Work with the Minister of Outreach and Assimilation & the Assimilation Council Team Leader in recruiting LINK volunteers to partner with new members
- Inform the Minister of Outreach & Assimilation and/or the Assimilation Council Team Leader of any needed items for this portion of our Assimilation ministry so that monies can be allocated for it in the overall Assimilation budget.
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet monthly as a team to monitor progress toward team goals and objectives, and to receive training as needed.

LINK Ministry Partners

Expectations & Responsibilities

- Be knowledgeable about the organization, history, vision, mission, and ministries of WFBC to provide the best information and service to new members
- Welcome and get to know your new member(s) that joined WFBC as soon as possible after you receive notification of who they are and the information on them from the LINK Ministry Team
- Make an introductory phone call and plan to meet with your new member(s) in comfortable surroundings (coffee shop, restaurant, the church, etc.)
- Continue to learn as much about your new member(s) as possible
- Arrange to sit with your new member(s) in worship and introduce him, her, or them to those sitting around you
- Invite your new member(s) to Bible Study and introduce them to the appropriate class/teacher
- Help your new member(s) find a small group or ministry area that is of interest to them
- Remember your new member(s) on their birthday, anniversary, or other special occasions
- Be attentive to the needs of your new member(s) and follow through on any requests for information about the church or ministries
- Assist your new member(s) in establishing 5 other relationships with persons in the church
- Share your faith with your new member(s) at a time and in ways that are comfortable for both of you
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Commit to serving in this role for a 6-month period of time
- Continue all efforts in prayer!

Spiritual Gifts Discovery Team

The Spiritual Gifts Discovery Team is responsible for recognizing that each person has been uniquely gifted by the Holy Spirit and that each is called to discover and use those gifts in service to the Lord and in meeting the needs of others. The team is responsible for guiding persons in the discovery of their Spiritual Gifts by leading them through a gifts discovery process.

Team Expectations & Responsibilities:

- Believe in the gifting of each person by the Holy Spirit
- Complete a training series on teaching the NETWORK curriculum (the resource we will use in helping persons discover their spiritual gift)
- Develop a yearly class schedule
- Formulate an interview schedule for each participant that coincides with the end of each 6-week class session
- Be comfortable in facilitating/teaching a group of people
- Lead any and all through a 6-week process of discovery of their spiritual gifts

- Administer spiritual gifts tests and train persons on how they can use their gifts in the church and community
- Interview each person who goes through the discovery process and assist them in understanding where they can best use their unique gifts, personality, passions, and interests in ministry through the church
- Introduce the person(s) to the leader(s) of the ministry areas that would be the best match for them according to their unique gift mix
- Maintain a database on all persons who engage in and/or complete the process for continued follow-up and future utilization in filling servant roles
- Volunteers on this team will teach on a rotational basis
- Inform the Minister of Outreach & Assimilation and/or the Assimilation Council Team Leader of any needed items for this portion of our Assimilation ministry so that monies can be allocated for it in the overall Assimilation budget
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet quarterly as a team to monitor progress toward team goals and objectives, and to receive training as needed

CHILDREN'S COUNCIL

Children's Ministry Team

The Children's Ministry Team plans, promotes, co-ordinates, and evaluates a comprehensive Children's Ministry at WFBC.

Team Expectations & Responsibilities:

- Assist the Children's minister with the organization of special events that will encourage the spiritual development of children and their families.
- Provide a forum for the members and directors of all children's and preschool ministries, including music, Sunday School, Vacation Bible School, Children's Church, missions organizations, weekday early education, Bible drill programs, Fall Festival, and child care to exchange ideas, coordinate scheduling and calendars and facilities, and address other concerns as needed.
- Oversee the distribution of funds from the Abby Cook Fund to ensure it is used to support the Children's Ministries of our church.
- All members of children's teams must pass mandatory background check
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Develop and implement the annual Children's Ministry budget and calendar of events.
- Meet four to six times per year

VBS Team

The VBS Team plans, promotes, implements, and evaluates annual Vacation Bible School.

Team Expectations & Responsibilities:

- Provide and produce an environment during a condensed, one week period that invites the community to grow and evolve with us spiritually
- Stimulate growth and knowledge of the Bible in a diverse and less structured fun atmosphere
- Work with the Children's minister, VBS Director, and VBS Assistant Director to plan, promote, implement, and evaluate the church's annual Vacation Bible School program during the summer months
- All members of children's teams must pass mandatory background check
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to the Children's Ministry Team for annual budget needs for VBS
- Meet at least twice per year

Child Care Team

The Child Care Team coordinates and provides safe and effective care of children in the life of the church.

Team Expectations & Responsibilities:

- Provide effective, nurturing, and compassionate environments in which preschoolers and children are able to discover that God loves and cares for each of them
- Demonstrate dedication to providing safe and effective care of children
- Be very familiar with church policies and procedures for the preschool and children's ministry areas
- Work to provide and coordinate child care as needed for the life of the church in the following areas of service:
 - Early Worship – coordination of child care during the 8:30am worship service on Sundays
 - Shared Care – coordination of child care during the 11:00am worship service on Sundays

- Wednesday Evenings – coordination of child care during the Wednesday evening programming, including adult choir rehearsal
- Special Events – coordination of child care during occasional special events when requested by the church
- Contact child care providers to communicate needs and to remind them of their assigned time of service
- All members of children’s teams must pass mandatory background check
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to the Children’s Ministry Team for annual budget needs for church-wide childcare.
- Meet at least twice per year

Children’s Church Team

The Children’s Church Team provides a children’s church program.

Team Expectations & Responsibilities:

- Plan, co-ordinate, and implement the children’s church program for the church year. This program is designed to serve children in Kindergarten and Grade 1 and it meets weekly during 11:00am worship service
- Enlist workers for Children’s Church
- Establish worker schedules for this program
- All members of children’s teams must pass mandatory background check.
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to the Children’s Ministry Team for annual budget needs for children’s church
- Meet twice per year

Fall Festival Team

The Fall Festival Team plans, promotes, implements, and evaluates the annual Fall Festival. Fall Festival is a means for reaching out to our community with a fun, family-friendly, cost-free environment for participants.

Team Expectations & Responsibilities:

- Plan, promote, and implement the annual children’s Fall Festival
- Coordinate workers and booths for this event
- Coordinate work of this team with the Outreach Team for the purpose of follow-up contacts to be made to guests who attend
- All members of children’s teams must pass mandatory background check
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to the Children’s Ministry Team for annual budget needs for this ministry
- Meet twice per year, and more often if needed prior to the festival date

Children's Bible Drill Team

The Children's Bible Drill Team plans, promotes, implements, and evaluated the annual Children's Bible Drill program. It consists of a director and the leaders of each age group.

Children's Bible Drill – Grades 1-3

The goal of this team is to teach children about the Bible itself. Classes are offered for children in Grades 1-3. These classes meet once per week for the months of September through May.

Team Expectations & Responsibilities:

- Teach and assist with the Bible Drill classes to help participating students:
 - increase in knowledge of the Bible
 - develop skill in locating Bible books and key passages
 - memorize the names of the books of the Bible in order plus selected Bible verses and key passages
 - learn how to apply the Bible to their lives
- Help students understand the drilling process in the 4th-6th grade level of Bible Drill
- Help educate the congregation about the Children's Bible Drill Program and its importance
- Work with the Bible Drill Director and Minister of education on necessary calendaring
- Maintain accountability for budgeting
- Serve weekly for the months of September through May
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of children's teams must pass mandatory background check

Children's Bible Drill – Grades 4-6

The goal of this team is to teach children about the Bible itself. Those children who choose are encouraged and trained to participate in the church, associational, and state Bible Drills in the Spring of the year. Classes meet once per week for the months of September through May.

Team Expectations & Responsibilities

- Teach and assist with weekly Bible Drill classes to help participating students:
 - increase in knowledge of the Bible
 - develop skill in locating Bible books and key passages
 - memorize the names of the books of the Bible in order plus selected Bible verses and key passages
 - learn how to apply the Bible to their lives
- Encourage students to participate in church, association, and state drills
- Help educate the congregation about the Children's Bible Drill program and its importance
- Provide feedback to Minister of Education regarding curriculum, classroom space, communication, etc.
- Work with the Bible Drill Director and minister of education on necessary calendaring.
- Maintain accountability for budgeting
- Serve weekly for the months of September through May
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of children's teams must pass mandatory background check

EDUCATION COUNCIL

Sunday School Leadership Team

The SS Leadership Team works closely with the pastor and minister of education to set goals and evaluate the Sunday School program's effectiveness in engaging people in Bible study, outreach, ministry, fellowship, and worship through open Bible study groups. This team consists of the General SS Director, the General SS Secretary, and the SS Division/Department Directors.

Adult Sunday School Team

The Adult SS Team consists of the Adult Division Director, the Department Directors (once established), and the Adult SS Teachers. This team will oversee and develop the Adult SS ministries of the church.

Team Expectations & Responsibilities:

- Assist the minister of education in developing the adult SS program of the church and work with the minister of education on plans, evaluations, procedures, and special programs for the year
- Assist with enlisting and training new teachers, class outreach leaders, and class secretaries.
- Co-ordinate with respective class secretaries a system and procedure for keeping weekly attendance records
- Co-ordinate with respective class outreach leaders a system and procedure for immediate contact with guests on a weekly basis
- Co-ordinate with respective class members/care group leaders a system and procedure for follow-up with members who are absent several weeks in a row
- Assist in promotion and publicity of SS events (i.e. High Attendance Sunday) and outreach to the community
- Evaluate needs related to space, budget, Bible study curriculum, supplies, resources. Recommend actions related to needs
- Team members will meet once/quarter and as needed

Adult SS Classes include:

Senior Adult Department

Friendship

Seekers

Median Adult Department

Barnabas

Faith Growers

Bible Book

Agape

Koinonia

Young Adult

Branches

Adult 10

Explorers

Specialty Adult Department

Deaf

Youth Sunday School Team

The Youth SS Team consists of the Youth SS Department Director and the Youth SS Teachers. This team will oversee and develop the Youth Sunday School ministry of the church.

Team Expectations & Responsibilities:

- Assist the minister of education in developing the Youth SS program of the church and work with the minister of education on plans, evaluations, procedures, and programs for the year.
- Assist with enlisting and training new teachers
- Co-ordinate and implement a plan and procedure for taking weekly attendance records
- Coordinate and implement a plan and procedure for immediate contact with guests on a weekly basis
- Coordinate and implement a plan and procedure for immediate contact with guests on a weekly basis
- Coordinate and implement a plan and procedure for follow-up with members who are absent several weeks in a row
- Assist in promotion and publicity of SS events and outreach strategies
- Evaluate needs related to space, budget, Bible study curriculum, supplies, and resources
- Recommend actions related to needs
- Promote fellowship among youth class members and others on leadership team. Assist with the planning of social events for the Youth SS Dept
- Team members will meet once per quarter and as needed
- All members of youth teams must pass mandatory background check

Youth SS classes include:

Grades 11-12

Grades 9-10

Grades 7-8

Children's Sunday School Team

The Children's SS Team consists of the Children's SS Department Director and the Children's SS Teachers. This team will oversee and develop the total ministry of the Children's SS Department.

Team Expectations & Responsibilities:

- Assist minister of education in developing the Children's SS program of the church. Work with Department Director and minister of education on plans, evaluations, procedures, and any special programs for the year
- Assist with enlisting and training new teachers
- Coordinate and implement a plan and procedure for keeping weekly attendance records
- Coordinate and implement a plan and procedure for immediate contact with guests and/or their families on a weekly basis
- Coordinate and implement a plan and procedure for follow-up with members who are absent several weeks in a row
- Evaluate needs related to space, budget, Bible study curriculum, supplies, and resources. Recommend actions related to needs
- Team members will meet once per quarter and as needed
- All members of children's teams must pass mandatory background check

Children's SS Classes include:

Grade 6

Grade 5

Grade 4

Grade 3

Grade 2

Grade 1

Preschool Sunday School Team

The Preschool SS Team consists of the Preschool SS Department Director and the Preschool SS Teachers. This team will oversee and develop the total ministry of the Preschool SS Department.

Team Expectations & Responsibilities:

- Assist the minister of education in developing the Preschool SS program of the church. Work with the Department Director and minister of education on plans, evaluations, procedures, and programs for the year
- Assist with enlisting and training new teachers
- Coordinate and implement a plan and procedure for keeping weekly attendance records
- Coordinate and implement a plan and procedure for immediate contact with guests and their families on a weekly basis
- Coordinate and implement a plan and procedure for follow-up with members who are absent several weeks in a row
- Evaluate needs related to space, budget, Bible study curriculum, supplies, and resources. Recommend actions related to needs
- Coordinate and implement greeting of parents at classroom door when they arrive and maintaining department security system
- Team members will meet once per quarter and as needed
- All members of this team must pass mandatory background check

Preschool SS Classes include:

Kindergarten,
4-Year Old Class
3-Year Old Class
2-Year Old Class
Toddler Class
Crib Nursery

Discipleship Team

The Discipleship Team plans, promotes, implements, and evaluates discipleship training and spiritual growth opportunities.

Team Expectations & Responsibilities:

- Develop a comprehensive ministry of the church that provides discipleship training and spiritual growth for participants
- Work with the pastor and staff to coordinate and provide small group studies in addition to Sunday School offerings
- Work with the pastor to provide and promote study plans for Wednesday evenings with adults
- Work with pastor and staff to provide training for new Christians
- Help coordinate and oversee programs and groups designed to provide spiritual formation. This could include spiritual development classes, prayer groups, deacon prayer ministry, and more
- Explore resources for spiritual development and evaluate which would be appropriate for our congregation
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to Education Council Leader concerning annual budget needs
- Meet at least twice per year

Senior Adult Team

The Senior Adult Team plans, promotes, implements, and evaluates ministry with and for senior adults.

Team Expectations & Responsibilities:

- Develop activities and events that maximize the participation of senior adults in the WFBC Senior activities
- Work with ministers to plan and implement programs for senior adults
- Survey senior adults periodically to determine interests and needs
- Coordinate plans with church calendar and arrange for transportation support as needed
- Publicize programs in newsletter, bulletins, website, etc.
- Assist the church in serving the needs of senior adults
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Make recommendations to Education Council Leader concerning annual budget needs.
- Meet two to three times per year

MISSIONS COUNCIL

International Missions - *International Missions is comprised of three teams that support each of the International Missions partnerships.*

Canada Team

The goal of the Canada Team is to establish a long term relationship with the Cree Nation and share Jesus Christ with the Cree Nation.

Team Expectations & Responsibilities:

- Keep up long-term contact with the Cree to identify needs
- Establish plans of action to meet identified needs
- Assist in implementation and execution of plans of action at WFBC to meet identified needs
- When it is determined that mission trips would be of benefit to the people of the Cree Nation, team members will help in all aspects of the planning involved for trips
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Time commitment will depend on the needs identified. Team members will meet approx. 6 times per year

Nicaragua Team

The goal of the Nicaragua Team is to establish and build a long term relationship with partners in Nicaragua that will allow WFBC to help meet both the physical and spiritual needs of individuals in that country.

Team Expectations & Responsibilities:

- Keep up long-term contact with partners in Nicaragua to identify needs
- Establish plans of action to meet identified needs
- Assist in implementation and execution of plans of action at WFBC to meet identified needs
- When it is determined that mission trips would be of benefit to the people of Nicaragua, team members will help in all aspects of the planning involved for trips
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain and annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Time commitment will depend on the needs identified. Member will meet approx. 6 times per year

Uganda Team

The goal of the Uganda Team is to encourage and empower a generation of orphans, one village at a time by facilitating and fostering personal relationships between Ugandan and American children and youth as well as nurturing adults in both countries. Partnerships have been established between WFBC and Agape Baptist Church and Bringing Hope to the Family both located in Uganda.

Team Expectations & Responsibilities:

- Keep up long-term contact with the established partners in Uganda and to identify needs

- Establish plans of action to meet identified needs
- Assist in implementation and execution of plans of action at WFBC to meet identified needs
- When it is determined that mission trips would be of benefit to the people in Uganda, team members will help in all aspects of the planning involved for trips
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Time commitment will depend on the needs identified. Team members can expect to meet approx. 6 times per year

Regional/Local Missions – *The Regional/Local Missions is comprised of four teams that support missions work being done by WFBC in the regional and local area.*

Good Neighbor Ministry Team

The goal of the Good Neighbor Team is to build community relations and goodwill. This team is active every Saturday morning at the Alston-Massenburg Center in the Northeastern Quadrant of Wake Forest to serve area residents a simple meal.

Team Expectations & Responsibilities:

- Pick up supplies from the church
- Set up for event
- Serve guests
- Clean up after event
- Return supplies to the church
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Training is provided before team members are placed on the schedule. Team members are placed on a rotating annual schedule by the Team Captain to serve on designated Saturdays. Team members should expect to serve 3-4 times per year

NC Partnerships (CBF/SBC) Team

The goal of the NC Partnerships Team is to be aware of missions work being done by both the CBF and SBC and evaluate where appropriate for WFBC to become involved.

Team Expectations & Responsibilities:

- Continually study and monitor missions work being done within both the CBF and SBC and evaluate how WFBC can be involved
- Bring recommendations back to the Missions Council regarding possible areas of involvement
- Assist in the implementation of the approved projects
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events

- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team meets approx. 4 times per year. Members will do some research work on their own time outside of meetings

Regional Opportunities Team

The goal of the Regional Opportunities Team is to identify missions projects currently taking place locally that meet the core values of WFBC and provide opportunities for involvement.

Team Expectations & Responsibilities:

- Identify and evaluate potential local opportunities and bring back to the Missions Council for consideration
- When projects are adopted by the missions council, coordinate, implement, and facilitate projects
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team meets approx. 4 times per year. Members will do some research work on their own time outside of meetings and will serve at additional times over the year to carry out projects

Mission Quake Team

Mission Quake is an annual community event organized by local churches and organizations. The goal of Mission Quake is to break down walls that separate the community denominationally, racially, economically, etc. in order to work together for the alleviation of human suffering and to promote the common good. Traditionally the event has been held in September or October.

Team Expectations & Responsibilities:

- Work in conjunction with the Community Mission Quake Committee to organize, and facilitate the events of Mission Quake Weekend
- Secure locations/facilities
- Determine schedules
- Coordinate volunteers
- Suggest appropriate activities and projects
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Missions Minister and Council Team Leader to secure appropriate date
- This team can expect to meet 6-8 times within the 120 day window of the event and usually once a week within the last three weeks prior to the event. This event usually takes place in the Sep - Oct timeframe

Missions Education

The education and missions departments work together to provide missions opportunities for children, youth, and adults.

Friends on Mission Team

The goal of the Friends on Mission Team is to teach about missions and missionaries from around the globe and at home. Classes are offered for boys and girls ages 3-5. The classes meet on Wednesday evenings for the months of September through May.

Team Expectations & Responsibilities:

- Team members teach and assist with the Friends on Mission classes
- Work with Mission Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Serve weekly for the months of September through May
- All members of children teams must pass mandatory background check

Children on Mission Team

The goal of the Children on Mission Team is to provide age appropriate teaching about missions and missionaries from around the globe and at home. Children participating in Children on Mission are divided into girls and boys groups. Classes are broken into groups according to grade (1-2, 3-4, 5-6). The classes meet on Wednesday evenings for the months of September through May.

Team Expectations & Responsibilities:

- Team members teach and assist in Children on Mission classes for grades 1-6
- Work with Mission Minister and Council Team leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Serve weekly for the months of September through May
- All members of children teams must pass mandatory background check

Youth on Mission Team

The goal of the Youth on Mission (YOM) Team is to provide youth with opportunities for outreach, service, and learning. The opportunities may include: prayer walks, tract distribution, tract production, direct witnessing, Gospel proclamation in a public arena, food gathering, small construction projects, random acts of kindness, and volunteering at local food shelters. The classes meet on Wednesday evenings for the months of September through May.

Team Expectations & Responsibilities:

- Calendaring as necessary
- Assist the Youth Minister in the planning and implementation of activities
- Coordinate transportation when needed
- Work with Youth Minister and Council Team Leader to publicize special YOM events appropriately and timely
- Work with Youth Minister and Council Team Leader to budget appropriately for YOM projects

- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Serve weekly for the months of September through May
- All members of youth teams must pass mandatory background check

Adult on Mission Team

The goal of the Adult on Mission Team is to provide adults with a wide variety of missions opportunities for outreach, service, and learning through the months of September through May

Team Expectations & Responsibilities:

- Calendaring as necessary
- Schedule special speakers, classes, training sessions, etc.
- Assist planning and implementation of activities
- Coordinate transportation when needed
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet approx. 4 times per year

Disaster Relief - *Three disaster relief teams are organized to respond to natural disasters both at home and abroad. Service on these teams is on an individual, as-available basis in the event of a natural disaster. These team can expect to meet often if there is a natural disaster with minimal preparation time.*

Local Disaster Relief Team

The goal of the Local Disaster Relief Team is to respond to natural disasters such as tornadoes, hurricanes, ice storms, heavy snow storms, etc. that happen in our community or the immediate surrounding areas.

Team Expectations & Responsibilities:

- Cover damaged roofs
- Debris clean-up
- Place calls to follow-up on area residents
- Provide transportation for those needing medical assistance, medicine, food, etc.
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- The work of this team is done only in the event of a local disaster. Team meetings are held approx. 3 times per year

NC First Responder Team

The goal of the NC First Responder Team is to respond to natural disasters as part of a region 4 NC Baptist Men First Responder Team (open to both men and women). Team members receive advanced training in specific areas of disaster relief of their choice including mass feeding, recovery (chainsaw work mud-outs, roof covering, debris clean-up, etc.), child care, and water purification.

Team Expectations & Responsibilities:

- In the event of disasters the team is equipped in their designated areas to respond as needed and organized by the NC Baptist Men
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- The work of this team is done only in the event of a disaster. Team members must renew certification every three year

CBF Follow-Up Team

The goal of the CBF Follow-Up Team is to work with CBF to partner with churches that go in after the first-responder teams.

Team Expectations & Responsibilities:

- The team is organized by CBF to go in after first responder teams and do additional chainsaw clean-up, debris removal, mud-outs, roofing, carpentry, child/elder care, etc.
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- The work of this team is done only in the event of a disaster

Networking Team

The goal of the Networking Team is to identify other churches and organizations that share the same core values as WFBC and could be potential partners and share their findings across the Missions Council.

Team Expectations & Responsibilities:

- This team can expect to meet every month with church members or members of other churches or entities.
- Work with the teams across the Missions Council to understand the work being done in each area of ministry
- Contact leaders from local churches and organizations to share the missions work that WFBC is doing and learn more about their work
- Identify any potential partnership possibilities through their contacts and bring those back to the Missions Council and the appropriate Team Captains on the council
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Take and maintain photos of team related events
- Team members should expect to serve continually over the course of the year meeting with contacts approx. 2 times per month

Congregational Health - *The goal of the Congregational Health Team is to unify and mobilize people across, age, gender, racial, geopolitical, educational, socioeconomical, and religious divides and care for one another within the distinct context of a faith tradition.*

Cancer Prayer Support Group Team

The goal of the Cancer Prayer Support Group Team is to offer emotional and spiritual encouragement for cancer survivors and their caregivers.

Team Expectations & Responsibilities:

- Plan and implement events that meet the goal of the group
- Hold bi-monthly support groups
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members can expect to meet 2 times per year in addition to the support group meetings they choose to attend

Alzheimer's Support Group Team

The goal of the Alzheimer's Support Group Team is to support individuals with loved ones dealing with Alzheimer's Disease.

Team Expectations & Responsibilities:

- Plan and implement events that meet the goal of the group
- Hold support group sessions monthly
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Maintain accountability for budgeting
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Take and maintain photos of team related events
- Team members can expect to meet 2 times per year in addition to the support group meetings they choose to attend

Relay for Life Team

Relay For Life is an annual fund raising event owned by the American Cancer Society which is used by the WFBC as a mission and fellowship opportunity. It offers the ability for WFBC to set up missions opportunities which will be viewed by participants in the event many, many times over through the course of a 24 hour period. This offers an especially rich opportunity to "pepper" the community of WF with any missions message the WFBC wishes to disseminate.

Team Expectations & Responsibilities:

- Work with the American Cancer Society to assist in recruiting a team from the WFBC
- Effectively promote the event within the church and community
- Arrange for an evening meal for participants of the WF team
- Arrange for transportation of food, tents, tables and other items necessary for the event
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- This team can expect to meet 3 – 4 times within the 90 day window of the event and usually once a week within the last two weeks prior to the event. This event usually takes place in the May – June timeframe

Health Related Ministries Team

Congregational Health promotes monthly health foci, and organizes such events as flu shot clinics, blood drives, blood pressure checks, and Walk through Bethlehem. Monthly events are coordinated by the Health Related Ministries Team

Team Expectations & Responsibilities:

- Plan and implement all aspects of special health foci as identified and adopted by Congregational Health
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meets monthly

Deaf Ministries Team

The goal of the Deaf Ministries Team is to reach out to all deaf people within WFBC and the community to share the gospel and provide opportunities for spiritual growth. Examples of opportunities provided through the Deaf Ministry are the deaf Sunday School Class, sign language interpreted services, Wednesday evening Bible Study, off premises Bible study, socials, sign language classes, and the annual deaf emphasis weekend. This team can expect to meet once a month.

Team Expectations & Responsibilities:

- Plan and implement all deaf related activities
- Calendar as necessary
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team meets approx. 6 times per year

Sports Ministries - *The goal of Sports Ministries is to use sports as a platform to share the Gospel both locally and internationally.*

Chaplain Teams

Chaplains who have been trained in Sports Ministry (Offered by Les Burlison, WFBC) may participate in the expanding Chaplaincy program offered by WFBC. Chaplains will come alongside sports participants, fans, coaches or administrative staff at a specified sporting venue in order to provide religious services which would otherwise be skipped due to participation in the stated event.

Team Expectations & Responsibilities:

- Become a certified Sports Chaplain through training offered by Les Burlison, NHL, MLB Endorsed Chaplain
- Be available on Sunday mornings between 8am-11am to do Chapel services in a remote location
- Provide own transportation.
- Provide a Chapel service (Biblical devotional in nature) of between 5-10 minutes max. to the receiving public at predetermined locations

- Be willing to sign a waiver of disclosure
- Pledge to not stray from the training methods received
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members should expect to serve continually over the course of the year and sometimes at more concentrated time-periods depending on the sports seasons

Sports Camp Team

Camp Teams provide a Christian sports day camp designed to be a skills enhancing program for the chosen sport and a means of Gospel presentation. The Sports Camp Team will employ proven methods of operating a sports camp for a week long, non-resident experience for youth ages 10-18.

Team Expectations & Responsibilities:

- Set location and dates of the camp.
- Set all fees and do all accounting necessary for accepting tuition
- Secure special speakers, coaches, assistants, admin and counselors
- Food preparation if necessary
- Follow guidelines and procedures detailed in the WFBC Sports Camp Team Operating Manual
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain, annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members should expect to serve continually over the course of the year and sometimes at more concentrated time-periods depending on the sports seasons

Sports Clinic Team

Sports Clinic Team provides a Christian sports day camp designed to be a skills enhancing program for the chosen sport and a means of Gospel presentation. The SCT will employ proven methods of operating a sports clinic for a weekend, non-resident experience for youth ages 10-18.

Team Expectations & Responsibilities:

- Set location and dates of the camp
- Set all fees and do all accounting necessary for accepting tuition
- Secure special speakers, coaches, assistants, admin and counselors
- Food preparation if necessary
- Follow guidelines and procedures detailed in the WFBC Sports Clinic Team Operating Manual
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members should expect to serve continually over the course of the year and sometimes at more concentrated time-periods depending on the sports seasons

Slam Jam Team

Slam Jam is an annual 3 on 3 basketball tournament and is one of the WFBC Sports Ministries. The goal is to promote activities for at-risk children and youth, mobilize the community for a good-will event, and contribute to racial harmony.

Team Expectations & Responsibilities:

- Work with Missions Minister and Council Team Leader to secure appropriate date and time
- Secure location
- Acquire corporate sponsorships
- Coordinate food
- Coordinate entertainment & activities
- Make necessary arrangements with the Town of Wake Forest
- Coordinate referees
- Coordinate volunteers
- Work with Missions Minister and Council Team Leader on necessary calendaring
- Plan, implement, and maintain an annual budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet 3 – 4 times within the 90 day window of the event and usually once a week within the last three weeks prior to the event in the May-June timeframe

MUSIC & ARTS COUNCIL

Music Library Team

The Music Library Team is responsible for overseeing and maintaining the various music libraries.

Team Expectations & Responsibilities:

- Oversee the various music libraries and assist in filing, storage and maintenance of music for all choirs
- Catalogue music utilizing the computer music library software
- Clean out choir folders at the end of each season and place new music in choir folders for the upcoming season
- Purchase any needed supplies for the music library
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet on a weekly basis and as needed

Virginia Tull Music & Arts Series Team

The Virginia Tull Music and Arts Series Team is responsible for planning, coordinating, evaluating and overseeing the church's music and arts series.

Team Expectations & Responsibilities:

- Plan, evaluate, promote and publicize the series
- Assist in lining up the musicians and artists for the series
- Oversee ticket sales and the receiving of love offerings for the various concerts and events
- Line up greeters and ushers for the concerts and events
- Line up tellers to count money from any love offerings received at the concerts or events
- Make any special arrangements such as transportation, overnight housing and meals for the guest musicians and artists
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet once a quarter and as needed

Music Instrument & Equipment Team

The Music Instrument & Equipment Team is responsible for overseeing the maintenance, tuning, repair and purchase of the church's musical instruments and equipment.

Team Expectations & Responsibilities:

- Check the temperature control unit on the sanctuary piano weekly and water if needed
- Clean body of all pianos & organ with a damp cloth and clean keys with warm soapy water solution when needed
- Report any needed repairs of instruments or music equipment to minister of music
- Check with organist periodically to see if any minor repairs/adjustments are needed for the organ
- Make sure the organ is scheduled for tuning at least once a year
- Check pianos each quarter and notify minister of music of any pianos that need tuning or repairs
- Schedule regular polishing and cleaning of handbells
- Keep an updated inventory of all musical instruments for insurance purposes
- Check with preschool & children's choir leaders to see when children's rhythm instruments and orff instruments need to be replaced or purchased

- Organize and maintain instrument resource/storage areas for children's and youth instruments & resources
- Make sure all children's and youth choir rooms and activity rooms have a functioning CD player
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet once a quarter and as needed

Preschool & Children's Music & Creative Arts Leadership Team

The Preschool & Children's Music & Creative Arts Leadership Team consists of the directors, activity leaders and accompanists for the preschool & children's choirs and creative arts groups. This team will oversee the Preschool & Children's Music & Creative Arts Ministries.

Team Expectations & Responsibilities:

- Assist the Minister of Music in developing the preschool & children's music & creative arts program of the church and work with the minister of music on plans, evaluations, procedures, and programs for the year
- Assist with enlisting and recruiting pianists, small group activity leaders, and accompanists for the various choirs and creative arts groups
- Assist Minister of Music with choir registration and develop and carry out recruitment theme and emphasis before the start of each season
- Prepare member directories and develop a system and procedures for weekly attendance records for the various choirs and for follow up with members who are absent several weeks in a row
- Plan and lead small group activities for the choirs utilizing the curriculum.
- Assist in promotion and publicity of concerts, programs, music events and activities
- Assist with the planning of social events, banquets, parties, outings and other features held during the year
- Take pictures at all special choir events and place them in a yearly music and creative arts scrapbook
- Assign robes and folders to new members, make and post a robe and folder assignment list and keep it updated
- Oversee the purchase or rental of any special choir outfits, T-shirts, costumes or equipment
- Line up transportation and food for any choir trips
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All member of children's teams must pass mandatory background check
- Team members will meet once a quarter and as needed
- Choirs & Creative Arts Groups include:
 - 3yr. old Choir
 - 4&5 yr. old Choir
 - Kindergarten Choir
 - 1st Grade Choir
 - 2nd Grade Choir
 - 3-4 Grade Choir
 - 5-6 Grade Choir
 - Children's Handbell Choir
 - Children's Orff/Recorder Ensemble
 - Children's Puppets
 - Children's Drama

Youth Music & Creative Arts Leadership Team

The Youth Music & Creative Arts Leadership Team consists of the youth choir director, accompanist, youth choir sponsors, youth handbell director, and youth creative arts group leaders. This team will oversee the Youth Music & Creative Arts Ministries.

Team Expectations & Responsibilities:

- Assist the Minister of Music in developing the youth music & youth creative arts program of the church and work with the minister of music on plans, evaluations, procedures, and programs for the year
- Assist with enlisting and recruiting pianists, youth choir sponsors, creative arts team leaders and officers for the various youth choirs and youth creative arts groups
- Assist Minister of Music with choir registration and develop and carry out recruitment theme and emphasis before the start of each season
- Prepare member directories and develop a system and procedures for weekly attendance records for the various choirs and for follow up with members who are absent several weeks in a row
- Assist in promotion and publicity of concerts, programs, music events and activities
- Assist with planning of social events, banquets, parties, outings and other features held during the year
- Coordinate the purchase of flowers, memorials or other services for choir members experiencing a loss in the immediate family or personal crisis
- Care for the choir's money and keep an accurate account of all receipts and disbursements
- Take pictures at all special choir events and place them in a yearly music and creative arts scrapbook
- Assign robes and folders to new members, make and post a robe and folder assignment list and keep it updated
- Oversee the purchase or rental of any special choir outfits, T-shirts, costumes or equipment
- Assist Minister of Music with planning and implementing choir tours and music mission trips
- Line up transportation and food for any choir trips
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check
- Team members will meet once a quarter and as needed
- Youth Choirs & Youth Creative Arts Groups include:
 - Youth Choir
 - Youth Handbell Choirs
 - Youth Drama
 - Youth Media
 - Youth Puppets

Adult Music Leadership Team

The Adult Music Leadership Team consists of the organist/pianist, choir officers and directors of the chancel choir, men's choir, ensembles, and adult handbell choirs. This team will oversee the Adult Music Ministry.

Team Expectations & Responsibilities:

- Assist the Minister of Music in developing the adult music program of the church and work with the minister of music on plans, evaluations, procedures, and programs for the year
- Assist with enlisting and recruiting directors and officers for the various adult choirs, adult handbell choirs and adult ensembles

- Assist Minister of Music with choir registration and develop and carry out recruitment theme and emphasis before the start of each season
- Prepare member directories and develop a system and procedures for weekly attendance records for the various choirs and for follow up with members who are absent several weeks in a row
- Assist in promotion and publicity of concerts, programs, music events and activities
- Assist with planning of social events, banquets, parties, outings and other features held during the year
- Coordinate the purchase of flowers, memorials or other services for choir members experiencing a loss in the immediate family or personal crisis
- Care for the choir's money and keep an accurate account of all receipts and disbursements
- Take pictures at all special choir events and place them in a yearly music and creative arts scrapbook
- Assign robes and folders to new members, make and post a robe and folder assignment list and keep it updated
- Oversee the purchase or rental of any special choir outfits, T-shirts, costumes or equipment
- Assist Minister of Music with planning and implementing choir tours and music mission trips
- Line up transportation and food for any choir trips
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet once a quarter and as needed
- Adult Choirs include:
 - Chancel Choir
 - Men's Choir
 - Adult Handbell Choirs
 - Adult Ensemble

Contemporary Music & Worship Leadership Team

The Contemporary Music and Worship Leadership Team consists of the praise ensemble leader, praise band leader, media/powerpoint leader, sound/lighting leader & drama leader for contemporary worship services. The leadership team will assist the minister of music in planning, coordinating, evaluating and overseeing the music, drama and media elements for the contemporary worship services.

Team Expectations & Responsibilities:

- Assist the Minister of Music in developing the contemporary music, media and drama groups for contemporary worship services of the church
- Assist with enlisting, recruiting, and training instrumentalists for the praise band, singers for the praise team and persons for the drama team
- Work with the technology team in training persons for the media and sound/lighting teams, and leaders of these groups that will provide support for the contemporary worship services.
- Assist minister of music in planning, organizing, and evaluating weekly contemporary worship services
- Oversee CCLI requirements, including tracking song use, permits, permissions and copyright regulations. Secure copyright permissions from publishers when necessary.
- Make sure slides are prepared for sermon and worship songs and any other media materials needed for services.
- Assist with set-up and take-down of music & technical equipment used for the contemporary services
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet on a weekly basis to prepare for contemporary worship services
- Contemporary worship service groups include:
 - Praise Ensemble
 - Praise Band
 - Media & Powerpoint
 - Sound & Lighting
 - Drama

OUTREACH COUNCIL

Recreation Team

The Recreation Ministry is responsible for planning, conducting, and evaluating a program of recreation for church members and other persons in the community that promotes the benefits of recreation and exercise, fosters fellowship and relationship building among its participants, and through these shares and shows the love of Jesus Christ.

Team Expectations & Responsibilities:

- Direct the planning, coordination, conducting, and evaluation of recreation activities of the church
- Coordinate and administer recreation activities in the church's Recreation Center or at other outside venues as assigned by the church
- Recruit and enlist volunteers for the church's recreation program
- Plan and coordinate training for all volunteer recreation workers
- Coordinate recreation activities with the calendar and emphases of the church
- Lead the church in providing the necessary equipment and supplies needed in running an effective recreation program
- Supervise the inventory, maintenance, and storage of recreation equipment and supplies
- Lead the church in planning, conducting and evaluating recreation activities that involve others from the community (i.e., prospects, other churches and groups, etc.)
- Develop and implement an annual recreation budget and calendar of events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet monthly as a team to plan and to monitor progress toward team goals and objectives

Outreach Team

The Outreach Team is responsible for encouraging, enabling, and empowering a culture within the church that value inviting others to Christ through the ministries and fellowship of the church.

Team Expectations & Responsibilities:

- Establish and implement an on-going outreach emphasis that promotes involvement by the entire church congregation in inviting others to attend and become involved in the ministries of WFBC and in sharing the love of Jesus Christ with these persons
- Train church members in outreach effectiveness through quarterly outreach and evangelism training events and classes
- Create special events (or partner with other church ministries to host events) that are designed for the purpose of reaching out to and/or evangelizing those in the community and fostering an environment where they can come into a relationship with God and others
- Host periodic Guest Luncheons that are designed for the purpose of introducing our guests to the ministries of WFBC
- Maintain regular contact with all Sunday School Outreach Leaders to ensure prompt follow-up is occurring with any and all guests and feedback is being received for continued follow-up by staff and others.
- Provide training for Sunday School Outreach Leaders on a quarterly basis
- Develop and implement an annual outreach budget and calendar of events

- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet monthly as a team to plan and monitor progress toward team goals and objectives, and to receive training as needed

Welcome Center Team

The Welcome Center Team is responsible for creating an atmosphere of warmth and personal welcome to any and all who visit the church.

Team Expectations & Responsibilities:

- Be ready for guests by being at the Welcome Center ½ hour before the start and 15 minutes before the end of all services on the individual's date to serve at the center
- Smile! Look alert, friendly, and willing to assist all guests
- Be knowledgeable and informed about the layout of the facilities and locations of classes, events, restrooms, nursery, etc. so as to provide the best information and service to any and all guests
- Be knowledgeable and informed about all ministries and events, both current and upcoming, and the whereabouts of appropriate sign-up forms and locations so as to provide the best information and service to any and all guests
- Make sure that the Welcome Center is staffed before and after each worship service or special event that occurs at WFBC
- Ensure that the Welcome Center is set up and that all brochures are set up in an attractive, eye catchy yet not eye obtrusive manner. Informs Minister of Outreach & Assimilation of any needed brochures or answers to questions related to guest service
- Provides tours of the facility when needed
- Make sure that all guests complete a Guest Registration card and pass these along to the Minister of Outreach & Assimilation. Provide a copy of these to the SS class secretary/teacher when escorting the guest(s) to the room
- Inform the Minister of Outreach & Assimilation and/or the Outreach Council Team Leader of any needed items for this portion of our outreach ministry so that monies can be allocated for it in the overall outreach budget
- Develop a schedule for workers to follow that ensures coverage during all services or special events held at the church
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet quarterly as a team to plan and to monitor progress toward goals and objectives, and to receive training as needed

Parking Lot Team

The Parking Lot Team is a vital extension of our greeter ministry and shares also in being responsible for creating an atmosphere of warmth and personal welcome to any and all who visit the church.

Team Expectations & Responsibilities:

- Be in place in the parking lot areas at least 30 minutes prior to the start of each service or special event of WFBC, and stay until 15 minutes after the service or special event has begun
- Wear a name tag so that any and all who attend can "put a name with a face"

- Smile! Take your fun with you – regardless of rain or shine, cold or hot!
- Greet as many people as possible
- Be knowledgeable and informed about the layout of the facility and the current and upcoming ministries and events to provide the best information and service to our guests
- Assist in the distribution of bulletins and other materials pertaining to the services or events
- Approach vehicles as they enter the parking areas and offer to assist them if necessary – opening doors, assisting those with children or those who are elderly or have other special needs. If raining, use church-supplied umbrellas to escort persons
- Return to your post immediately following the service or special event to assist with car doors and the loading of cars
- Make a note of the names of any and all guests and pass these along to the Minister of Outreach & Assimilation
- Develop a schedule for workers to follow that ensures coverage during all services or special events held at the church.
- Inform the Minister of Outreach & Assimilation and/or the Outreach Council Team Leader of any needed items for this portion of our outreach ministry so that monies can be allocated for it in the overall outreach budget
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet quarterly as a team to plan and to monitor progress toward team goals and objectives, and to receive training as needed

Greeter Ministry Team

The Greeter Ministry Team is responsible for creating an atmosphere of warmth and personal welcome for any and all who attend the services and ministries of the church, and for making the all important first-impression of our church a positive one for guests.

Team Expectations & Responsibilities:

- Be in place at the various locations outside the entrances to the church at least 30 minutes prior to the start of any service or special event held at the church
- Smile! Welcome both members and guests with a pleasant greeting, a handshake, eye contact, and acknowledgement of adults as well as children
- Wear a name tag so that any and all who attend can “put a name with a face”
- Greet everyone who enters, paying particular attention to those who look like they are new or unfamiliar with our church
- Assist in the handing out of bulletins and other materials associated with the services or special events of the church
- Direct and/or escort guests to the Welcome Center where information can be shared with and obtained from them, remembering to introduce them by name to the center volunteers
- Assist/escort families with small children or those who may have special needs in getting to their appropriate locations in the church, remembering to introduce any guests to teachers, workers, and members you encounter
- Make a note of the names of any and all guests and pass these along to the Minister of Outreach & Assimilation

- Develop a schedule for workers to follow that ensures coverage during all services or special events held at the church.
- Inform the Minister of Outreach & Assimilation and/or the Outreach Council Team Leader of any needed items for this portion of our outreach ministry so that monies can be allocated for it in the overall outreach budget.
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members serve on a rotation basis
- Meet quarterly as a team to plan and to monitor progress toward goals and objectives, and to receive training as needed

Usher Ministry Team

The Usher Ministry Team is responsible for assisting in the facilitation of worship that takes place by welcoming attendees, assisting them with finding a seat, administering the offering, minimizing distractions, and helping the congregation understand the flow of the services.

Team Expectations & Responsibilities:

- Smile! Greet persons with a pleasant greeting. Shaking hands is not a requirement –read body language
- Arrive at least 30 minutes prior to the start of any services or special events and begin to ensure the cleanliness and safety of the sanctuary, foyer, and greeting area
- Welcome church attendees as they arrive, paying particular attention to those who look new or are unfamiliar with the layout of our facilities
- Usher persons to their seats, asking others to make room as the seating in the sanctuary fills up
- Distribute worship bulletins and other materials appropriate to the services or events that are taking place
- Guide people with special needs to appropriate seating locations and provide wheelchair or other resources that are available and may be needed
- Discreetly guide latecomers to seats at appropriate points in the service. If unsure of when these are, please see the Usher Captain for the week
- Take the offering during the service and immediately bring to the head usher or appointed ushers who will take it to the Tellers for counting
- Organize the flow of the congregation as they process forward for Communion or any other events as part of the service when necessary
- Assist in taking a count of those in attendance
- Monitor the congregation during the service to see if any church members have a special need that requires assistance (water, restroom locations, phone in case of emergency, nursery or children's church location, etc.)
- Collect bulletins and other garbage after the congregation leaves so as to ensure the sanctuary is clean to the extent possible prior to the next service
- Possess a thorough knowledge of Wake Forest Baptist Church's policies for handling medical emergencies, service disruptions, or church evacuations.
- Make a note of the names of any and all guests, and pass these along to the Minister of Outreach & Assimilation

- Develop a schedule for workers to follow that ensures coverage during all services or special events held at the church.
- Inform the Minister of Outreach & Assimilation and/or the Outreach Council Team Leader of any needed items for this portion of our outreach ministry so that monies can be allocated for it in the overall outreach budget
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet quarterly as a team to plan, to monitor progress toward goals and objectives, and to receive training as needed

Technology - *The purpose is to use technology (audio, video, web, and other computer technology) to enhance the ministries of the church and assist in accomplishing stated mission and vision.*

Audio/Visual Team

Team Expectations & Responsibilities:

- Provide resources to setup and operate audio and video equipment in support of Church services
- Provide resources to setup and operate audio and video equipment in support of Weddings, Funerals, Community Movie Night, and other special events
- For equipment required to provide audio and video, the AV team will perform and/or support procurement, installation, maintenance, repair/replacement, etc.
- Define any necessary processes and policies used by the team
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Establish and maintain budget that is in keeping with team goals and objectives
- Meets on a monthly basis

Compute & Network Infrastructure Team

Team Expectations and Responsibilities:

- Insure compute and network equipment has appropriate security setup to limit the risk of security threats such as viruses, hacker intrusion, etc.
- Insure compute and network equipment continues to provide the performance necessary to meet the needs of the staff of WFBC
- Insure the compute and network equipment (including data mgmt) is configured in a manner to provide the functionality that meets the needs of the staff of WFBC
- Define any necessary processes and policies used by the team
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Establish and maintain budget that is in keeping with team goals and objectives
- Meet on a monthly basis

Desktop Support Team

Team Expectations and Responsibilities

- Ensure WFBC has the support required to manage productivity applications, back office applications, and hardware issues (computers, network, printers, etc). This team will be lead by WFBC members. However, the support services may be outsourced in order to provide the level of support required for the WFBC staff
- Perform periodic reviews of all productivity applications, back office applications, and hardware issues (computers, network, printers, etc) to insure that they are up-to-date and, in the event of any of these needing updated, will select a time to perform these updates that is convenient for and not in conflict with the operations of the office and staff
- Define any necessary processes and policies used by the team
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Establish and maintain budget that is in keeping with team goals and objectives
- Meet on a monthly basis

Website Feature/Functionality Team

Team Expectations & Responsibilities:

- Monitor and define the features and functionality required for the church website
- Work closely with the Minister of Outreach and Publicity Team to insure their input is factored into the decision making process
- Work with the hosting provider of the website and will work directly with the provider to ensure the appropriate level of service is documented and provided on a continuous basis
- Define any necessary processes and policies used by the team.
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Establish and maintain budget that is in keeping with team goals and objectives
- Meet on a monthly basis

Technology Training/Education Team

Team Expectations & Responsibilities:

- Provide technology related training/educational opportunities for WFBC staff and members
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet on a monthly basis

Public Relations Team

The Public Relations Team is responsible for internal and external promotion of WFBC and its ministries and for the publication of materials that effectively promotes the vision, mission, and ministries of WFBC to the community.

Team Expectations & Responsibilities:

- Be knowledgeable about the vision and mission of WFBC and of the various ministries of the church so as to make our marketing messages consistent

- Monitor the church calendar and formulate a yearly plan & implementation schedule to promote the ministries and events of the church to the community via any and all media outlets (i.e., website, newspapers, TV, radio, direct mail, banners, etc.)
- Perform a periodic review of all printed materials of the church and make any necessary updates and/or changes
- Develop a set of publication standards for all ministry teams and organizations to follow when using the church name and logo
- Maintain flexibility to adapt to any spontaneous requests for promotional assistance from any team/organization of the church that may fall outside of the overall PR team schedule of events
- Develop and maintain a supply of promotional items for give away at community events, etc. as a means of marketing/promoting the church.
- Establish and maintain budget that is in keeping with team goals and objectives
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meet on a monthly basis

YOUTH COUNCIL

Youth on Mission Team

The Youth on Mission (YOM) Team provides youth with opportunities for outreach, service, and learning. The opportunities may include: prayer walks, tract distribution, tract production, direct witnessing, Gospel proclamation in a public arena, food gathering, small construction projects, random acts of kindness, and volunteering at local food shelters. The classes meet on Wednesday evenings for the months of September through May.

Team Expectations & Responsibilities:

- Calendaring as necessary
- Assist the Youth Minister in the planning and implementation of activities
- Coordinate transportation when needed
- Work with Youth Minister and Council Team Leader to publicize special YOM events appropriately and timely
- Work with Youth Minister and Council Team Leader to budget appropriately for YOM projects
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check
- Because of the weekly meeting schedule of this team most meetings will be “on the fly” with minimal need for additional meeting time

Sondown Team

The Sondown Team provides youth opportunities to socialize and build bonds with other teens in a non-threatening environment. The typical format for Sondown is a mass meeting at WFBC followed by an immediate move to a host location where dinner, games, music and a brief worship program are held. Sondown is operational on Sunday evenings from late August through May.

Team Expectations & Responsibilities:

- Calendaring as necessary
- Coordinate transportation
- Solicit for locations of Sondown events
- Coordinate food
- Handle all logistical aspects for the Sondown program
- Work with Youth Minister and Council Team Leader to publicize Sondown events appropriately and timely
- Work with Youth Minister and Council Team Leader to budget appropriately for Sondown events
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check
- Because of the weekly meeting schedule of this team most meetings will be “on the fly” with minimal need for additional meeting time

Luau Team

The Luau Team plans and coordinates all aspects of a beginning of the year youth party with a Luau theme at a local pool. This is one of the very few events that is strictly social and just for fun. Almost all other youth events have a devotional theme. However this event is designed as a back to school event and other than inviting all participants to attend the youth programs of the church it has minimal devotional time planned. It is, however, because of its nature, a great outreach event and therefore the potential for this should be considered in the planning.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Secure a location
- Coordinate food
- Suggest appropriate games
- Work with Youth Minister and Council Team Leader to plan and carry out a budget for the event and set cost for participants
- Responsible for sign-up process and collection of money from participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Youth Minister and Council Team Leader to publicize event appropriately and timely
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event, planning should start approx. 90 days in advance of the target event date to allow adequate time for publicity. Meet approx. 2-3 times to plan event. The event usually takes place in late August

Christmas Tree Team

The Christmas Tree Team works with the Youth Minister to plan and implement the Christmas Tree Sale Fundraiser for the youth group. This is the largest youth fundraiser of the year. The Christmas Tree Team must keep in mind that the Christmas tree lot is one of the best opportunities available in church life to build bonds of closeness and friendship. For this reason the managers and coordinators of the Christmas tree lot must consider this a part of their ministry to each other and to the community and not just a business that has a bottom line to be protected. Christmas trees sales usually begin in late August.

Team Expectations & Responsibilities:

- Plan and coordinate all phases of the operation of the Christmas tree lot except for the preparation of the lot schedule and the guidelines and rules for the operation of the lot. Because this event has portions which need to be executed at different times throughout the year this team should meet every quarter and then more often if necessary as the lot opening date approaches.
- Make suggestions and recommendations to the Youth Minister for the number of trees to be ordered
- Assist Youth Minister and Council Team Leader with pre-sale process and collection of money for presale trees
- Involved in the ordering, receiving and subsequent operation of the lot
- Work with Youth Minister and Council Team Leader to budget appropriately for supplies needed to run the lot
- Work with Youth Minister and Council Team Leader to publicize tree sales and lot work times appropriately and timely
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions

- All members of youth teams must pass mandatory background check

Exam Pack Team

The Exam Pack Team works with the Youth Minister to facilitate Exam Pack distribution. Exam Packs are care packages for WFBC college students. They usually contain non expensive knick-knack type items and non perishable items along with encouraging notes from congregational members. Exam Packs are usually sent in May and November to coincide with final exam schedules of the colleges of our students.

Team Expectations & Responsibilities:

- Maintain a current list of college students whereby exam packs may be sent to them two times per year
- Place “Encouragegram” envelopes in an appropriate and approved place in the church accessible to congregational members who may want to send a note of encouragement to some of the students
- Calendar to coincide with mailings
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Coordinate purchase of supplies for EP’s
- Advise the Youth Minister of the best time to devote time from YOM or Sondown events in order to make this ministry effective
- Work with Youth Minister and Council Team Leader to plan and carry out a budget for the EP’s
- Work with Youth Minister and Council Team Leader to publicize exam packs appropriately and timely
- All members of youth teams must pass mandatory background check
- This team has two mailings: One in the spring and one in the fall. This team should meet at least 60 days out from the optimal “mail out” dates to plan for the construction of the “Encouragegram” board and necessary shopping trips.

Christmas Socials

Middle School Christmas Social Team

High School Christmas Social Team

The Christmas Socials Teams comprise two teams, a high school team and a middle school team, that work together in planning age appropriate socials for youth around the Christmas holiday. The socials usually run concurrently and are held on the same date in December following the date of the Hanging of the Greens service.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date and times
- Coordinate food
- Secure locations
- Plan games and activities
- Coordinate transportation
- Work with Youth Minister and Council Team Leader to plan and carry out budgets for both socials
- Work with Youth Minister and Council Team Leader to publicize events appropriately and timely
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check

- Because of the annual nature of this event, meet at least 60 days from the target date (mid December) to allow for adequate publicizing. Two-three meetings are adequate for planning

Ski Trip Team

The Ski Trip Team is responsible for planning the annual ski trip. The annual ski trip is an overnight chaperoned event for 11th and 12th grade youth. The event is usually held in February.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Secure a destination
- Coordinate Transportation
- Coordinate Food
- Assist in the recruitment for chaperons. (Since this is an overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the STT.)
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost of trip for participants
- Responsible for sign-up process and collection of money from participants
- Work with Youth Minister and Council Team Leader to publicize event appropriately and timely
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event meet at least 90 days out from the target dates (Jan - Mar) to allow for adequate publicizing. Two – three meetings are adequate for planning

Lock-Out Team

The Lock-Out Team is responsible for planning the annual Lock-Out. Lock-Out is an all night traveling excursion from approximately 5:00 PM till dawn. Lock-Out is typically held during the winter months.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Coordinate transportation
- Coordinate food
- Recommend chaperones (Since this is an overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the LOT.)
- Suggest possible activities and locations and schedule after receiving approval
- Make suggestions regarding possible activities and devotions
- Assist Youth Minister in implementation of approved activities
- Coordinate a team to cook breakfast at the close of the event
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Responsible for sign-up process and collection of money from participants
- Work with Youth Minister and Council Team Leader to publicize events appropriately and timely
- All members of children and youth teams must pass mandatory background check

- Because of the annual nature of this event this team should meet at least 60 days out from the target date (Jan - Mar) to allow for adequate publicity. Two meetings are adequate for planning

Lock-In Team

The Lock-In Team is responsible for planning the annual Lock-In. Lock-In is an all night event from approximately 5:00 PM till dawn. Activities are confined to the church or other approved venue. Lock-In is typically held during the winter or spring months.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Recommend chaperones (Since this is an overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the LIT.)
- Make suggestions regarding possible activities and devotions
- Assist Youth Minister in the implementation of approved activities
- Coordinate a breakfast team for breakfast at the close of the event
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Responsible for sign-up process and collection of money from participants
- Work with Youth Minister and Council Team Leader to publicize events appropriately and timely
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event this team should meet at least 60 days out from the target date (Jan - Apr) to allow for adequate publicity. Two meetings are adequate for planning,

Disciple Now Team

The Disciple Now Team is responsible for planning of Disciple Now weekend. Disciple Now is a weekend experience whereby college chaperones spend the weekend mentoring age and gender appropriate youth in small groups in a host home environment. It is usually theme driven and also has the component of a special speaker to coincide with the theme. Aside from the Mission Trip, the DNT is responsible for potentially the most spiritually based youth event of the year. This event usually takes place in the Jan-Mar timeframe.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Coordinates host homes
- Plan food for large group gatherings
- Assist the Youth Minister with scheduling
- Coordinate t-shirts to include an appropriate design
- Help coordinate college chaperones (Since this is an overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the DNT.)
- Coordinate necessary transportation
- Provide theme appropriate decorations for weekend
- Suggest appropriate activities and speaker
- Assist Youth Minister in implementation of activities
- Purchase thank you gifts for host homes
- Work with Youth Minister and Council Team Leader to plan and carry out budget for the weekend and set cost for participants

- Responsible for sign-up process and collection of money from participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Youth Minister and Council Team Leader to publicize appropriately and timely
- All members of youth teams must pass mandatory background check
- Expect to meet 6-8 times within the 90 day window of the event and usually once a week within the last three weeks prior to the event.

Golf Classic Team

The annual Golf Classic Fundraiser is the second largest fundraising event held for the youth group. The Golf Classic Team plans and executes all phases of the annual Golf Classic Fundraiser. The Golf Classic Fundraiser is typically held in May or June.

Team Expectations & Responsibilities:

- Procurement of an appropriate venue
- Work with Youth Minister and Council Team Leader to secure appropriate date
- Advertise appropriately
- Recruit sponsorships
- Production flyer/registration form
- Schedule players
- Work with venue on specific aspects of the event
- Handle all associated paperwork
- Work with local sign shop for appropriate signage at event
- Responsible for collection of money from participants
- Send appropriate thank you notes to all participants and sponsors
- Work with youth minister to publicize appropriately and timely
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- All members of youth teams must pass mandatory background check
- Team begins work in January and concludes with the tournament. During the months of January – March this is a bi weekly commitment. Through the months of April-June it is a weekly commitment. In final two weeks leading up to the event, daily commitment is required.

Mother/Daughter and Father/Son Weekend Teams

The Mother/Daughter and Father /Son Weekend Teams are responsible for all aspects of planning and implementation of the appropriate weekends. The Mother/Daughter and Father/Son Weekend are spring events that will allow the appropriate pairing to get away in a retreat type atmosphere. The event may be done in any format so long as to accommodate all who want to come.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date
- Secure location/facilities
- Coordinate transportation
- Coordinate food
- Recommend chaperones (Since this is an overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the MDFSWT.)

- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Responsible for sign-up process and collection of money from participants
- Work with youth minister to publicize appropriately and timely
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event this team should meet at least 60 days out from the target date (Feb – May) to allow for adequate publicity. Three meetings are adequate for planning.

Senior Pig Pickin' Team

The Senior Pig Pickin' Team is responsible for the planning and implementation of the Senior Pig Pickin'. The Senior Pig Pickin' is an annual picnic for graduating seniors and their guests. The event is usually held in June.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate date and time
- Secure location
- Secure pig cooker and all supplies necessary for event
- Recruit necessary assistance to accomplish task
- Responsible for sign-up process
- Work with Youth Minister and Council Team Leader to plan and carry out budget
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Youth Minister and Council Team Leader to publicize appropriately and timely
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event this team should meet at least 60 days out from the target date (May) to allow for adequate publicity. Two meetings are adequate for planning.

Prom Team

The prom team is responsible for planning and implementation of pre prom and after prom events for students participating in local high school proms.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to secure appropriate dates and times
- Secure location/facilities
- Recruit corporate sponsorships
- Coordinate food
- Coordinate decorations
- Plan appropriate activities for event
- Recommend chaperones
- Hire off duty police officers as appropriate security personnel
- Recruit necessary assistance to accomplish task
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants if appropriate

- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Youth Minister and Council Team Leader to publicize appropriately and timely
- All members of youth teams must pass mandatory background check
- Because of the annual nature of this event this team should meet at least 60 days out from the target date (Apr) to allow for adequate publicity. Three meetings are adequate for planning.

Summer Mission Team

The Summer Mission Team assists the Youth Minister in all phases of planning and execution of an annual summer mission trip. Individuals comprising this team should have a proven track record of working long hours in close quarters and in a stressful environment. They should be able to accommodate change as necessary and either have or be able to build an excellent rapport with the youth of the WFBCYG.

Team Expectations & Responsibilities:

- Work with Youth Minister and Council Team Leader to determine location
- Work with Youth Minister and Council Team Leader to secure appropriate date
- Coordinate appropriate lodging
- Coordinate appropriate transportation (to include passports if necessary)
- Coordinate food
- Assist in the recruitment of chaperons. (Since this is a multiple overnight event, the Youth Minister will make final selections regarding chaperons and will do this under the advisement of the SMT.)
- Work with the Youth Minister to plan appropriate activities including worship, work projects, free days, etc.
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants
- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Responsible for sign-up process and collection of money from participants
- Work with Youth Minister and Council Team Leader to publicize appropriately and timely
- All members of and youth teams must pass mandatory background checks
- Meet many times through the year and begins planning immediately upon the start of the new school year. Expect to meet every month in the fall and more in the spring. The scope and type of trip will determine time commitment. This is a very demanding, but rewarding team

Special Events Team

From time to time the WFBCYG will plan special events such as concerts, outings (for example, Wood of Terror) or other such events.

Team Expectations & Responsibilities:

- Take and maintain photos of team related events
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Work with Youth Minister and Council Team Leader to publicize appropriately and timely
- Work with Youth Minister and Council Team Leader to plan and carry out budget and set cost for participants

- Other responsibilities for these special events will be negotiated and will be as an assistant to the Youth Minister
- All members of youth teams must pass mandatory background checks
- Meet with the YCTL and the Youth Minister as necessary to plan and execute any event the Youth Council or Youth Minister deems necessary.

WORSHIP COUNCIL

Baptism Team

The Baptism Team is responsible for the preparation and cleanup for baptisms, the maintenance of equipment and supplies, and assisting the candidates and ministers involved.

Team Expectations & Responsibilities:

- Work with ministers to make sure any special requirements/needs are met for each baptism
- Maintain baptismal robes in clean, wearable condition
- Have baptism pool filled and ready for baptismal service
- Assist minister performing the baptism and candidates as needed at time of baptism
- Dry robes and wash/dry towels following baptism
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Maintain accountability for budgeting
- Frequency of service and meetings per year will depend on number of baptisms scheduled. A team member should expect to serve 2-3 times per year

Flower & Altar Team

The Flower and Altar Team is responsible for preparing the altar for regular and special worship services/events, coordinating the flower arrangements that are placed in the sanctuary and narthex and maintaining equipment and supplies.

Team Expectations & Responsibilities:

- Maintain a calendar to schedule flowers for worship and other special services and events
- Place & remove flowers & liturgical decorations on the altar and/or baptistery in the sanctuary each Sunday for regular and special worship services and events
- Send thank you notes to persons contributing flowers
- Assist with the decorating of the sanctuary for Hanging of the Greens, Advent, Christmas, Easter and other special services/events during the year
- Be responsible for the decorations in the Foyer
- Maintain flower and altar equipment and make purchases of any needed flowers, liturgical decorations or equipment
- Maintain Accountability for budgeting
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will be assigned to work 1 or 2 months a year. Meetings will be scheduled quarterly and as needed

Lord's Supper Team

The Lord's Supper Team is responsible for the preparation, distribution and cleanup for communion, the maintenance of equipment and supplies and assisting the ministers as needed.

Team Expectations & Responsibilities:

- Maintain Lord's Supper equipment
- Prepare the cups and bread for each observance. Communion is observed on the second Sunday in the first month of each quarter and also on Maundy Thursday and Christmas eve
- Remove the cups from the pews, and clean equipment before storing

- Purchase and maintain needed supplies (bread and grape juice) and equipment
- Maintain accountability for budgeting
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Meetings will be scheduled quarterly and as needed

Wedding & Funeral Team

The Wedding and Funeral team is responsible for overseeing all weddings and funerals held at WFBC and giving assistance to the ministers and others involved as outlined in the Wedding Policy Manual.

Team Expectations & Responsibilities:

- Carry out the directions in the Wedding Policy Manual
- Consult the church ministerial and administrative staff on church calendar before scheduling a wedding
- Determine fees to be collected and how fees will be distributed
- Purchase any needed wedding supplies or equipment
- Assist ministers as needed with any special funeral arrangements for the sanctuary
- Make sure a bulletin has been prepared by the church office for funeral services
- Contact ushers to hand out bulletins at funerals held in the sanctuary if needed
- Contact a sound operator to operate the sound system for funerals held in the sanctuary
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Develop and oversee wedding fund
- Meetings will be scheduled quarterly or as needed

Hanging of the Greens Team

The Hanging of the Greens Team is responsible for overseeing the preparation, decorating and cleanup for the annual Hanging of the Greens service.

Team Expectations & Responsibilities:

- The Hanging of the Greens service is held on the first Sunday in December
- Carry out the plans for the Hanging of the Greens service in coordination with the flower team leader and the Minister of Music
- Place Christmas trees in sanctuary & decorate the trees with lights and Chrismons
- Decorate the sanctuary for the service. Remove decorations following the service and store away
- Purchase and maintain any needed equipment and supplies for the service. (Christmas trees & lights, greenery, wreathes, candles, ribbons and bows, etc.)
- Wash globes for candles
- Purchase luminaries and place outside in designated areas. Remove and store away after use
- Place poinsettias in the hallways where children line up to carry them in for the service
- Appoint persons to light the candles at the appropriate times in the service
- Purchase candles and protective holders for the congregation to use at the end of the service. Place these candles in storage bins at the entrances to the sanctuary for persons to pick up as they enter the sanctuary. Remove and store these away following the service
- Arrange for and assist with clean up of the sanctuary following the service
- Remove all decorations and store away at the end of December
- Maintain accountability for budgeting

- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet several times during December to prepare for, decorate and clean up following the service

Sanctuary Prep Team

The Sanctuary Prep Team is responsible for preparing the sanctuary for worship services.

Team Expectations & Responsibilities:

- Prepare the sanctuary before each service
- Pick up trash and used bulletins
- Replace envelopes and other pew rack information
- Arrange hymnals and pew Bibles
- Clean brass monthly
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members serve on a rotating weekly schedule

Special Worship Events Team

The Special Worship Events Team is responsible for assisting the ministerial staff with planning, coordinating, evaluating and overseeing all aspects of special worship events held at WFBC such as revivals, spring renewal service, community Thanksgiving service, Christmas Eve Services, Holy Week services, Easter services, and prayer vigils.

Team Expectations & Responsibilities:

- Assist the pastor and ministerial staff as needed with planning, coordinating, and evaluating all aspects of special worship events held at Wake Forest Baptist Church.
- Assist pastor and ministerial staff with making any special arrangements such as lining up guest speakers and musicians for special worship events held at Wake Forest Baptist Church
- Oversee the preparation, decorating, set-up and cleanup for special worship events held at Wake Forest Baptist Church
- Purchase any needed equipment and supplies for special worship events
- Make sure greeters, ushers and tellers have been lined up for these special worship events
- Contact the publicity and outreach teams to ensure that special worship events are publicized and promoted within the church and community.
- Maintain accountability for budgeting
- Update Team Operating Manual (TOM) with latest meeting minutes and/or current team plans and actions
- Team members will meet once a quarter and as needed

DEACONS

- Serves as spiritual leadership body of the church
- Works with the Pastor and other ministerial staff members to insure proclamation of the gospel, care for individual members, and a spirit of Christian fellowship among members
- Oversees organization and function of Deacon Ministry Teams, which include the following:
 - Prayer
 - Sunshine
 - Transportation
 - Small Jobs
 - Food
 - Cards and Calls
- Supervises the Pastor (Deacon Executive Committee)
- Receives and processes requests for ordination to the ministry
- In the absence of a full-time Senior Pastor, responsible for recruiting pulpit supply or interim Pastor as necessary
- Fulfills “Deacon of the Week” responsibilities, to include:
 - Prayer of Dedication during 11:00 a.m. worship service (optional)
 - Staffing Guest Center after the service
 - Participates in New Member Orientation Committee meetings
 - Assists ministerial staff with visitation of sick and bereaved as needed
- Serves communion to the congregation
- Time requirements:
 - Monthly meetings
 - Deacon of the Week 3 or 4 times per year
 - Communion 4 times per year
 - Other duties as needed

DEACON MINISTRY TEAMS

Prayer Team

Maintains an active Prayer Chain via email in order to facilitate communication of prayer requests. Maintains the Monthly Prayer Calendar which lists members and committees to pray for each day of the calendar month. Time requirement: minimal

Sunshine Team

Works with Home-bound and Shut-In members via visits, calls, cards, etc. Time requirement: as needed

Transportation Team

Works with members of the church family to provide assistance in getting to church, doctor appointments, the store, etc. Time requirement: as needed

Small Jobs Team

Assists members who are unable to perform their own home maintenance and repairs. Time requirement: as needed

Foods Team

Works with groups within the church (Sunday School Classes, Bible Study groups, etc.) to insure meals are provided as needed to members following surgery, a death in the family, or any other time of need. Time requirement: as needed

Cards and Calls

Works with Staff to send cards and make calls to members of the church. The group meets weekly in the Fellowship Hall. Time requirement: as needed