

**The
Membership and Operational Manual
of**



**Highway Tabernacle of Prayer
Philadelphia, PA**

Bishop Andrew James Ford, Sr - Founder
Bishop Andrew James Ford, II - Successor
**Bishop E. Malone Porterfield, Sr. - 2nd
Successor / Pastor**

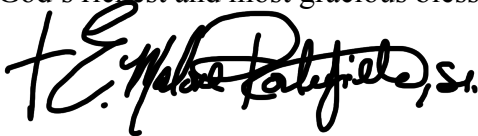
4031 Germantown Avenue
Philadelphia, PA 19410
215-225-5069
mail@highwaytop.com
www.highwaytop.com

Grace mercy and peace be unto you from God our father, and our Lord Jesus Christ. It is my extreme pleasure to welcome you to Highway Tabernacle of Prayer. I am very excited about your commitment to the Lord and this church. This church has a long history of excellence and pushing people into their purpose. I am extremely excited for the opportunity to serve as your spiritual leader. As we embark upon a new spiritual journey together, I pray you will give yourself totally to this process of spiritual growth. Growing in the Lord takes time and commitment. So as we work together we will see the fruit of spiritual growth.

I ask that you familiarize yourself with the many opportunities to serve in this ministry. Whether in the music ministry, hospitality or even in administration find a place that you can work out your soul salvation. The scripture tells us in the book of John the harvest is plentiful but the laborers are few. I believe the Lord has allowed you to become a partner with Highway Tabernacle of Prayer so that we could bring in the harvest. You will have a greater sense of spiritual fulfillment when you are working and assisting the growth of the local church.

This manual has been provided to be a point of reference for questions that may arise from time to time. Make sure you utilize this today, because it will answer your questions tomorrow. My prayer for you is that you would trust God and learn to trust the leadership of this ministry. Make yourself known to all that come in contact with you and let it be known that you have a desire to serve God and you want to give God your total best. Our theme for 2020 is simply "Vision to see God's perfect will for our lives." God has a plan for us it is our responsibility to be able to see it clearly so we can leave it out.

God's richest and most gracious blessings be upon you this is my prayer

A handwritten signature in black ink, reading "E. Malone Porterfield, Sr." The signature is written in a cursive, flowing style.

Bishop E. Malone Porterfield, Sr.
Senior Pastor



Memo FROM THE DESK OF THE SENIOR PASTOR
HIGHWAY TABERNACLE OF PRAYER
Bishop E. Malone Porterfield, Sr.



TABLE OF CONTENTS

- ① [Greeting From The Pastor](#)
- ① [Vision and Mission](#)
- ① [What We Believe](#)
- ① [The Staff](#)
- ① [Staff Descriptions](#)
- ① [The Protocol](#)
- ① [General Procedures](#)
- ① [Attendance](#)
- ① [Dress code](#)
- ① [Ethics](#)
- ① [Risk Management](#)
- ① [Requirements for Prospective Members or Staff](#)
- ① [Ministry Project Proposal](#)

[Back to Table of Contents](#)

[Back to Table of Contents](#)

VISION AND MISSION

The Way of the Tabernacle

The VISION

To be a church of excellence that the Lord is looking for when he returns. Our times of gathering will be filled with the praises and power of God. We shall be a self-sufficient church that will meet the demands of today's challenges. The people of Highway Tabernacle of Prayer will be financially empowered, spiritually and mentally stable and possess an evidence of the fruit of the Spirit of God. We will maintain a facility for the presence of God to dwell in and be pleased with us on earth. Our chief aim will be to perpetuate all of the written word of God in this modern world.

The MISSION

To teach, preach and provide training for disciples. Provide energetic sincere worship services that glorify the Lord. To encourage and support educational extensions for our members young and old. To provide a safe haven for children and the mentally handicapped. Offer healthy initiatives to make us holistically whole.

WHAT WE BELIEVE

1. **We believe** the Bible to be the written and inspired word of God that through the patriarchs of old, did he leave us instructions of how to live, and examples of his might and power. (Hebrews 1:1)
2. **We believe** that without Humanity (Love), our work is unfulfilled, and ineffectual, and that our gifts from God are null and void. (I Corinth. 13)
3. **We believe** that Faith is the unseen evidence of God's word, and that without it no man can please the Lord. (Hebrews 11:6)
4. **We believe** that the Gifts of The Spirit were placed in the church to complement and confirm God's word. (I Corinth. 12:8-10)
5. **We believe** that God gives seed to the sower, so the sower, can sow seed into the Kingdom, and that whatever we give of ourselves, that God will give it back to us. (Luke 6:38)
6. **We believe** in the power of Restoration, though a man may have fallen by the way, God will use us to restore them back into the fellowship of the saints. (Galatians 6:1)
7. **We believe** in the power of the name Jesus.
8. **We believe** him to be the only begotten of God, also that there is no other name given whereby man can be saved. (Acts 4:12)
9. **We believe** in Water Baptism as an outward symbol of an inward change, and that it is necessary in the steps of salvation. (Acts 2:38)
10. **We believe** in the indwelling of the Holy Ghost, and speaking in other tongues, as the spirit gives utterance. (Acts 2:1-4)
11. **We believe** in the partaking of the Lord's Supper, for it is the body and blood of our Lord and Savior Jesus Christ, and as oft as we do it we do it in remembrance of him and do shew the Lord's death until he comes. (I Corinth. 11:23-26)
12. **We believe** when Jesus returns for his bride, a great trumpet shall sound, and the dead in Christ shall rise first then we which are alive and remain shall be caught up to meet him in the air. (I Thess. 4:16,17)
13. **We believe** after the resurrection, we will judge the world with Christ and then we will move into our new home, New Jerusalem. (Hebrews 13:14, Rev. 21:1,2)

[Back to Table of Contents](#)

The Church Covenant

The church covenant is a voluntary agreement by members of a Christian church whereby they promise to conduct their lives in such a way as to glorify God and promote the ongoing of His church. Every member should study it carefully, refer to it often, and seek to live by it. It clearly outlines the obligations of church membership. The covenant shall be read and signed by each member of Highway Tabernacle of Prayer Inc., upon their decision to become a member of any of its local churches.

Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the Lord Jesus Christ, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks, drugs, and cigarettes; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, do so properly and as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word. Properly means: advising the Bishop of your decision to leave by written communication, conference, or the phone; therefore, keeping the doors opened if I should desire to return.

My Personal Covenant

The covenant of affirmation: (unconditional love, agape love): There is nothing you have done or will do that will make me stop loving you. I may not agree with your actions, but I will love you as a person and do all I can to hold you up in Gods affirming love.

The covenant Of availability: Anything I have - time, energy, insight, possessions - is at your disposal if you need it to the limit of my resources. I give these to you in a priority of covenant over other non covenant demands. As part of this availability I pledge my time on a regular basis, whether in prayer or in an agreed -upon meeting time.

The covenant of prayer: I covenant to pray for you in some regular fashion, believing that our caring Father wishes his children to pray for one another and ask him for the blessings they need.

The covenant of openness: I promise to strive to become a more open person, disclosing my feelings, my struggles, my joys, and my hurts to you as well as I am able. The degree to which I do so implies that I cannot make it without you, that I trust you with my problems and my dreams, and that I need you. This is to affirm your worth to me as a person. In other words, I need you!

The covenant of honesty: I will try to mirror back to you what I am hearing you say and feel. If this means risking pain for either of us, I will trust our relationship enough to take that risk, realizing it is in "speaking the truth in love that we grow up in every way into Christ who is the head" (see Ephesians 4:15:). I will try to express this honestly in a sensitive and controlled manner and to meter it, according to what I perceive the circumstances to be.

The covenant of sensitivity: Even as I desire to be known and understood by you, I covenant to be sensitive to you and to your needs to the best of my ability. I will try to hear you, see you, and feel where you are and to draw you out of the pit of discouragement or withdrawal.

The covenant of confidentiality: I will promise to keep whatever is shared within the confines of the group in order to provide the atmosphere of permission necessary for openness.

The covenant of accountability: I consider that the gifts God has given me for the common good should be liberated for your benefit. If I should discover areas of my life that are under bondage, hung up, or truncated by my own misdoings or by the scars inflicted by others. I will seek Christ's liberating power through his Holy Spirit and through my covenant partners so that I might give to you more of myself. I am accountable to you to become what God has designed me to be in his loving creation.

THE STAFF

- [Senior Pastor](#)
- [Associate Pastor](#)
- [Director of Operations](#)
- [Directors of Ministries](#)
- [Board of Directors](#)
- [Minister's and Elder's Alliance](#)
- [Deacons](#)
- [Missionaries](#)
- [Evangelism and Outreach](#)
- [Adjutants](#)
- [Christian Education Director / Superintendent](#)
- [New Members Ministry](#)
- [Generation Now \(Youth & Young Adults\)](#)
- [Receptionist](#)
- [Facilities Manager](#)
- [Church Treasurer](#)
- [Men's / Women's Ministry Director](#)
- [The Music Ministry](#)
- [Minister of Music](#)
- [Musical Director](#)
- [Dance Team Choreographer](#)
- [Drama Director](#)
- [Praise and Worship Leader](#)
- [Associate Musicians](#)
- [Choir Directors](#)
- [Dance Team](#)
- [Drama Team](#)
- [Audio Team](#)
- [Secretary](#)
- [Treasurer](#)
- [Special Events Coordinator](#)
- [Special Events Team](#)
- [HTOP Creative Design Team](#)

[Back to Table of Contents](#)

SENIOR PASTOR

The role of the Senior Pastor is to lead the Elders in overseeing the life and direction of the church. The Senior Pastor has a firm grasp on the purpose, values and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The Senior Pastor will offer Pastoral leadership to the congregation alongside clergy and lay ministers. The Senior Pastor will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities. The Senior Pastor is the Chief Executive Officer of the Church and Corporation.

Specific List of Responsibilities

1. Preaching and teaching

The Senior Pastor will be the primary preacher/teacher for the worship services. It is the Pastors responsibility and obligation to interpret the Holy Scriptures by revelation of the Holy Spirit. The Senior Pastor also will provide leadership in planning and executing the Adult Education programs and other programs in discipleship and ministry training, in coordination with other ordained and lay leaders.

2. Strategic leadership and planning

The Senior Pastor is responsible for strategic planning and staff coordination in the execution of the church's purpose. The Senior Pastor will define strategic goals and vision as the key leader among staff and elders and implement the plan by:

- Coordinating/leading weekly staff meetings and other activities to clarify and execute goals and objectives.
- Monitoring the spiritual pulse of the congregation through review and accountability.
- Ensuring staffing, facilities and programs are effectively aligned to meet strategic goals.

3. Staff supervision and development

The Senior Pastor serves as director to ordained and lay staff and lay volunteers, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:

- Overseeing staff training and development.
- Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the board of Directors.
- Providing leadership to the Pastoral staff in the design and implementation of all church ministries.
- Works with the Administrative Team to implement salary reviews and recommendations.
- Maintains efficient and effective lines of communication between the staff and elders.
- Oversees the trustee's in the negotiation of insurance and other benefits, conduct performance evaluations, and provide ongoing informal performance feedback.

4. Administration

The Senior Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through staff and lay volunteers. He must:

- Oversee the pastoral care needs of the congregation and, as deemed necessary, delegate to other ordained and lay ministers for hospital visitation, home visits, counseling, marriages and funerals.
- Oversee development of and adherence to church policies and procedures.

[Back to Table of Contents](#)

ASSOCIATE PASTOR'S / OVERSEERS

The role of the Associate Pastor / Overseer is to work under the direction of the Senior Pastor, have a firm grasp on the vision and Goal of Highway Tabernacle of Prayer and align key leadership teams with its mission. The Associate Pastor / Overseer will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry.

Specific List of Responsibilities

1.Focused ministry in (type of ministry)

In accountability to the Senior Pastor, the Associate Pastor will develop ministry and outreach in (type of ministry). Responsibilities include:

- Developing goals and objectives for the ministry area in line with the strategic plan.
- Assessing ministry needs and developing programs and activities to meet those needs.
- Identifying pastoral, lay staff and lay volunteer resources and needs.
- Providing teaching in the congregation in (type of ministry).

2.Staff supervision and development

The Associate Pastor serves as director to ordained and lay staff and lay volunteers as per the ministry responsibility, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:

- Overseeing, planning and implementing staff recruitment, training and development.
- Providing leadership to the pastoral and lay staff in the design and implementation of the specific church ministry.
- Serving as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.

3.Administration

The Associate Pastor oversees and executes the administration of the ministry areas through appropriate staff and lay leadership teams, and monitors work progress and completion. The Associate Pastor will:

- Develop and administer a program budget and report to the Senior Pastor on adherence to it.
- Oversee development of and adherence to church policies and procedures in this area of ministry.
- Participate in worship and pastoral care activities as assigned by the Senior Pastor and participate with others in leadership in worship services; preaching at appointed times; participating in marriage services and funerals; assisting with hospital calling and other visits of need; and counseling, as required.

MINISTER'S AND ELDER'S ALLIANCE

These men and women of God serve the ministry through preaching, teaching and prayer. They assist the Bishop in the spiritual oversight of the congregation and are called upon to be examples to every believer as to spiritual maturity and good Christian character. This position is one of great respect and integrity.

It is our goal to enhance the ministry gifts of our presbyters and propel _them toward their ultimate destiny in the Kingdom.

Note: This auxiliary is not open to the general church and is subject to the Bishop's approval and review.

DIRECTOR OF OPERATIONS

The Director of Operations is responsible for managing the business affairs of the church and working with church members and staff to achieve the church's mission objectives. It is a ministry of the church; the person in this position will be extending the ministry of Highway Tabernacle of Prayer to our employees, our members, and the surrounding community. The director of operations serves as staff liaison with the church administration committee, the human resources committee, and attends other committees as needed. The DOO may appoint volunteers in right standing with the church, responsibilities within their ability. The director of operations reports to the senior pastor and will receive an annual performance review by the senior pastor as head of staff.

Specific List of Responsibilities

- Gives general direction to the weekday business operations of the church, and supervises the secretarial, clerical and church personnel/volunteers as assigned.
- Supervises the maintenance of all office equipment and computer systems.
- Assures that proper computer backup is routinely maintained.
- Facilitates staff training on church computer systems and office equipment.
- Facilitates periodic review of computer systems and office equipment with assistance from the technology committee.
- Administers the overall church financial budget and building and grounds maintenance budget, including utilities and contract services.
- Obtains advice on legal, business and tax matters for the church and ministers.
- Takes, prepares or delegates minutes for administration committee meetings.
- Works as the head of church personnel/volunteers in the planning and coordinating of leadership council meetings.
- Participates in weekly staff meetings and scheduled staff meetings.

Weekly

- Enter worship attendance in membership software.
- Prepare visitor reports and letters and notify visitation committee.
- Notify pastor, associate pastor, church board, lay ministries, and prayer chain leader of members who are hospitalized or disabled; births, deaths, and weddings in church membership and families of members
- Upload calendar changes and sermon notes to the web site.
- Coordinate with facility manager about church properties use.
- Prepare staff meeting agendas.
- Update church web site as needed.
- Coordinate church ministry volunteer activities.

Monthly

- Gather information, prepare, lay out and print monthly newsletter.
- Maintain and update church management program and mailing list.

General

- Work together with board clerk to keep the permanent church register current.
- Create and maintain physical asset tracking system.
- Maintain church calendar.
- Prepare bulk mailings when necessary.
- Assist outreach team with the creation and mailing of quarterly mailing pieces.
- Provide clerical assistance to church staff as needed.
- Provide clerical assistance to preschool center director and staff as needed.
- Provide clerical assistance to church ministries as needed.

[Back to Table of Contents](#)

- Provide backup support for Pastor of Administration.
- Assist Vacation Bible School chair(s) with preparation of materials for VBS.
- Order office supplies as needed.
- Coordinate the repair/maintenance of church office equipment.
- Coordinate/assist with special events.
- Preparation of annual congregational reports in conjunction with other staff members.
- Prepare Other reports as directed

DIRECTOR OF MINISTRIES

The Director of Ministries is responsible for managing the Ministry affairs of the church and working with church members and staff to achieve the church's mission objectives. The person in this position will be insuring the ministry of Highway Tabernacle of Prayer are in sync with the core values and vision of the church. The director of ministries reports to the senior pastor and will receive an annual performance review by the senior pastor as head of staff. The director of ministries serves as staff liaison with the church ministries and attends other meetings as needed.

Specific List of Responsibilities

- Gives general direction to church Ministry Leaders, and assist the DOO with ministry personnel/volunteers.
- Maintains that a constant adherence to the policies and procedures of the church are being followed.
- Is responsible for reviewing and approving or denying ministry proposals .
- Facilitates ministry personnel/volunteers training.
- Facilitates periodic review of ministry personnel/volunteers.
- Structures all liturgies of official and regular services.
- Obtains advice on legal, business and tax matters for the church and ministers.
- Works with the DOO in the planning and coordinating of leadership council meetings.
- Participates in weekly staff meetings and scheduled staff meetings.
- Works with the wedding coordinator, or outside wedding coordinators.
- Ensures that church rentals are in adherence to the policies and procedures of this church
- Facilitates the organization of volunteer help as needed.

BOARD OF DIRECTORS

- Directors should be people with knowledge and skills for property and asset management;
- they should have the ability to listen to and communicate with people of all ages, and work well with other ministry leaders.
- Directors should show genuine interest in responding to the hopes and concerns of people in the community and a willingness to partner with community interests.
- Directors will serve as the signatories and guarantors of the church.
- The Director must be spirit filled.
- Directors are to support the vision of the pastor as he receives from The Lord.
- Directors are appointed by the pastor and accountable to the pastor considering there is no conflict of interest.
- Directors serve a year term and can accept another term if appointed by the pastor.

The Director's chairperson/s should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, the ability to delegate responsibility and follow up in getting the job done. The Church Director of operations can be given responsibilities specific to the responsibilities that are to be handled. The Church Director of operations can be the Director's Chairperson.

Specific List of Responsibilities

The primary management/supervisory responsibilities include:

Financial Management:

- Oversees the work of the church accountant in the receipt, deposit and disbursement of all church funds.
- With the church accountant, establishes a financial record system for the church and directing its operations.
- Oversees the purchasing process and maintaining vendor relationships.
- Oversees the preparation of monthly financial reports to ministries and committees.
- Maintains a proper cash flow control to meet obligations.
- Works with the church administration committee, the head of staff and the church accountant to prepare an annual budget for approval by the Pastor, and implements it upon approval.
- Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
- Works with the elders and the church administration committee to obtain or restructure long or short-term debt financing.
- Obtains an annual audit or review of the church's financial statements.
- Oversees the administering of the payroll for church employees.
- Assures all tax reports (941, W-2) are promptly paid and timely filed.
- Personnel Management
- Develops and administers the policies and procedures of the church.
- Maintains personnel records.
- With the Senior Pastor, administers the performance evaluation system for church staff.
- Hires and terminates support staff in only with approval from the pastor
- Periodically reviews wage and salary structures, personnel practices and benefits and making recommendations to the pastor.
- Assures the church's compliance with federal and state labor laws.
- Coordinates the vacation schedule.

PROPERTIES MANAGEMENT

- Directs the church's maintenance program by supervising the church Facilities Director and outside contractors. Develops and administers policies and procedures concerning the use of all church properties, and facilities.
- Assists the church building committees in their work with architects, contractors and others in evaluation, planning, building, remodeling and equipping church buildings.
- Works with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Evaluates periodically the insurance needs of the church and reporting to the administration committee.
- Oversees the energy management system, if and when acquired.

[Back to Table of Contents](#)

- Oversees the security of the church.
- Maintains an inventory of church property and equipment.

DEACONS

While in many instances the work of the deacon and Missionaries overlap, distinctions will be described. Though deacons have traditionally been men and Missionaries have been women, in some situations men and women serve in both roles. We derive both English titles from the same New Testament Greek word Diakonos. These men and women of God have been chosen by our pastor to assist him in ministry. They are primarily husbands and wives utilized as a team to aid the congregation. Their primary function is to assist the Bishop in the preparation and administering of the Holy Eucharist. This position of respect and integrity requires that they walk circumspectly before God's people so that they would be found blameless. This ministry functions as a support liaison to our pastor. In this capacity, they attempt to resolve as many concerns as humanly possible to free the shepherd to give himself to meditation, prayer and the study of God's Holy Word.

Note: This ministry is not open to the general church. It is an appointment made by the Bishop.

Specific List of Responsibilities

1. Maintain Order.

The deacons and Missionaries' will maintain Order in the House of The Lord. They will also help the pastor and other event leaders maintain the smooth operation of church meetings.

2. Upkeep of church property.

They will be responsible for the care and upkeep of church property, doing of the janitorial work, repairs, grounds maintenance, interior decorating and small renovations. These will be per the request of the Facilities Director

3. Security.

They will care for the security of those in attendance at church activities, always vigilant for the comfort and safety of all persons. This includes opening the church building(s) before meetings and locking the facility at the conclusion of activities.

4. Visitation.

They will join with the pastor and elders in visiting church members. Be assigned a geographic area or certain number of members for deacons and Missionaries in teams of two or three to visit.

5. Assisting with the baptismal ceremony.

The traditional roles for this service are described below.

The Deacons will

- Prepare and fill the pool.
- Assist male candidates.
- Do the physical labor related to the service.

THE MISSIONARIES

This extension of the outreach ministry is designed to minister to the sick and shut-in. This ministry does home visitation, hospital visitation, and assist in whatever capacity needed to those who unable to attend church services, as well as special needs during their time of shut-in. Visitation is also made to convalescent homes, jails, shelters and the like, and ultimately minister through prayer, witnessing and in-home care.

The Missionaries will

- a. Prepare the robes for all who are participating.
- b. Assist female candidates.
- c. Launder and store robes, towels, etc., after the ceremony.

6. *Assisting with the communion service.*

The traditional roles for this service are described below.

The deacons will

- a. Provide the physical arrangements, such as placing the communion table.
- b. Place the towels, basins and water in the appropriate rooms for use in the ordinance of humility.
- c. Dispense water and basins for the men during the Ordinance of Humility, giving particular attention to visitors, new members, and the aged.

The Missionaries will

- a. Prepare the bread and water.
- b. Arrange the appointments and covering on the table.
- c. Dispense water and basins for the women during the ordinance of humility, giving attention and assistance to visitors, new members, and the aged.
- d. Clean and store the linens and serving pieces used in communion.

It is appropriate for either deacons or Missionaries, who have been ordained, to assist in distributing the sacraments and uncovering and recovering the table during the service.

7. *Caring for the congregation.*

In many churches an unwritten tradition gives the women who serve as Missionaries the responsibility of organizing hot meals for any church family that experiences a death or other tragedy. This may mean simply taking food to the home or, in some cases, the serving of an entire meal to family and guests after a funeral.

EVANGELISM AND OUTREACH

The Evangelism Department is a very vital department within the ministry. This ministry is the heartbeat of the church. The Evangelism Department's responsibility is to witness to those who may not attend regular church services. It is their job to spread the word through the street, jail, schools, hospitals and convalescent homes and any place where they can be an effective witness. If we cease to evangelize, we will eventually die.

ADJUTANCY

The adjutant to the pastor, also known as the armor-bearer, serves his pastor or leader in any way possible. He acts as a spiritual equivalent to a personal assistant, most commonly serving in Protestant churches. Generally, because of the personal issues involved, women usually serve women, and men usually serve men. The job description of an adjutant can vary as much as the leader desires.

[Back to Table of Contents](#)

Specific List of Responsibilities

Adjutants must learn to serve and even anticipate the leader's needs.

He / She should possess these additional qualifications:

- faithful.
- understanding of his / her personal identity.
- a man / woman of prayer, watchful, persevering and a man / woman of integrity who can guard confidences.
- An Adjutant can remain positive by realizing and appreciating the importance of his / her calling to serve God and his / her leader.
- Be a prayer person and watch person for the pastor.
- The ability to support the leader in prayer will benefit the leader immensely.
- The Adjutants should also possess refined perception regarding upcoming situations or events that require extra preparation or rest for the leader.

THE NEW MEMBERS MINISTRY

This ministry is to provide new converts with word of God, that they may be built up and also that they might use what they have learned to make disciples of other men and women.

CHRISTIAN EDUCATION DIRECTOR / SUPERINTENDENT

The role of the Christian Education Director is to assist the Senior Pastor and staff in overseeing the ministry of Christian education and formation for adults, youth and children on Sundays and during the week. The Christian Education Director will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry. The Christian Education Director will file monthly reports to the Senior Pastor and, when requested, to the Elders, on educational ministry accomplishments and activities.

Specific List of Responsibilities

1. Christian education activities

In accountability to the Senior Pastor, the Christian Education Director will oversee, supervise and develop educational opportunities for church members to help them grow in their faith. Responsibilities include:

- Developing goals and objectives for the Christian education program at all levels in line with the strategic plan.
- Assessing educational needs for all ages, setting goals for education and formation, and developing programs and activities to achieve those goals and meet identified needs.
- Identifying and testing age level curriculum resources, whether commercially produced or developed by pastoral staff.
- Identifying and planning for both ongoing educational programs and short-term or onetime educational events.
- Recruit, train and work with the lay teaching volunteers in coaching and strengthening their teaching abilities.
- Coordinate with the Church Resource Center volunteer staff to provide and maintain Christian education resources, including books, videos/DVDs and other materials.

[Back to Table of Contents](#)

2. Staff supervision and development

- Identifying pastoral, lay staff and lay volunteer resources and needs in Christian education.
- Oversee, plan and implement staff recruitment, training and development.
- Coordinate with the Vacation Bible School staff to support them in their goals, objectives and needs.
- Research, order and distribute curriculum materials and other educational resources.
- Serve as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.

3. Administration

- The Christian Education Director will strengthen the programs and activities with adults and young people through:
 - Development of short and longterm goals and plans for educational ministry.
 - Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to every group.
 - Development and management of the annual budget for Christian education.
 - Responsiveness to communication demands which arise through personal interaction, email, and telephone contacts.
 - Attend conferences and participate in educational training events to strengthen the knowledge and skill bases in Christian education.
 - Work regularly with pastoral and lay staff and key volunteer leaders to integrate educational offerings and opportunities into other ministries (i.e., missions, youth ministry, evangelism, multicultural outreach).

GENERATION NOW MINISTRIES DIRECTOR

The role of the Generation Now Director is to assist the Pastor and staff in overseeing the ministry and outreach to secondary school students and college students. The Generation Now Director will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry. The Generation Now Director will file monthly reports to the Senior Pastor and, when requested, to the Elders, on ministry accomplishments and activities.

Specific List of Responsibilities

1. Focused work in Generation Now.

In accountability to the Senior Pastor, the Generation Now Director will develop ministry and outreach to secondary school students and college age persons. Responsibilities include:

- Developing goals and objectives for Generation Now area in line with the strategic plan.
- Assessing ministry needs and developing programs and activities to meet those needs.
- Providing teaching in the congregation in Generation Now and the needs of young adults.
- Serving as a motivating, inspiring and engaging teacher to our students on a regular/weekly basis as part of a larger plan for the spiritual development of our students.
- Leading or developing a Generation Now worship program.
- Developing a climate for students that is safe, supportive, and cultivates spiritual growth.
- Addressing specific personal and spiritual needs of students as they arise through one on one or small group meetings, hospital visits, or other connections appropriate to the circumstances.

[Back to Table of Contents](#)

2. Staff Supervision and Development

- Identifying pastoral, lay staff and lay volunteer resources and needs.
- Developing lay leaders who can love and lead our students effectively one on one and in small groups.
- Oversee, plan and implement staff recruitment, training and development.
- Serve as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.

3. Administration

- The Generation Now Director will strengthen the programs and activities with young people through:
- Development of short and longterm goals and plans for the ministry.
- Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to the group.
- Development and management of the annual budget for Generation Now.
- Responsiveness to communication demands which arise through personal interaction, email, and telephone contacts.
- Develop relationships with schools, churches, and parachurch organizations that support our efforts to reach students in the church and the community.

RECEPTIONIST / CLERK

The receptionist will grow spiritually and professionally in specific areas, while being a part of the Highway Tabernacle of Prayer team. Skills from previous experience will be used, and the receptionist will be a key team player in helping guide this ministry to fulfill its purpose statement.

Specific List of Responsibilities

- Answer all incoming calls to Highway Tabernacle of Prayer in a courteous, friendly and professional manner and direct to the recipient politely and quickly.
- Serve as host to incoming visitors, offering coffee or other drinks that are available and announce their arrival to the appropriate party.
- Follow up letters to first time visitors and posting information to Automated Church Systems (ACS).
- The highest of priorities is to maintain the church database. Accuracy and up to date information is critical to church record keeping.
- Ensure compliance and implementation of policies put in place by leadership.
- Monitor incoming and outgoing mail, ensure accurate postage and compliance with office policy. Work with finance department to ensure proper payment of postage meter.
- Order office supplies and maintain supply room in an orderly manner. Adhering to office policies and budget guidelines, obtain multiple bids when policy states.
- Maintain and coordinate church calendar. Coordinate with building facility director and affected ministry heads to maintain an efficient running church.
- Track baptisms and baby dedications, making necessary updates in ACS and mailing appropriate forms and certificates.
- Assist various ministries with administrative functions to include coordination of volunteers for bulk mailings or other duties as assigned.

Knowledge Skills and Ability

- Administrative ability to organize clearly and communicate effectively.
- Proficiency in word processing, to multitask in several areas and communicate effectively with multiple groups of people.
- Typing ability of 50 wpm desired, confidence in handling multiple phone lines, office traffic etc.

Additional Responsibilities

Performs other duties as assigned by the director of operations or senior pastor.

Supervision

The receptionist will report to the director of operations. In that person's absence the receptionist will be responsible to the church eldership. The administrative pastor will conduct an annual evaluation of job performance and review the level of compensation.

FACILITIES MANAGER

The Facility Director will support and supervise all areas of building maintenance and custodial care. Responsibilities include: working directly with office staff for set up of church events and building operations; regularly inspect the church premises for areas of need or concern and report findings to the church office; assist in the coordination of church workdays and other building projects done with volunteers.

The Facility Director supports the ministry of Highway Tabernacle of Prayer by attention to working with custodial care and maintenance, multimedia systems, platform organization, and all mechanical systems. This position supports the ministry of Highway Tabernacle of Prayer by attention to living to the highest level of moral integrity and faithful required attendance of church services.

The Facility Director will grow spiritually and professionally in specific areas, while being a part of the Highway Tabernacle of Prayer team. The use of technical skills from previous experience will prove to be an invaluable asset to this ministry. This position is a key team player in helping guide this ministry to fulfill its purpose statement. Opportunity will be given for spiritual counseling, workshops and leadership conferences.

Specific List of Responsibilities

- Regularly inspect the church premises for areas of need or concern and report findings to the church office.
- Support the ministry goals of Highway Tabernacle of Prayer through the application of expertise primarily in areas including the custodial care and maintenance, building operations, and mechanical systems.
- When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Review all outside vendor invoices to ensure satisfactory completion and report to office.
- Respond to office and ministry service and maintenance requests.
- Supervise other building employees to ensure proper set up and tear down for church events, which will include some evenings and weekend hours and, when needed, more than 40 hours a week.
- Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements.

[Back to Table of Contents](#)

- Work with drama director to manage and maintain all stage equipment including rigging and prop storage.
- Ensure compliance and implementation of policies put in place by leadership.
- Oversee maintenance and safety inspection of church owned vehicles.
- Organize and retain maintenance records for the building, contacts of outside vendors and annual/seasonal maintenance checklists.
- Coordinate and monitor schedules with all building employees.
- Develop and recommend a plan to repair and/or replace needed items around the church. Discuss best ways to utilize church volunteers to accomplish needed improvements.
- Keep the building clean, attractive and well maintained, inside and out.
- Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, and other maintenance duties.
- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Attend Building & Grounds Committee meeting and consult with the chair and Church Director of operations as
 - needed regarding policies, needed repairs and significant purchases.
 - Set up and take down the sanctuary and rooms as needed for classes and meetings.
 - Negotiate on needs assessment, finance and scheduling issues with contractors when maintenance and repair services are needed.
 - Supervise the part time grounds keeper, custodial assistant, and church members who volunteer for maintenance responsibilities.
- Perform other tasks and responsibilities as assigned by the Church Director of operations.

Job Skills and Requirements

- Knowledge of basic HVAC and mechanical functions of a large nonresidential building.
- Good organizational and planning skills and an ability to delegate to other employees and volunteers.
- Ability to negotiate knowledgeably with contractors and vendors for facility needs.
- Regular timely attendance during stated or negotiated hours.
- Available and on call on a 24hour, seven day a week basis for emergencies.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.

Knowledge Skills and Ability

Effectively plan and schedule personnel time to assume maximum productivity.

General knowledge of building maintenance, general carpentry, plumbing, electrical, audio systems and/ or custodial skills or experience.

Additional Responsibilities

In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have responsibility, as assigned by the Senior Pastor and/or Church Director of operations.

Supervision

[Back to Table of Contents](#)

This position takes direction from and reports to the Church Director of operations. The Senior Pastor along with Church Director of operations conducts an annual performance evaluation and recommends changes in compensation.

CHURCH TREASURER

Specific List of Responsibilities

- To obtain and record pledges made during the annual stewardship drive.
- To prepare quarterly / yearly giving statements.
- To enter weekly contributions to general fund, building fund, special funds, and donor designated funds. To keep confidential all financial contribution information.
- To enter all invoices submitted for payment, cut checks, submit to Directors for signature, and prepare for mailing.
- To balance checking account and investment accounts and submit reconciliation to Directors for signature.
- To submit to the church Directors and church director of operations a listing of all checks written during the month. To prepare monthly reports for the trustee board and individual ministry teams.
- To process payroll on a weekly / biweekly basis.
- To prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W2s at yearend.
- Prepare a yearly budget draft for review and adoption by the trustee board.
- To back up the computer system.
- To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- To prepare year end financial reports for annual meeting.
- To perform other necessary and related work as may be assigned.

HOSPITALITY DIRECTOR

Specific List of Responsibilities

- Will maintain a goal orientated plan of action to oversee the 6 tiers of hospitality.
- It will be the main function of the hospitality director to ensure that each tier is functioning and will be at their post during the times they are to be there.
- Will work in corroboration with the office manager to ensure materials are in place for the respective tiers of that ministry.

HOSPITALITY MINISTRY

There are six main areas of service that comprise the Hospitality Ministry at Highway Tabernacle of Prayer .

1. PARKING VALETS

Purpose

- To see that all visitors/regulars are directed to an appropriate parking area.

Responsibilities

- Be at your post no later than 30 minutes prior to service times.
- Wear bright colored parking vests
- Direct with hand signals all cars to the designated areas, filling Lot #1 first.
- Fill Lot #2 only after Lot #1 is completely filled.

- Make sure that parking cones are removed from guest spots when finished.
- Pick up all metal directional signs and return to loading dock after service.

Skills

- Know where the separate parking areas are located and for whom they are intended.
- Be “weather-resistant.”
- Use walkie-talkies to communicate regarding the various parking areas.

2. GREETERS

Purposes

- To be the connecting point that blesses all people as they enter the building.
- To be especially sensitive to approach visitors in a courteous, friendly manner and to provide any help that is required.
- To provide information and direction as requested.
- Wear proper attire when on duty. This applies to both men and women. (1Timothy2:9)

Responsibilities

- Actively look to serve people in your area of responsibility. Be aware of “special need” situations.
- Direct couples with children to appropriate registration area.
- Inform first time visitors and if necessary take them personally to the proper location, i.e., kids zone, nursery, etc.
- On rainy days, be ready with an umbrella if necessary as people get out of cars near the entrances.
- After the service, seek out those you greeted and welcome them to come again. Be ready to answer any questions they may have had about their experience at Highway Tabernacle of Prayer.
- Connect guests to the pastoral staff whenever possible.
- “Floating” greeters must introduce themselves to people they don’t know, welcome them to the church and invite them to the fellowship area when applicable.

Skills

- Must know the layout of the building in order to give proper direction.
- Engage our guests in conversation – be genuine in your interest in them.
- Know how to make proper introductions with ease.
- Be a conduit to bring visitors and regulars together. You must be informed enough about the regulars in order to see points of connection and be able to “transfer” them.
- Must adopt a “Com’ on I’ll show you” attitude.
- Be able to remember names and faces - especially when greeting those who are “returning” visitors.
- Have good hygiene practices.

3. HIGHWAY TABERNACLE OF PRAYER CAFÉ WORKERS (CULINARY MINISTRY)

Purpose

- To prepare and manage all food service needs for the Pastor and Church.
- To help visitors “feel at home” as they come enjoy re-passes or catered events .

Responsibilities

- Wear proper Highway Tabernacle of Prayer attire when “on duty.”
- Put tablecloths on all tables in Hospitality area.

[Back to Table of Contents](#)

- Set up area properly.
- Take inventory of needs and purchase supplies accordingly.
- Make sure that there is sufficient coffee and “munchies” for each service.
- Be available to restart coffee **after** the service for an extended time of fellowship
- Clean up thoroughly and see that utensils are cleaned and properly stored in plastic bins
- Fellowship times will vary based on the need of the repass or fellowship

Skills

- Purchase needed supplies at bulk pricing.
 - Know how to operate coffee machines.
 - Be able to anticipate needed supplies during repass or fellowship times and make them available.
- Information Table Workers

Purpose

- To provide information both verbally and in written form as requested.
- To provide a place for people to sign up for upcoming activities.

Responsibilities

- Wear proper Highway Tabernacle of Prayer attire when on duty.
- Set up and take down information table.
- Put tablecloth and Highway Tabernacle of Prayer banner on the information table
- Provide and oversee sign up sheets with proper information for upcoming activities.
- Make sure that all Highway Tabernacle of Prayer literature is adequate and accessible, including Core Group brochures.
- Be able to direct people to proper locations throughout building.
- Make Office Manager aware when new informational material is needed (especially Highway Tabernacle of Prayer brochures, etc.).

Skills

- Be knowledgeable about church schedule and events.
- Be organized to keep sign-up sheets accurate and current.
- Be patient and able to explain directions, information, etc. clearly.

4. USHERS

Purpose

- Overall responsibility for orderliness of the sanctuary area during the service time.
- To assist people with needs as they arise during the service.

Responsibilities

- Wear proper Highway Tabernacle of Prayer attire when “on duty.”
- Be at assigned posts 30 minutes prior to services to greet people as they enter sanctuary.
- If need be, escort people to their seats if seating is hard to find or people are unsure of where to sit. Be sure you know beforehand where the empty seats are.
- Monitor the flow of people into the sanctuary as appropriate (especially once the service has begun).
- During prayer time allow orderly traffic in the sanctuary.
- During the serving of the sacraments no incoming traffic in the sanctuary. Hold everybody at the back of the sanctuary until the elements are served.
- Upon the start of the sermon, an usher will count everybody in the sanctuary, kids church, nursery etc...

[Back to Table of Contents](#)

- Assist in administering the offering.
- Make sure the sanctuary is clean and neat after the service has ended.

Skills

- Be alert to and anticipate special needs during the service.
- Dialogue with newcomers to see if they know someone already attending and Highway Tabernacle of Prayer and seat them accordingly if possible.
- Make yourself aware of the order of the service so you can anticipate when you may be needed to perform specific functions.
- Check your schedule and know your assigned times and tasks.
- Be alert and pay attention to strange behavior. Report any strange behavior immediately to Church Security.

5. SECURITY PERSONNEL

Purpose

- To aid in the general order and safety during activities at Highway Tabernacle of Prayer.

Responsibilities

- To wear proper Highway Tabernacle of Prayer attire when on duty, including security “badge.”
- To patrol halls prior to and every 30 minutes during the main service.
- To be especially cognizant of adults entering the children’s area.
- Have cell phone in case of emergency.

Skills

- To be able to exercise authority firmly but with grace and sensitivity.
- To be aware of potential safety hazard situations and know how to correct them.
- To be cognizant of the evacuation plan.

6. NURSES GUILD

The ministerial function of this group is to assist the Bishop when he is anointing worshippers during services. They monitor members to prevent injuries while expressing praise. They provide first-aid for minor injuries only. They also see to the personal needs of the Bishop and other guest ministers.

MEN’S / WOMEN’S MINISTRY DIRECTOR

The men’s and women’s directors are persons who embrace a vision for the holistic reality of men and women. These persons will through prayer and fasting lead the respective ministry into a place of oneness while serving the needs of the individual. It will be the primary perspective of the director to use practical congenialities to biblical principles.

Specific List of Responsibilities

1. Chair the men’s / women’s ministries committee.

- This responsibility is essential to the success of men’s / women’s ministries.
- Chair functions as a facilitator, encouraging the evolution of ideas and plans that produce efforts toward maximizing our church’s vision.
- Assemble the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.

2. Establish a committee.

- The men's / women's ministries leader works with the church body at large to establish a committee of individuals (approved by the church administration) interested in men's / women's needs and concerns.
- The committee's purpose is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to men's / women's specific and varied needs.

3. Conduct needs assessments.

- The men's / women's ministries leader works closely with the men's / women's ministries committee in periodically surveying and identifying the needs of the men / women within the church and community, including spiritual growth needs and training in the promotion of outreach.
- Identify the demographics of the male / female population such as age, ethnicity, educational level, marital status, etc., and identify topics specific to their needs.

4. Develop programs.

- The men's / women's ministries leader works with the men's / women's ministries committee and the pastor to develop and implement programs and seminars and networks with existing support groups or makes appropriate referrals.
- Special needs include support groups for abused men / women, senior citizens, single-parents, teens, substance abuse, empty-nest syndrome, and child abuse, seminars on stress management, grief recovery, parenting skills, self-improvement, spiritual care, etc.

5. Advocate of men's / women's needs, concerns and contributions.

- The men's / women's ministries leader must keep the church membership informed of men's / women's ministries and their contributions to church life, through written and verbal reports, including newsletters and time during the personal ministries time or announcement period.
- This responsibility includes being liaison between men / women and the church administration or church ministries council and assisting decision-making bodies to keep in view the needs of men / women and to recognize men's / women's ministries as a vital part of church growth and church dynamics.

6. Interacts with the conference men's / women's ministries department.

- This includes filing regular statistical reports and calendar items and participation in conference men's / women's ministries training events.

THE MUSIC MINISTRY

This ministry unites people of diverse backgrounds through the ministry of music. This group of individuals is responsible for ushering the congregation into a higher level of praise and worship through their various vocal and musical abilities. They also assist in the financial obligations of the church by participating in various fundraising events. This group requires much time and devotion. Persons who are mature and serious about music are encouraged to unite with this ministry.

The Minister of Music is responsible to give oversight to the Music and Arts Ministry of church. This includes serving as a lead worshiper, encouraging and equipping others to serve in music and worship, and planning and coordinating ministry that involves worship through music. The Minister of Music works directly under the Church Director of operations and Senior Pastor, and receives an annual performance evaluation.

Specific List of Responsibilities

- Lead the worship ministry out of a servant's heart that is Spirit-led, prayer-driven, Scripture-saturated, with a God-centered focus.
- Recruit, train and equip people for Worship Teams, Choir, band, soloists, ensembles, and other Music and Arts Ministry needs.
- Lead worship and give leadership to Worship Teams, Choir and others who will be leading worship. Equip and model for them how to lead people to worship the Father in spirit and truth.
- Direct the planning, coordination, operation, and evaluation of a comprehensive Music and Arts Ministry.
- Keep Music and Arts Ministry policy and procedures updated.
- Coordinate the church Worship and Music Ministry rehearsals and presentations with the calendar and emphases of the church; keep in close communication with the Administrative Office and the Technical Ministries Team
- Facilitate the development of choral music ministry involving all age groups. Be a resource person for various groups (e.g., Children's Church, Youth groups) that include worship and music in their ministries.
- Work with the Worship Teams, Technical Ministries Team, and choirs in determining worship ministry goals, organization, leadership, facilities, finances and administrative process.
- Coordinate and direct the use of other arts in various settings as appropriate, such as drama, and video arts.
- Assist the Pastors in planning the Music for the services of the church and be responsible for the selections of the music.
- Be aware of weddings and funerals to be held in the church, be available for counsel and arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Work in cooperation with the appropriate persons in selecting, enlisting, training, and discipling song leaders, accompanists, and other musicians who serve in church program organizations.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.
- Supervise maintenance of and additions to music library and equipment; provide music materials, supplies, instruments, and other music equipment for use in the church's program.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate. Work for a worship and music blend that draws upon the best of old and new, various styles and expressions, encourages quality and excellence yet majoring on a high view of God, biblical content, and heart response.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- In consultation with the Worship Teams, Technical Ministries Team, and choir, prepares an annual budget to be recommended to the Finance Committee.

MUSICAL DIRECTOR

The Musical Director is responsible for maintaining the band or orchestra of the Ministry. They will serve as the liaison between the M.O.M.. They will serve in a capacity that supports the work, plan and office of the M.O.M.

The Musical Director works directly under the Minister / Pastor of Music, and receives an annual performance evaluation.

Specific List of Responsibilities

- Responsible for all of the band elements of the services or performances of music.
- Sometimes serves as vocal coach and/or conductor.
- Selects musicians for particular musical task
- Rehearses the band and conducts the band during services and performances.
- Maintains a strong sense of order among fellow musicians.
- Is able to predict the flow of the service and lead the band in the proper direction.
- Coordinates with the director and M.O.M.

PRAISE AND WORSHIP LEADER/S

It is the primary function of the worship leader to gather the people of God before and during the worship services. The worship leader will through strong Godly character provoke the people of God into Worship, Praise and Celebration. They will be a worshiper and possess the spirit of a worshiper and praiser.

Specific List of Responsibilities

- The Worship Leader will become familiar with the music library and in consultation with the M.O.M. select music to be ministered on Sundays, Holidays, and Special Events at which times the Praise Team is to minister.
- Will notify the M.O.M. of the selections at least a week prior to Next Month for the month.
- The Worship Leader will conduct weekly practice rehearsals at the church.
- Unless otherwise approved by the M.O.M. rehearsals should be approximately 75 minutes in length and held on Thursday nights at 6:30pm and Saturdays at 10:00am or directly after mass choir rehearsals.
- the Worship Leader will Lead the Praise Team: during the 8:30am and 10:30am Sunday Services 7:00pm on Wednesdays and for all special services.
- The worship leader is responsible for gathering and meeting with the praise team no less than 15 minutes prior to services for prayer and last minute directives.

ASSOCIATE MUSICIANS

It is the function of every associate musician to have a noticeable gift or formal training in the area of their instrument. It is the responsibility of every associate musician to work with the M.O.M. and Musical Director to accomplish a polished sound that glorifies God in the worship service. The Associate Musician works directly under the M.O.M. and Musical Director, and receives an annual performance evaluation.

Specific List of Responsibilities

- Work in corroboration with the minister of music and per his directives.
- Be able to assist in teaching songs in various parts.
- Be able to flow with the direction of the service.

[Back to Table of Contents](#)

- Always be ready at any point of the service to provide a continuous flow of music whether sacred, hymnal, worship, high praise.
- Be able to support any preacher of the house especially the Pastors.
- Must know the songs in the library.
- Must be able to play the songs in the library.
- Must have knowledge of instruments in their field.
- Must learn the songs from rehearsals.
- Must attend rehearsals and play during rehearsals.

CHOIR DIRECTORS

Are very important to the music ministry because they are the liaisons between the musicians, leaders and choir. They help they choir understand where they are going at all times. They keep the pace of the song and control the flow of the songs. They are sensitive to pitch and tempo and are able to relate that to their respective aggregation in a way they can understand.

Specific List of Responsibilities

- Direct the choir with appropriate signals for changes and song transitions.
- Rehearse in corroboration with M.O.M. and Musical Director.
- Know the vocal parts of songs and be able to teach then in the absence of M.O.M. or Musical Director.
- Know all changes for songs.
- Assist the M.O.M. in selecting songs for services and special services

Secretary of the Music Ministry

The Secretary will have charge of all records, documents and papers, make reports, and perform the duties associated with that office and required by Highway Tabernacle of Prayer . The Secretary will be responsible for the minutes of all Staff Meetings. The secretary will be the voice for the M.O.M. This person will maintain lines of communication between all Team Directors within the Music and Arts Ministry. They will need to be available to complete correspondence and coordinate accurate records of membership from Team Directors.

Specific List of Responsibilities

- To collaborate with the Minister of Music to keep track of outside singing engagements and keep choir informed as appropriate.
- Takes meeting minutes at choir meetings and elections.
- Ensures that new choir members are given a copy of this document.
- Coordinates the purchasing of new uniforms.
- Responsible for keeping choir members updated by maintaining the reminder board.
- Responsible for welcoming new members to the Music and Arts Ministry.
- Responsible for setting up interviews with all new and prospective staff members salaried or volunteer with M.O.M.

Treasurer of the music ministry

The Treasurer will be responsible for recording the finances of the Music and Arts Ministry, and conduct its financial business. The Treasurer of the Music Ministry works directly under the Church Director of operations and Senior Pastor, and receives an annual performance evaluation.

Specific List of Responsibilities

- The Treasurer will report the financial transactions during staff meetings as reports are necessary, and will prepare a quarterly report of the status of all funds belonging to, or managed by the Music and Arts Ministry.
- The Treasurer will ensure that the financial responsibilities are carried out according to the Standards and practices of Highway Tabernacle of Prayer .

DANCE TEAM

DANCE TEAM CHOREOGRAPHER

Coordinate all dance routines and choreographed staged movements to musical soundtracks. Suggest principal dancers from participants of the auditions and a dance corps to perform selected dance routines.

Specific List of Responsibilities

- Create, teach and oversee the choreography of the Ministry Dancers.
- Coordinates with the M.O.M.
- Coordinate dance rehearsals with praise and worship schedule.

DANCERS

Christian dancers are responsible for bringing a congregation together in worship. A Christian dancer is dancing for an audience of one. In other words, a Christian dancer is dancing for God and praising Him through movement.

Specific List of Responsibilities

- Work in corroboration with the choreographer and follow the directives given by the Choreographer to accomplish the movements for the dances

DRAMA TEAM

DRAMA DIRECTOR

To develop, coordinate and administer an effective drama ministry of the church, and providing leadership to and supervision of staff members and volunteers involved in this ministry.

Specific List of Responsibilities

- Recruit and work with drama team members for participation in the drama and-arts ministry.
- Write and direct brief skits for presentations.

[Back to Table of Contents](#)

- Plan and implement drama programs for the congregation, such as:
 - Christmas;
 - Easter;
 - Plays;
 - During Conferences.
- Coordinate costuming, props and staging for drama programs.
- Recruit and rehearse people participating in the drama ministry.
- Expose the congregation to a broad cross section of theater, music and arts.
- Plan and coordinate shows, to display the work of team members.

ACTORS

Specific List of Responsibilities

- Research and script analysis to assist in creating a believable, three-dimensional character in keeping with the playwright's intentions and the director's vision for the play or skit.
- Attends all rehearsals, fittings and performances, maintaining a responsible work ethic and attitude.
- It is the actor's responsibility to be aware of the process and above all to promote the ensemble of the production.
- Reports to the drama director.

MEDIA TEAM

MEDIA DIRECTOR

Maintain and operate the sound systems for the standards of Highway Tabernacle of Prayer , Inc. Assist in developing good organization of equipment. Develop training to enhance the abilities of the volunteers involved in the sound system related tasks. Aids in planning for system upgrade and enhancements. Able to provide intelligent input when planning events that occur in the Worship Center. Assist in some sound system duties throughout the facility. Demonstrate an attitude of helpfulness to the volunteers and congregation. Encourage the volunteers in their work. Help maintain proper supplies. Will be responsible for audio/video/lighting for the worship services, a/v support for all classrooms, video production, audio duplication/sales, graphic design, etc.

Specific List of Responsibilities

- Creates a sound design in keeping with the Ministry concept and available budget.
- Designs and coordinates all live and recorded sound effects.
- Works with the soundboard operator to provide a production tape.
- Attends all production meetings.
- Coordinates with the director and technical director.
- Recruit and train volunteers
- Plan, prepare, and manage annual budget for media
- Maintain inventory of all media related equipment
- Install, repair and maintain media equipment
- Manage scheduling of volunteers and media resources for all church events

[Back to Table of Contents](#)

SOUND BOARD OPERATOR

Specific List of Responsibilities

- Learning, operating, maintaining, and securing all audio equipment.
- Conducts pre-service sound checks.
- Assists in audio production.
- Cleans the booth on a daily basis.
- Reports to the sound technician, and M.O.M..

AUDIO CREW

Specific List of Responsibilities

- Installs equipment necessary to execute the sound design.
- Adjust Sound equipment during services in a professional manner
- Assist in audio production and or reproduction.
- Reports to the sound board operator and the Media Director.

SPECIAL EVENTS TEAM

SPECIAL EVENTS COORDINATOR

Specific List of Responsibilities

- Plans, organizes, coordinates, promotes, and facilitates special events including musical concerts, workshops and plays.
- Schedules and maintains communication with artist, choirs, and special guest.
- Coordinates and monitors event timelines; reviews and analyzes evaluations.
- Assists in preparing a variety of publications, materials, and programs for events.
- Attends production meetings and gives progress reports.
- Acts as prime source for promotion of activities and special events.
- Initiates, coordinates and/or participates in all efforts to publicize promotion of special activities, services, and events as it relates to the Music and Arts Ministry.
- Reports to M.O.M.

STAGE MANAGER

Specific List of Responsibilities

- Assist the M.O.M. with rehearsals and production meetings.
- Facilitates communications between the M.O.M, Directors, designers, cast, crew, or Guest Artist. Maintains blocking and direction of the show during the run as well as calling the cues for the cast, crew and artist.
- The stage manager is ultimately in charge during the run of a performance.
- Attends all production meetings. Reports to M.O.M. and respective Directors.

ASSISTANT STAGE MANAGER

Specific List of Responsibilities

- assisting with the stage manager's duties.

[Back to Table of Contents](#)

- Conducts rehearsals in the absence of the S.M. Assists in the coordination of the scene shifts, props placement and other backstage elements.
-
- While the stage manager calls the show from the control room, the assistant stage manager is positioned backstage.
- Attends all production meetings. Reports to the Stage Manager.

HTOP CREATIVE DESIGN TEAM

Specific List of Responsibilities

- Oversee Interior Decor/Aesthetics
- Manage Welcome Center Supplies/First Time Guest info
- Oversee the Outside Door team, Guest Services team and the Welcome Center team).
- Oversee Leadership Development/Recruitment/Training for First Impression Servants.
- Coordinate Event Registration/Promotions etc in Crossing

Requirements: personal attributes essential for performance in this position.

- Highly Organized
- Eye for Design
- People Person
- Self-directed
- Demonstrated experience with interior design.
- Helps
- Craftsmanship

THE PROTOCOL

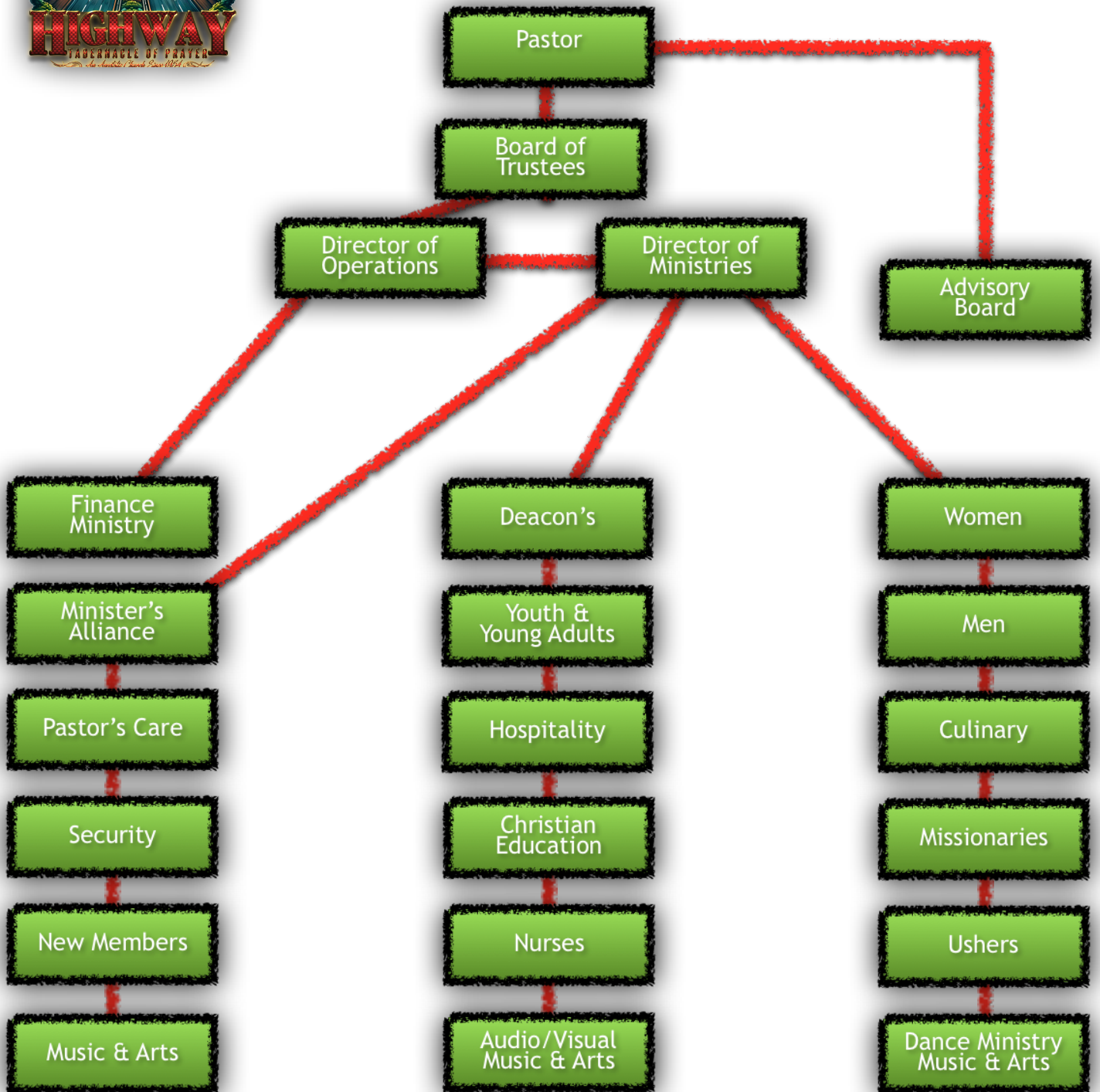
The preceding chart shows the order not in respect to person or title but in responsibility. In ministry we don't have respect of persons however it is asked that you respect the responsibilities and the offices that are represented.

From this chart we are able to see how to deal with conflicts that may arise. It is and will not be encouraged to supersede the team director to discuss an issue with the Senior Pastor and you have not made an attempt or have spoken with the team director you are working directly with or under to deal with conflicts.

Any situation that is of an emergency certainly should be brought to the attention of the Senior Pastor. In short the Senior Pastor should not be questioned or unnecessarily involved with the day to day operations of Highway Tabernacle of Prayer .

[Back to Table of Contents](#)

HIGHWAY TABERNACLE OF PRAYER ORGANIZATIONAL CHART & MINISTRY SYSTEM



GENERAL PROCEDURES

Attendance

All Ministry Staff Persons, Volunteers and laity.

- All Highway Tabernacle of Prayer Staff members, and volunteers are required to attend all services of Highway Tabernacle of Prayer.
- All Highway Tabernacle of Prayer Staff members, and volunteers are required to attend all scheduled and impromptu meetings / rehearsals.
- Unexcused absences prior to the time of ministering will or may result in the individual not performing. (at the discretion of the team leader)
- Unexcused absences for more than 3 weeks will result in suspension until a meeting with the Director of Operations and Team Leader.
- Any member who does not attend services or financially support this church for 30 consecutive days will no longer be recognized as a member and will have to be reinstated per the discretion of the Pastor and Director of Ministries.
- ALL STAFF AND VOLUNTEERS ARE REQUIRED TO BE AT THE CHURCH OR PLACE OF GATHERING NO LESS THAN 15 MINUTES PRIOR TO THE SCHEDULED START OF THE SERVICE OR PERFORMANCE unless directed otherwise.

DRESS CODE

- Big gaudy jewelry is encouraged to be refrained from while ministering.
- We are not under the bondage of old so please appreciate that when selecting your attire.
- When a uniform is mandated for special services or performances, please govern yourself to that mandate.
- Personal hygiene is a standard that is expected to be upheld at all times. While we express the importance of looking neat, always be clean and fresh and not offensive in any way.

CODE OF ETHICS

- Support the integrity and reputation of the Body Of Christ.
- Live a lifestyle that has been exemplified through the word of God and that of revelation by the Senior Pastor. (Romans 1:20 – 32)
- In the course of carrying out the Highway Tabernacle of Prayer mission, treat all individuals with the utmost dignity, respect, fairness, courtesy and good faith in light of their humanity and rights as persons.
- Use the resources of the Highway Tabernacle of Prayer only for the purposes for which they are intended.
- Be aware of any potential influence of position on others and not exploit the trust and confidence of any person owing to this advantage.
- Not engage in or condone any form of harassment or discrimination nor engage in or condone any form of retaliation for an individual's complaint, participation in an investigation, or other conduct encouraged or permitted under the Code of Ethics.
- Report to the Church Director of Operations as soon as possible any conduct or contemplated conduct on the part of any Ministry staff member hired or volunteer assigned to perform work or services for Highway Tabernacle of Prayer that appears to suggest impairment, neglect of professional obligations or unethical conduct, understanding that all communications and information provided under this policy will be treated with strict confidentiality and no retaliation will result from following this policy.
- Maintain respect for the Highway Tabernacle of Prayer policies, procedures and decisions and resign if maintaining respect for such policies, procedures and decisions cannot be upheld.

- Abide by the Offensive Behavior Policy set forth below in Part E. of the Code of Standards, which is hereby incorporated into the Code of Ethics.
- Live a life that is DRUG FREE we do not condone or support the use of any drugs or substances that are addictive in nature or content.
- Drug use on the premises will result in the proper authorities being notified.
- It is strongly urged that you not initiate in physical contact with any member of the Highway Tabernacle of Prayer or members of Highway Tabernacle of Prayer.
- While serving as a Highway Tabernacle of Prayer member, you are exhorted to refrain from inappropriate behaviors including, but not limited to, the following:
 - Use of profanity;
 - Use of drugs or alcohol;
 - Carrying weapons;
 - Intentionally living a immoral life against the principles of the Word of God (The Bible);
 - Discussion of inappropriate topics;
 - Making ‘sexual or emotional advances’ to a member;
 - Selling merchandise or actively promoting his or her business not approved in advance by the director of operations;
 - Proselytizing (persuading to a way of thinking or acting);
 - Giving gifts of property or money with the intention of some particular or in particular favor.

OFFENSIVE BEHAVIOR POLICY

Purpose.

It is the policy of Highway Tabernacle of Prayer that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability and age), including sexual harassment, is prohibited. Conduct or behavior that one person considers innocent or harmless may be regarded as offensive and unwelcome by someone else. A violation of this policy can occur intentionally or unintentionally. Such harassment violates the law, creates an offensive worship environment, decreases productivity and adversely affects positive working relationships. **While we do not endorse or condone many of the worlds views or standards concerning a person’s lifestyle or sexuality, we are to be people of love. We Believe and are willing to practice the word that has been given by God to us. Therefore it is not productive to harass persons of their struggles or vices. We do not condone harassment in any manner. Teaching, Instruction and/or advice (based on scriptural theology) of such, on the fore-stated subject is not and can not be considered harassment.**

Policy.

No staff member, officer, employee or volunteer may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, or that of the person's relatives, friends or associates.

Other disrespectful and inappropriate behavior.

Inappropriate or disrespectful conduct and behavior that creates a hostile environment may not constitute unlawful harassment but is nevertheless inappropriate in a Christ like environment. [Back to Table of Contents](#)

Examples of such inappropriate behavior include but are not limited to:

- lewd or abusive language;
- yelling at another person;
- threatening or the use of intimidation;
- written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on the employer's property.

One form of prohibited harassment is sexual harassment.

Sexual harassment is defined as:

Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature. Retaliating against a person for complaining about such conduct.

The following are examples of sexual harassment. Please note that these are not the only examples.

- Unwelcome sexual flirtations, propositions, and invitations to social events;
- Offensive physical conduct or physical closeness;
- Inappropriate use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
- Displaying sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- Sabotaging a member, staff or volunteer's character, reputation, work ethics, or property because of sex;
- Direct or indirect suggestions that a Highway Tabernacle of Prayer staff's assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relation.

SOCIAL MEDIA POLICY

Guidelines for functioning in today's electronic world are the same as the values, ethics and confidentiality policies employees are expected to live every day, whether you're FaceBooking, Tweeting, talking with fellow members or speaking over phone conversations. Remember, your responsibility to Highway Tabernacle of Prayer doesn't cease when you are not at church. In light of that, this policy applies to both ministry sponsored social media and personal use as it relates to Highway Tabernacle of Prayer.

- **Disclose your Affiliation:** If you talk about ministry/church related matters that are within your area of ministry responsibility you are asked to disclose your affiliation with Highway Tabernacle of Prayer.
- **State That It's YOUR Opinion:** When commenting on the ministry/church. Unless authorized to speak on behalf of Highway Tabernacle of Prayer, you must state that the views expressed are your own. Staff, Volunteers, Members and Officials should not cast opinions that will cast a negative light (directly or indirectly) on the church, ministries or leadership of Highway Tabernacle of Prayer
- **Represent Yourself:** Be careful that you represent yourself as a child of God. Make sure that you think about how what your posting can affect the image others may get of you. Do not post pictures of inexplicit sexual nature or innuendos, drinking, smoking, drugs or ungodly living. Represent yourself as a light in a world of darkness. Highway Tabernacle of Prayer takes no responsibility for careless living and it can affect your participation in church events.
- **Be Responsible, Ethical and Morally Sound:** When participating in online communities, do not misrepresent yourself. If you are not a prophet, don't say you are.

- **Don't Ignite A flame war.** Be careful discussing things where emotions run high (e.g. politics and religion) and show respect for others' opinions."

COMPLIANCE.

Reporting Procedure. Victims of alleged offensive behavior and third persons with knowledge or belief of conduct constituting offensive behavior are encouraged to report it to the Director of Operations. In the event that such is the alleged harasser, or the individual is uncomfortable reporting to the Director of Operations for some other reason, the incident or concern should be reported to the Senior Pastor.

Investigation. All complaints of offensive behavior will be investigated promptly and appropriately. Action will be taken based on the facts in each individual situation. Complaints and investigations of complaints will be treated with as much discretion as feasible under the circumstances. Information about the investigation and decisions based on it will be provided to the parties involved to the extent deemed appropriate by The Senior Pastor. ALL CRIMINAL INCIDENTS WILL BE REPORTED TO THE PROPER AUTHORITIES.

Retaliation Prohibited. Anyone who makes a complaint or cooperates in the investigative process shall not be subject to any form of retaliation. It is a separate violation of this policy to retaliate against a person who files a complaint or cooperates in an investigation of harassment. This section does not prohibit appropriate discipline directed toward a witness in an investigation who is deemed to have behaved in an inappropriate way.

Penalties for Prohibited Harassment. A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

Requirements for Prospective Members, Staff and Volunteers

FOR MEMBERS

- Any Person desiring to be a part of this church can do so by responding to the invitation to discipleship and coming making it known publicly.
- After accepting the invitation to membership it will be at the discretion of the Senior Pastor to refuse or deny membership.
- All new members must attend new members training/s. This training will give the new member an understanding of Highway Tabernacle of Prayer.

The obligations of church membership is outlined in the covenant are all scriptural, as maybe seen from the following study:

- I. Salvation and Baptism (John 1:11-12; Acts 1:8; John 3:1-17; Acts 2:38)
 1. No one is able to be a part of this body who does not know, worship and confess the Lord Jesus Christ as Savior and Lord.
- II. Duties to the Church
 1. To walk together in Christian love (John 13:34-35)
 2. To strive for advancement of the church and promote its prosperity and spirituality (Phil. 1:27; II Tim. 2:15; II Cor. 7:1, II Peter 3:11)

3. To sustain its worship, ordinances, discipline and doctrine (Heb. 10:25; Matt. 28:19; I Cor. 11:23-26; Jude 3)
5. To give pre-eminence in my life (Matt. 6:33)
6. To contribute cheerfully and regularly (I Cor. 16:2; II Cor. 8:6-7)

III. Duties in Personal Christian Living

1. To maintain family and private devotions (I Thess. 5:17-18); , Acts 17:11)
2. To religiously educate the children (II Tim. 3:15; Deut. 6:4-7)
3. To seek the salvation of the lost (Acts 1:8; Matt. 4:19; Psalms 126:5-6; Prov. 4:11:30)
5. To walk circumspectly in the world, and to be just in our dealings: faithful in our engagement and exemplary in our department
6. (Eph. 5:15; Phil. 2:5-15; I Peter 2:11-12)
7. To avoid gossip. and excessive anger (Eph. 4:31; I Peter 2:21; Col. 3:8; James 3:1-2)
8. To abstain from sale or use of liquors, drugs or cigarettes (Eph. 5:18; Hab. 2:15)
9. To be zealous in our efforts for Christ (Titus 2:14)

IV. Duties to Fellow Members

1. To watch over one another in love (I Peter 1 :22)
2. To pray for one another (James 5:16)
3. To aid in sickness and distress (Gal. 6:12; James 2:14-17)
4. to cultivate sympathy and courtesy (I Peter 3:8)
5. To be slow to take offense, always ready for reconciliation (Eph. 4:30-32)

The above guidelines will produce an active church member in covenant agreement with the Lord.

FOR STAFF/LEADERSHIP

- MUST be Born Again
- MUST be Spirit Filled
- Tithe Regularly
- Know you are called to that area of ministry, and know what you are called to do.
- Have completed Highway Tabernacle of Prayer membership course.
- Ministry application filled out completely.
- Read and sign statement of agreement.
- Read and sign confidentiality agreement.
- Fill out information sheet.
- Attend consecration prayer before services.
- Attend intercessory prayer on a regular basis.
- Possess a level of skill or talent and be willing to devote time for improvement.

FOR VOLUNTEERS

- Should be Born Again
- Should be Spirit Filled
- Believe you are called to that area of ministry, and know what you are called to do.
- Have completed or be in the process of completing Highway Tabernacle of Prayer membership course.
- Membership is preferred but not always necessary for volunteers.
- Ministry application filled out completely.

- Read and sign statement of agreement.
- Read and sign confidentiality agreement.
- Fill out information sheet.
- Attend consecration prayer before services.
- Attend intercessory prayer on a regular basis.
- Have some level of skill or talent and be willing to devote time for improvement.

ALL STAFF AND VOLUNTEER POSITIONS REQUIRE ACCURATE IDENTIFICATION AND BACKGROUND CHECKS

MINISTRY PROJECT PROPOSAL

A ministry project proposal is the form that facilitates a professional relationship between the ministry and church administration. A ministry project proposal is the initial framework for establishing the concept of the ministry project and includes what you want to accomplish, an explanation of objectives, and plans for achieving them. A ministry project proposal should include a list of activities or tasks that will be associated with the ministry project. Every ministry project should illustrate the significance of this specific ministry project idea, and explain the origins of this ministry project.

A ministry project proposal is also the marketing document that starts off a relationship between HTOP and outside entities and vendors. Creating a ministry project proposal allows the ministry to establish a formal, logical presentation to the church administration, onto a outside entity, vendor or ministry project donor. Proposals should be drafted during the early phases of your ministry project (before detailed plans are made and resources are allocated). Therefore, it is expected that, time and budget estimates are often rough, at best.

- All Ministry Leaders can access a ministry project proposal from the administrative office or website.
- No ministry can have a project without having a ministry project proposal on file that has been approved.

| Highway Tabernacle of Prayer Facility Request List of Fees and Honorariums | | |
|---|----------------------|--------------------------|
| Type of Request | <u>Member</u> | <u>Non-Member</u> |
| Weddings | | |
| Sanctuary | Free | \$500 |
| Pastor / Minister | Honorarium | \$300 |
| Facilities Manager | \$75 | \$125 |
| Organist | \$125 | \$200 |
| Soloist | \$125 | \$175 |
| Fellowship Hall | Free | \$500 |
| Sound Technichian | \$75 | \$125 |
| Funerals | | |

**Highway Tabernacle of Prayer Facility Request
List of Fees and Honorariums**

| | | |
|--------------------------|--------------|--------------|
| Sanctuary | Free | \$500 |
| Pastor / Minister | Free | \$300 |
| Facilities Manager | \$75 | \$125 |
| Organist | \$125 | \$200 |
| Soloist | \$125 | \$175 |
| Fellowship Hall | Free | \$500 |
| Sound Technician | \$75 | \$125 |
| Baby Christenings | | |
| Pastor / Minister | Free | \$250 |
| Certificates | Free | \$10 |

- Other services and activities will be priced according to nature of activity.
- Flowers will be sent to all Highway Tabernacle of Prayer members and close relatives. (Parents, stepparents, brother, sister, husband, wife, grandparents or legal guardians.) The church will donate food for deaths of members only.
- Sympathy and get-well cards will be sent by the Benevolent Committee. Individual members are also asked to be an encouragement and blessing to the family.