

*Royal Haven
Baptist Church*



PASSIONATE PEOPLE FOR GOD

ROYAL HAVEN BAPTIST CHURCH
POLICIES & PROCEDURES

.

Revised May 9, 2016

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MISSION STATEMENT

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TO BECOME PASSIONATE PEOPLE FOR GOD BY...

- SEEKING FIRST HIS KINGDOM...MATTHEW 6:33
- LEADING GENERATION, NATIONS, AND EVERY UNREACHED PEOPLE GROUP TO BECOME FULLY DEVOTED FOLLOWERS OF JESUS CHRIST...ACTS 1:8
- RENEWING, RESTORING, REBUILDING, REPAIRING, BROKEN LIVES TO LIVE FREE AND UNRESTRAINED LIVES FULL OF GRACE AND MERCY...ISAIAH 58:12

CORE VALUES

CORE VALUES

I. **PASSIONATE** – PEOPLE ARE DETERMINED

- A. People have a mission in mind
- B. People are driven

II. **AUTHENTIC** – PEOPLE ARE TRANSPARENT

- A. People are honest with God
- B. People give permission to God to do something miraculous in their life

III. **RELATIONAL** – SEVEN REALITIES OF RELATIONAL LIVING

- A. We are not perfect
- B. Be willing to repair the breach
- C. Be willing to love...unconditionally
- D. Be willing to bless...not curse
- E. Be willing to stand in the gap
- F. Determine to make a difference

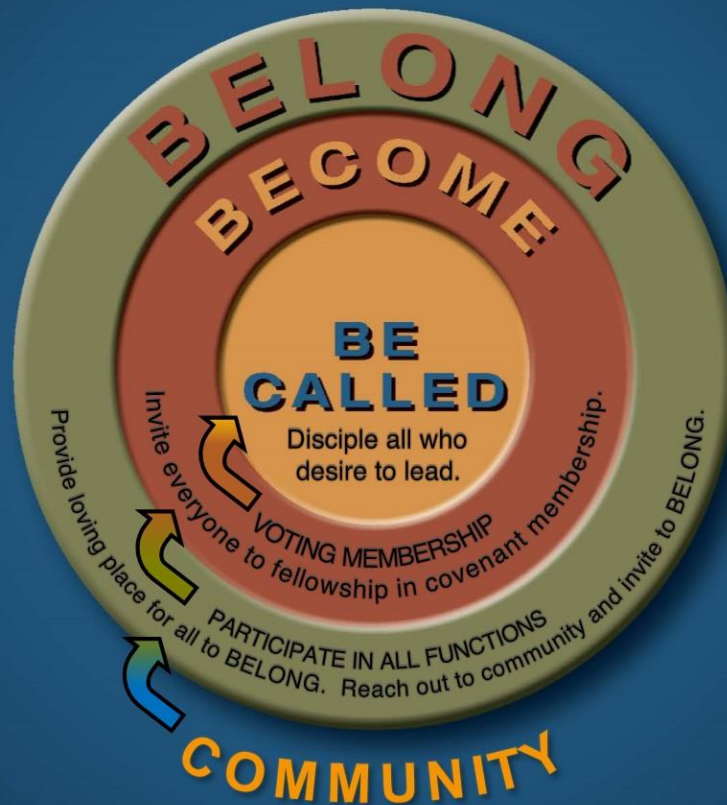
IV. **MISSIONAL** – BEING MISSIONAL REQUIRES PREVAILING PRAYER

- A. Being missional demands disparate dependence on God
- B. Being missional requires thinking outside the box

ASSIMILATING NEW MEMBERS

Royal Haven Baptist Church

ASSIMILATING NEW MEMBERS



PASSIONATE PEOPLE FOR GOD

**ASSIMILATING NEW MEMBERS
CHURCH BODY COMPOSITION**

CHURCH BODY COMPOSITION

I. COMMUNITY – ASSIMILATION OF NEW MEMBERS

- A. Ministries are established to reach out to the community – the nation, the generations, the unreached people groups
 - 1. i58
 - 2. School campus involvement
 - a) Brookhaven – BSM
 - b) Bush Elementary – KBC
 - c) *Vision*: Cabell
 - d) *Vision*: Gooch
 - 3. Apartment Life Ministry
 - a) Carrollton Square
 - b) *Vision*: Vitruvian/Fiore
 - c) *Vision*: Mustang Square
 - 4. *VISION*: H.O.P.E (Helping Other People Excel)
 - a) Literacy classes
 - b) Citizenship classes
 - c) Parenting
 - d) Financial well being

II. BELONG (CONGREGATION) – PROVIDE A LOVING, CARING ENVIRONMENT FOR EVERYONE TO BELONG.

- A. Worship Services
- B. Bible Study Members
 - 1. Discover Classes
 - 2. H.O.P.E. Classes
- C. Assisting leaders of ministries in serving
 - 1. Fellowship Dinners
 - 2. Sewing Seeds
 - 3. VBS
 - 4. RHOAD (Youth)
 - 5. i58
 - 6. Property Management
 - 7. Kids Beach Club

III. BECOME (VOTING MEMBERSHIP) COVENANT MEMBERSHIP

- A. Agreement to work in covenant belief
 - 1. Doctrine – Declaration of Faith

2. Policy – Acceptance of Church Policy
3. Stewardship – Support the church financially
- B. Requires completion of Discover Class (Signed Covenant Agreement)
- C. Serve the church
 1. Bible study teachers
 2. Ministry leaders
 3. Campus ministry leaders
 4. Property team servants
 5. i58 leaders
 6. Apartment Life ministers

IV. BE CALLED – CHURCH LEADERSHIP

- A. Pastoral Advisory Team
 1. Called – Staff Pastors (ordained) & Called – Lay Leaders
 2. Recommended to Covenant Membership for approval
 3. Affirmed by Covenant Membership to oversee the church
- B. Deacons
 1. Called and ordained men
 2. Recommended to Covenant Membership for approval
 3. Affirmed by Covenant Membership
- C. Leadership Team
 1. Called to serve as key ministry leaders
 2. Recommended to Deacons by Pastoral Advisory Team
 3. Elected and enabled by vote of Covenant Membership
 4. Recognized as leaders by the church

GENERAL BIBLICAL PRINCIPLES

GENERAL BIBLICAL PRINCIPLES

I. GOD'S KINGDOM WORK HAS ALWAYS BEEN ENTRUSTED TO FLAWED, BUT SOVEREIGNLY SELECTED LEADERS, WHO MUST WORK TOGETHER IN LOVING SUBMISSION AND COMMUNITY FOR THE SAKE OF THE MINISTRY.

- A. God communicates a "Vision", or "Future Shape", of a ministry to a leader or leaders through a "Key Leader", which in the case of the church is the Lead Pastor.
- B. God uses multiple leaders to administer the church's activities in order to magnify, affirm, refine, and challenge the vision that God has given to the Lead Pastor.
 - 1. God expects that once vision has been agreed upon, that the entire leadership team adopt the role of executing and fulfilling the vision with equal enthusiasm.
 - 2. God expects all leaders to appropriately share opportunities and information to those in the body that are gifted and willing to help lead and implement that vision as broadly and powerfully as possible.
- C. God expects the lines of communication within his church to be clearly understood and followed, which is why the membership adopts bylaws and procedures.
- D. God expects His people to handle overlapping roles with integrity and humility.

II. BIBLICAL CHURCH LEADERSHIP IS THE GODLY LEADERSHIP STRUCTURE OF THE CHURCH.

- A. God has systems and structure set for his church.
 - 1. His spirit moves in "Key Leaders" who take the message or vision to the congregation for embracing and implementation.
 - 2. It is vital to have God's structure in place to allow the Holy Spirit to direct and to guide.
- B. The church is the Body of Christ.
 - 1. 1 Corinthians chapter 12
 - a) There is one body.
 - b) There is one head...Jesus
 - c) There are many parts.
 - 2. For the church to be the body of Christ we must unify all gifts to form the body.

- C. For a church to be called God's church, its leadership must be aligned to God's leadership structure.
- D. A church can function with any type of governance it chooses to adopt.

III. FOR A CHURCH TO DO GOD'S WORK, GOD'S WAY, AND FOR HIS GLORY, IT MUST BE ORGANIZED HIS WAY.

- A. The organization of the church is well defined in several areas of scripture.
- B. The highest level of leadership is defined in Ephesians 4.
 - 1. These are God called levels, not man appointed.
 - 2. These are offices of leadership.
 - 3. When the apostle Paul was speaking to the church in Ephesus he was heavy into unity of the body of Christ.
 - a) "Be completely humble and gentle..."
 - b) "Be patient...bearing with one another...in love."
 - 4. There is one body, one spirit, one hope, one Lord, one faith, one baptism, one God and Father of us all.
 - 5. But to each one Grace has been given.
 - a) Verse 11 says the head of the church...Jesus...established structure. "He gave some to be...
 - (1) Apostles
 - (2) Prophets
 - (3) Evangelists
 - (4) Teachers
 - (5) Pastors

Why? To prepare God's people for works of service (diakonia) so that the body of Christ may be built up, until we all reach unity in the faith and in the knowledge of the Son of God, and become mature attaining to the whole measure of the fullness of Christ.

- b) Ephesians 4:14-16
“Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”

- 6. What responsibility does this leadership have?
 - a) Apostle: govern; establish government; establish the foundation to build on.
 - b) Prophet: guide, direct, point the way; establishes vision to build on the foundation.
 - c) Evangelist: gathers; grows the kingdom.
 - d) Teacher: grounds the believer; establishes the people in the Word of God.
 - e) Pastor: guides; directs others to care for the flock; nurtures the flock.

C. A church needs the five-fold ministry offices to be filled to qualify as God’s church.

- 1. The Holy Spirit moves freely in a church when the congregation recognizes these gifts, honors these gifts, and respects these gifts.
 - a) A congregation without an apostle is self-willed.
 - b) A congregation without a prophet is blind.
 - c) A congregation without an evangelist is ingrown.
 - d) A congregation without a teacher is numb to the truth.
 - e) A congregation with only one pastor is spoiled.
- 2. The church is then ready for the equipping of the saints.
- 3. These offices can be filled by paid or unpaid individuals.
 - a) The primary prerequisite is a call of God in the person’s life.

SPECIFIC BIBLICAL PRINCIPLES

SPECIFIC BIBLICAL PRINCIPALS

- I. CHURCH LEADERS HAVE A THREE-FOLD RESPONSIBILITY TO THE BODY
 - A. **MANAGING** – judicial & administrative (Acts 20:28; I Tim. 5:17)
 1. Administrate (to MANAGE the church as a steward of God; Titus 1:7; 1 Peter 5:2-3)
 2. Officiate (to lead the church; to preside over the church; James 5:14)
 3. Representative (to represent the church when necessary; Acts 20:17-31)
 - B. **TEACHING** – feeding
 1. Doctrine (Titus 1:9, I Tim. 5:17)
 2. Lifestyle (1 Peter 5:3; Heb. 13:7)
 - C. **PASTORING** (I Pet. 5:2-3; Ezek. 34:1-4; Jas. 5:14-15; Acts 20:28)
- II. CHURCH LEADERS MUST MEET CERTAIN QUALIFICATIONS
 - A. **ORTHODOXY** – of confession, character, and conduct
 - B. **WISDOM** – from experience in life and understanding of Scripture.
 - C. **RESPECT** – by the congregation and existing leaders
 - D. **PASTOR’S HEART** – willing to sacrifice self for the flock.
 - E. **CHARACTER OF LEADERSHIP**
 1. I Timothy 3:1-7
 - a) A blameless life (righteous behavior; Titus 1:6-8; I Tim. 3:2,9)
 - b) Even-tempered (not a fighter; patient; I Tim. 3:3; Titus 1:7-8)
 - c) A lover of good (not addicted to wine, greedy for money, unfair, selfish; I Tim. 3:3; Titus 1:8)
 - d) A good reputation with those outside the church; godly in=godly out (I Tim. 3:7)
 - e) A family man having one wife and faithful children (I Tim. 3:2,4; Titus 1:6)
 2. TITUS 1:5-9

- a) Holds to the Word (faithful to doctrine; Titus 1:9)
- b) Able to teach (assumes knowledge; I Tim. 3:2)
- c) A sober, sound mind (thinking through problems; I Tim. 3:2; Titus 1:7)
- d) A mature Christian (only maturity can handle authority of leadership; I Tim. 3:6)
- e) Must be a man (women not permitted to rule in the church; I Tim. 2:11-12)

III. CHURCH LEADERS ARE **APPOINTED BY GOD’S SPIRIT AND RECOGNIZED BY MEN.**

- A. There should be a **plurality** of leaders in the local church.
 - 1. Plurality of pastoral leadership and oversight was common in each of the early New Testament churches. (Acts 14:23; 20:17; Phil. 1:1; Titus 1:5)
 - 2. I Timothy 3:2 is offered as an example of singular eldership: “bishop”, but this is most likely referring to a leader, a president of the elders/deacons. Elder among elders.
 - 3. No definite number is laid down for the church to affirm.
 - 4. The Pastoral Advisory Team represent Plurality of Leadership
- B. The **Holy Spirit appoints** leaders in the church (Acts 20:28), and these appointments are recognized by:
 - 1. The existing church leaders (Acts 14:23)
 - 2. The individual’s own sense of calling (I Tim. 3:1)
 - 3. The congregation (Acts 6:1-6)
 - 4. The authority of the Pastoral Advisory Team is delegated by the church. The Pastoral Advisory Team leader has no authority in the church other than that given him by the church. It is given by the church and can be taken from him by the church.
- C. Affirmation
 - 1. One who seeks this office seeks a “noble task” (I Tim. 3:1)
 - 2. The church needs to conduct a careful investigation to see if a man’s life lines up with the qualifications (I Tim. 3:1-13; Titus 1:5-9)
 - 3. Length of service is defined within the Pastor Advisory Team
- D. Ordination
 - 1. Ordination should refer to an act of “appointing,” not to formal ceremony of induction into office.
 - 2. Ordination ceremony is as follows: laying on of hands, prayer, fasting, a reading of qualifications, vows.

3. The Pastoral Advisory Team of the church should be in charge of the ceremony, as they should of all official meetings.
4. Ordination is the church's recognition of the spiritual fitness in its chosen officers. (Acts 6:3-6)

IV. CHURCH LEADERS OCCUPY A POSITION OF **AUTHORITY** IN THE LOCAL BODY

- A. This authority is derived from and patterned after Jesus (I Pet. 5:15; Acts 20:28)
 1. It is not like the tyranny of the world's leaders (Matt. 20:25-28)
 2. It is not self-serving (Ezek. 34:1-4)
 3. It is like a father in a home (I Tim. 3:4-5; Acts 15:15,22; 16:4)
 4. It is characterized by sacrificial responsibility and earned trust (Heb. 13:17; Ezek. 34:1-4; I Pet. 5:3)
 5. The authority of the Pastoral Advisory Team is spiritual; authority is not ecclesiastical – that is, it is not foundational to the existence or continuation of the church.
- B. This authority is worthy of special respect by the congregation.
 1. Overseeing leaders are to receive honor (I Tim. 5:17-20; I Thes. 5:12-13)
 2. The church is expected to accept the leadership of the shepherds (Heb. 13:7; I Pet. 5:5)
 3. The authority of the Pastoral Advisory Team is limited to the local church that affirmed them.

V. THE DEACON

- A. The Greek word DIAKONOS (translated “deacon) means “servant”
 1. In secular Greek it is contrasted with “to rule or have authority”. Greek men aspired to be “bishops” (with authority) but not “deacons” (a job for slaves, women, and animals).
 2. DIAKONOS emphasizes one's relationship to a task. Service
 3. In the N.T., DIAKONOS refers to two groups of believers.

- a) All Christians (in general) who serve the body of Christ (Col. 1:7; I Cor. 12:5; I Tim. 1:12; Eph. 4:12)
 - b) A recognized (official) group of ministering servants (Phil. 1:1; I Tim. 3:8-13)
- B. Jesus' teaching on the subject of "serving" helps us understand the responsibility of the deacon.
 - 1. Serving is an expected way of life for Disciples of Christ (Lk. 17:7-10)
 - 2. Serving means that we will take a lower place in the world's pecking order (Lk. 22:27; Jn. 13)
 - 3. In the kingdom of God, being least (a servant) is really being the greatest (like Jesus) (Matt. 20:26-28; Jn. 12:24-26)
 - 4. To serve Christ's people is to serve Christ (Matt. 25:40)
- C. Deacons are to meet specific character qualities (I Tim 3:8-13)
 - 1. Men of dignity (decorum)
 - 2. Not double-tongued (two-faced talking)
 - 3. Not addicted to much wine (do not cause a brother to stumble)
 - 4. Not fond of sordid gain (not a lover of profit over generosity)
 - 5. Holding the mystery of the faith with a clear conscience (secure in the Gospel)
 - 6. First tested (confirmed by the Holy Spirit)
 - 7. Beyond reproach (no area in question – motives)
 - 8. Husbands of one wife (faithful to one woman)
 - 9. Good managers of their children (being a father to his children)

FIVE FOLD OFFICES

FIVE FOLD OFFICES



CHURCH LEADERSHIP STRUCTURE DUTIES & RELATIONSHIPS

DUTIES & RELATIONSHIPS

RESPONSIBILITY

CONGREGATION

- Call Lead Pastor
- Call Ministry Pastors
- Elect & Ordain Deacons
- Approve Doctrinal Statements
- Adopt Annual Budget & Approve Changes
- Approve All Borrowing
- Approve Purchase, Sale, Rent, Use of Real Property
- Approve All Expenditures in Excess of \$10k
- Approve Merger or Dissolution
- Approve Resolution of All Legal Matters Threatening the Church

LEAD PASTOR

- Cast Vision Received from the Holy Spirit
- Lead Strategic Planning to Accomplish Vision
- Lead Pastoral Advisory Team
- Preach
- Teach
- Counsel
- Love the People
- Protect the People
- Make Disciples

PASTORAL ADVISORY TEAM

TEAM INCLUDES:

- Lead Pastor
- Ministry Pastors (3)

RESPONSIBILITY

Business Administrator

Deacon Ministry Leader

Leadership Team Leader

Chairman of Trustees

At Large Lay Members Elected by Membership
(4)

Help Lead Pastor Cast Vision

Approve Strategic Plans as Presented

Monitor & Advise Leadership Team in
Accomplishing Goals

Approve Policies Not Reserved for Membership

Recommend All Other Policy Decisions to
Membership for Approval

Recommend Formation of Leadership Teams As
Needed

Recommend Election of Team Leaders

Appoint Leadership Team Members

DEACON MINISTRY

Family Ministry

Consult & Advise Leadership Team

LEADERSHIP TEAM

TEAM INCLUDES:

Chairman

Missions Team

Discipleship Team

Worship Team

Properties Team

Outreach Team

RESPONSIBILITY

Hospitality

39Rs

Tellers

Organize & Lead Ministry Teams

Develop Strategic Goals for Ministry Teams

Manage Activities of Ministry Teams

Report Team Activities and Needs to Pastoral
Advisory Team

MISSIONS

Cooperative Baptist Missions Program

Benevolence

i58

DISCIPLESHIP

Nominate Workers for Bible Study Classes

Develop and Promote Bible Study Curriculum

H.O.P.E.

Literacy Classes

Marriage Classes

Parenting Classes

Financial Well Being Classes

Citizenship Classes

WORSHIP TEAM

Develop and Produce Weekly Worship & Praise
Service

Choir

Praise Team

RESPONSIBILITY

Audio Visual Team

PROPERTIES TEAM

Maintain All Properties

Manage, Repair, Remodel Work

Organize & Manage Greeters

Organize & Manage Security

EVANGELISM / OUTREACH

Campus Ministries

(Support Activities at Local Schools)

BSM

Brookhaven

Kids Beach Club

Bush Elementary

C.L.A.Y.

Cabell Elementary

Gooch Elementary

Marsh Academy

W.T. White High School

Apartment Life

(Support Mgmt in social care at selected apts)

Carrollton Square

Mustang Crossing

Vitruvian / Fiore

TRUSTEES

Required by State Law

RESPONSIBILITY

Hold Fiduciary Title to Church Property

Hold Identified Restricted Funds

Advise & Consult with Business Administrator

Financial

Business

Legal Affairs

Act as Core of Annual Budget Committee

PERSONNEL TEAM

Assist Business Administrator in Development of Personnel

Develop & Maintain Personnel Procedures

Consult with Business Administrator in Hiring and Firing of Staff

Nominate Members for Service on Leadership Teams as Needed

Nominate Workers in Sunday School and other Ministries as Needed.

CHURCH LEADERSHIP STRUCTURE

ROLES, RESPONSIBILITIES, AND DECISION MAKING

CHURCH LEADERSHIP STRUCTURE

RHBC HAS ADOPTED THE FOLLOWING LEADERSHIP PATTERN:

- Plurality of leadership with the Pastoral Advisory Team, with authority to lead, and responsibility to pastor.
- Congregational approval in major decisions along with ownership of vision and ministry.
- No one “senior pastor” position. If there is a title, it should be “Lead Pastor”.
- Consensus among leaders needed for change.

ROLES, RESPONSIBILITIES, AND DECISION MAKING

I. RESPONSIBILITY: VISION

A. Lead Pastor

1. Receive the overall vision and present it to the Pastoral Advisory Team for affirmation.
2. Communicate it to the congregation and staff
3. Review Business Administrator recommendations for vision of area ministries, and approve for review with Pastoral Advisory Team.

B. Pastoral Advisory Team – Affirm or redirect overall vision

C. Business Administrator

1. Help Lead Pastor formulate and clarify vision.
2. Implement the vision with the staff
3. Review staff recommendations for vision of area ministries and approve for review with Lead Pastor.

D. Staff

1. Offer input on overall vision
2. Implement the overall vision
3. Develop the vision for their areas of ministry and present to the Business Administrator for review and approval

II. RESPONSIBILITY: STRATEGIC PLANNING

A. Lead Pastor

1. Formulate major ministry goals with Pastoral Advisory Team based on vision.
2. Review Staff and Executive Pastor recommendations for strategic plans of area ministries, and approve for review with Pastoral Advisory Team.

B. Pastoral Advisory Team

1. Review and receive input in the formulation stage of the strategic planning.
2. Review Lead Pastor recommendations for major ministry goals and approve for submission to congregation for adoption.
3. Review Lead Pastor recommendations for strategic goals of area ministries and approve for submission to congregation for adoption

C. Business Administrator

1. Coordinate strategic planning process.
2. Assist Lead Pastor in formulating and clarifying major goals.
3. Review Staff recommendations for strategic plan of area ministries, and approve for review with Lead Pastor.

- D. Staff
 - 1. Develop the strategic plan for their areas of ministry and present to the Executive Pastor for review and approval.

III. RESPONSIBILITY: POLICY

- A. Lead Pastor
 - 1. Same as Pastoral Advisory Team
- B. Pastoral Advisory Team
 - 1. Formulate position statements and related policies based on scripture. Present to Covenant Membership for adoption when needed.
 - a) Finances
 - b) Church discipline
 - c) Etc.
- C. Business Administrator
 - 1. See that above policies are recognized in the ministry operations of the church.
 - 2. Formulate operational policies and procedures.
- D. Staff
 - 1. Implement and carry out overall policies and procedures for their area of ministry, consistent with the overall policies.

IV. RESPONSIBILITY: ADMINISTRATION

- A. Lead Pastor
 - 1. Consult with Business Administrator regarding overall administration.
- B. Pastoral Advisory Team
 - 1. Give general oversight to assure that purpose, position statements, and policies are carried out consistently
 - 2. Hold overall fiscal responsibility.
 - 3. Give general oversight through monitoring reports, etc.
- C. Business Administrator
 - 1. Direct responsibility for ministry, administration and operations of the church.
- D. Staff
 - 1. Direct responsibility for ministry, administration and operations of their various areas of ministry.

V. RESPONSIBILITY: PASTORAL / STAFF

- A. Lead Pastor
 - 1. Nurture pastoral team (personal and group)

2. Recommend hiring/firing of ministerial personnel, and administer the process.
 3. Recommend the establishment of new ministerial positions.
 4. Consult with Business Administrator, and review recommendations for staff changes; and, as needed, endorse recommendations to Pastoral Advisory Team for approval.
- B. Pastoral Advisory Team
1. Nurture and advise Lead Pastor
 2. Consult and advise on hiring/firing of pastoral staff, and recommend action to Covenant Membership as needed.
 3. Receive recommendations on the establishment of new positions, benefits and salary guidelines from the Business Administrator
 - a) If budget constraints allow, approve or reject recommendations.
 - b) If budget adjustments are required, consult with Trustees.
 - (1) Following Trustee recommendation, recommend adjustments to Covenant Membership.
 - (2) If budget adjustments are approved by Covenant Membership, approve recommendations and refer back to Business Administrator for action
- C. Business Administrator
1. Develop the Leadership Team to carry out the vision
 2. Mentor and disciple the Leadership team
 3. Administrate church staff
 4. Recommend hiring/firing of staff personnel, and administer the process.
 5. Recommend the establishment of new staff positions.
 6. Recommend changes, as necessary, to the salary guidelines and benefits.
- D. Staff
1. Recommend to Business Administrator, needed changes in the area of new positions, hiring/firing, or new policies in their own ministry departments.