

Division 1: Co-Pastor Arnette Owen

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Departments:

- Children’s Ministry (Sis. Samantha Cole, Leader)
- Education Department (Co-Pastor Arnette, Superintendent)
- Evangelism (Deacon Bryan Cole, Leader)
- Finance Committee (Sis. Samantha Cole, Leader)
- Fundraising Committee (Sis. Samantha Cole, Leader)
- Ministers & Mother’s Board (Co-Pastor Arnette, Leader)
- Program Committee (Elder Monica Surrell, Leader)
- Puppet Ministry (Sis. Samantha Cole, Leader)
- Youth Ministry (Elder Monica Surrell, Leader)
- Newsletter (Sis. Tonya Blevins, Leader)

Children’s Ministry

This ministry is designed to provide gifted believers opportunities to use their gifts and talents to help the children develop characters and skill-sets to prepare them for God’s kingdom. We are committed to use our spiritual gifts to honor God by nurturing, training and teaching the children of the church and the community at-large about God and His love, morals principles and standards. All staff members are expected to perform their

duties in such a manner and spirit as becomes a Christian and which will make people feel at home in the church.

- a. Work with the Pastors to provide a spirit-enriched learning environment for all children to grow and develop spiritually, intellectually and morally.
- b. Prepare with prayer and seek God's leading in the selection of songs; Foster a prayerful environment for the children's division; Pray with the children before and after worship.
- c. Teach praise and worship by precept and by example.
- d. Oversee the general tone, order and safety of the room.
- e. Teach the importance of worship by giving and service.
- f. Maintain classroom activity format and direct other workers.
- g. Put away equipment and materials after each service or class.
- h. Attend regularly scheduled teacher's meetings and appropriate trainings.
- i. Arrive at least 30 minutes before service (event) time to set-up and ensure that everything is ready.
- j. Oversee and direct the children's program by maintaining safety and working in collaboration with assigned division leader to address discipline problems or special highlights of class.
- k. Be a part of the Ministry Team (come early, stay late to clean up, arrange for replacements, whenever, the regular assigned personnel cannot be on duty.) All replacements must be coordinated with Co-Pastor.
- l. Communicate any supply or staffing concerns to the assigned division leader.
- m. Create a warm, welcoming, and safe environment for the children's division. Be sure to greet and release children in front of their parents.
- n. Read the lesson text from the Bible and prepared lesson prior to the class meeting.
- o. Diligently seek to teach the prepared lesson to the children with compassion, and love with the expressed purpose of helping the children to learn and become knowledgeable of the lesson objectives.
- p. Maintain order, neatness and control of the classroom at all time. Work to eliminate distractions and maintain the classroom activity format.
- q. Actively engage in worship, teaching and related activities while assisting the children to follow instructions and learn the material being taught.
- r. Maintain attendance records by providing monthly reporting data to the Superintendent of the Education Department.
- s. Promote summer programs, develop the program curriculum, recruit and enroll children in the summer program.

Education And Literature Department

The Church must make spiritual preparation for the work at hand. Therefore, we, as a Church body, must labor cooperatively with God and collectively with one another in the **proclamation** of the Everlasting Gospel. When we who claim to be God's people move out in obedient service for Him, we become more aware of our spiritual needs and seek God for the infilling of His Holy Spirit. Every church should be a practical training school for "in-service training". Therefore, by training those who will train others the working force will multiply. In other words, it is incumbent upon us to arm you, the membership, with a deeper knowledge of God's Word through personal and collective Bible Studies, various Biblical research material and other in-service training outreach activities.

Perhaps you think that giving Bible studies require you to be a walking encyclopedia of Biblical knowledge or require extensive knowledge and understanding of the Bible; or perhaps you think that Bible study is a battle of logic and debate with the superior intellect ultimately winning. If you have these presuppositions or misconceptions, you will discover that the Bible knowledge you have gained here at TPMC through regular Bible classes, personal study and prayer have equipped you with the **working knowledge** you need to become a part of the Evangelism Team and partner with one of their team members. As you partner with the Evangelism Team you will engage in an exciting, revealing and rewarding on-the-job-training program. You do not have to

say anything, but simply pray silently as your team member is rightly dividing the word of truth. Week after week as you accompany the team member, you will discover that God has armed you with the Holy Spirit, love for His Word and His people to share the golden nugget of truths that is dominant inside of you. As you remain faithful to the regularly scheduled Bible study, a conviction will deepen in your heart that soul winning is all about loving people and introducing them to Jesus through His Holy Word or help them to develop a deeper walk with the Lord.

Thus, your Education Department is here to **help you live out your obligation to present the gospel to every person** within your sphere. Please remember that Jesus devoted three and one-half years to the training of twelve disciples. It is important that we recognize our diversity of talents and spiritual gifts, so we must blend these talents and gifts to effectively proclaim the good news. After all, Jesus went from house to house, so why not follow Jesus' example and actively engage in missionary work. Start now, it is not too late.

- a. It is the responsibility of the Education Department to assess, select, provide, administer, and oversee all religious and academic literature and/or resources used by the Ministry.
- b. All church members must be challenged to solidify their foundation in the Lord, by studying God's Word and other approved resources, which bring increased clarity to the Divine Writ.
- c. This Department must also work closely with the Evangelism and Foundation of Faith Departments, to provide resource materials and create opportunities to share our faith with others.
- d. It is the responsibility of the Education Department to make selections of and give directions to instructors for Sabbath School, Bible Studies, Seminars, Enrichment Programs, and provide adequate training and preparation for these individuals.
- e. Staff Orientation and Development
- f. Curriculum Development and Implementation
- g. Program Schedule and Staffing
- h. Licensing (where required)
- i. Grants and Scholarships
- j. Maintain an inventory of all Tracks, Handbills, Bible study lessons
- k. Works with the Evangelism committee and other pertinent departments to prepare religious material to promote the training and educational development of membership and community at-large. Also, prepare specialized material to meet or address the needs of the church and community.
- l. Bibles
- m. Church Literature Rack Maintenance
- n. Radio Ministry Mailings

Evangelism

- a. Work with the Pastors and other Division Leaders to plan, develop, and implement strategies, concepts, and opportunities to witness and share the Gospel of Jesus Christ in the local and extended communities.
- b. Work with the multi-media, computer network staffs and evangelism team to create opportunities and special event programming for the clergy staff to broadcast, and/or telecast programs, etc.
- c. Routinely conducts outreach activities and/or initiatives to promote the presence and power of Jesus Christ within the community through active services offered to the local community.
- d. Organize, motivate, and implement Bible study teams to spear-head community drives in preparation for street ministry outreach.
- e. Throughout the year, aggressively engage in evangelistic events to help mobilize the Body of Christ to participate in soul-stirring praise, worship, Bible studies, family oriented programs, even more exciting is that it is primarily targeted at *young people!*
- f. Identify target areas for street ministry outreach, develop a calendar of events and format program for these activities (community prayer rallies, soul-winning community outreach campaigns, etc.).
- g. Sponsors outreach programs to provide a spiritual presence within the community.

- h. This ministry staff devotes the vast amount of their time and resources to personal ministry.

Work with the Pastor and other departments to plan, develop and implement strategies, concepts, and tools to ensure that the Church's body is equipped to actively engage in evangelism and related activities.

Finance

Every person, upon becoming a member of the church, pledges himself to be a representative of Christ by living out the truth s/he professes. God has given a Plan to finance the work of His church. This Plan is outlined in Malachi 3:8-10. Therefore tithing is a fundamental doctrine of our Church. The tithing system is presented so clearly in the Scriptures.

“Will a man rob God? Yet ye have robbed me. But ye say, Wherein have we robbed thee? In tithes and offerings. Ye [are] cursed with a curse: for ye have robbed me, [even] this whole nation. Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the LORD of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that [there shall] not [be room] enough [to receive it].” Malachi 3:8-10 Thus, we see that the children of Israel were required to give a tithe, or tenth, of all their increase. It cannot be supposed that the Lord requires less of **His people today** when time is emphatically short, and a great work is to be accomplished in the use of our means in proclaiming the everlasting message to the world.

"If the prophet Malachi is not here teaching the carrying out of the Israelitish system of tithing, he is certainly enforcing a duty of the same nature, and his words may come home to us with full force, and the principle be carried out by obedience to the language of Paul--'Upon the first day of the week, let every one of you lay by him in store,' etc. Says our Lord, 'But woe unto you, Pharisees for ye tithe mint and rue and all manner of herbs, and pass over judgment and the love of God: **these ought ye to have done, and not to leave the other undone**'" (Luke 11:42).

God in His wise plans has made the advancement of His work dependent upon the personal efforts of His people and upon their freewill offerings. By accepting the cooperation of man in the great plan of redemption, God has placed a signal honor upon him. It is upon this special system of tithing is God pronounced blessings as well as curses which are as enduring as the law of God. This system of tithing was a blessing to the Jews, else God would not have given it them. So also will it be a blessing to those who carry it out to the end of time. God did not originate this Plan of tithing to enrich Himself, but to be a great blessing to those who obey. Thus, we are to follow God's plan:

- a. This is the primary fiscal department of the Ministry. The department responsibilities include, but are not limited to, maintenance of all financial data and transactions, observance of federal, state, and local tax laws, and requirements, providing weekly detailed financial reports to the Pastor, quarterly reports to the Board of Directors, and Ministry body, formulating and adherence to an approved ministry budget.
- b. The Finance Department is also responsible for receiving all funds/donations given to the ministry and depositing those funds in the appropriate financial institution(s). All financial records are to be updated on a weekly basis and reconciled on a monthly basis.
- c. The strictest of confidentiality is to be used in the processing and dissemination of all financial data. Authorized staff members only will be given limited access to financial data, on a need-to-know basis.

Fund-Raising Committee

Members of this committee should lead by examples, that is, each have given major gifts themselves, as no one should ask others for money unless they themselves have given personally. Special events give the entire church and community a chance to participate and become stakeholders in the Ministry, even those individuals who cannot afford to contribute monetarily. Fund-Raising Committee responsibilities:

- a. Set goals for amount to be raised from individuals, church at-large, corporations, foundations, etc. funds.
- b. Brainstorm with Pastors, members, volunteers and other potential stakeholders to create innovative projects, and then take responsibility for organizing an event that was their idea. Involve as many people as you can, seeking out those with particular skills and experience in event development and production.
- c. Find local businesses which will underwrite the costs of a special event so that all the proceeds are profit.
- d. Find local civic groups which will organize events on the Ministry's behalf or in partnership with the Ministry.
- e. Have FUN, but be godly! It is crucial to the campaign that everyone involved has a good time during the process.
- f. Identify potential major contributors by conducting a feasibility study.
- g. Secure the largest gifts first - nothing succeeds like success - this could take six months or more.
- h. Contact potential major donors in person. Letters and phone calls should be used to set up appointments only, unless the person lives out of state.
- i. Major donors may want to be involved in decisions such as project design and fund raising strategies: this desire should be accommodated as much as possible.
- j. Don't forget to contact people who live out of the service area, out of the state or out of the country if they have strong ties to the community or the Ministry's initiative(s) underway.
- k. Rehearse and plan carefully before doing a major gift presentation. The more money you are asking for, the more you should plan the presentation.
- l. Use terminology carefully! You should ask the potential donor to "consider" a gift in a certain amount or range. Many people are offended if they are asked to "give," but few are offended when asked to "consider giving." Make sure you are not asking for too small a gift: underestimating a person's ability to give may cause offense.
- m. Don't forget to ask major donors how (or if) they want to be publicly recognized.

Please keep in mind, that during a solicitation visit to a potential donor, be sure to:

1. Ask for the gift.
2. Ask for a large enough of gift!
3. Listen-avoid talking too much.
4. Ask intelligent and considerate questions.
5. Emphasize benefits that giving to the Ministry will bring the donor.
6. Be flexible by offering alternative ways of giving.
7. Have prearranged signals between visiting team members.
8. Ask for the gift toward the end, not at the beginning.
9. Remain silent after asking for the gift.
10. If the first offer the donor makes seems too small, find a way to persuade him/her to increase the amount (but be very careful that you don't offend the prospect by doing so, thus putting the initial donation at risk!)

Also, the fund-raising committee must keep in mind that the Ministry is authorized by the State of Mississippi to solicit funds face-to-face, direct mail campaigns, telephone, etc. Thus, here are some basis pointers for direct mail campaigns:

The committee may decide to send a solicitation package to each household and business in local community or target a particular group of donors. The value of a general mailing is twofold: to inform the community at large about our fund raising endeavors, and to encourage every citizen to contribute, no matter how small the contribution. A good starting place would be to obtain a mailing list from our city clerk's office. The mailing package should include the mailing envelope, a letter, a reply document, a reply envelope, and if the budget allows, a brochure. Allow about three months from the time the idea is conceived to the actual mailing; thus, building in extra time for delays in printing and delivery of the materials.

Please work diligently to ensure that our package looks professional, inviting, and easy to read. It should not be glossy or ostentatious. The paper stock should not look expensive. The reply form should be easy to fill out and must fit neatly into the reply envelope. Consider using a combined reply and reply envelope. Discuss the alternatives with our printer, if this segment of the project is underwritten by stakeholders, civic organizations, etc.

Please be sure to thank all our contributors promptly. An acknowledgement postcard is appropriate for smaller gifts, but a typed letter for larger gifts (you determine the level) is necessary.

Ministers Staff

- a. Focus personal, professional, financial and spiritual resources on the effective use and maintenance of the spiritual development and growth of the congregation by nurturing, mentoring, teaching and training the general church body by precepts, examples and Bible truths.
- b. Collaborate with internal and external partners to assist the congregation in accessing appropriate community based and related services to best meet their social, environmental, academic needs.
- c. Under the leadership of the Senior Pastor, ensure that the Church is actively fulfilling its mission of a caring, Christian church. The Ministers Staff must routinely engage and promote those tasks and/or activities that ensure that the Church is committed and enthusiastically cultivating genuine love for our fellowman, that is all people, through the proclamation of the Word of God.
- d. Conduct, behavior, beliefs, teaching and life demonstrates that the Ministers Staff and other spiritual leaders of the congregation believe the Bible to be the inspired Word of God and still applicable to the world today.
- e. Provide the needed expertise, skills, experiences and other resources to the Senior Pastor to ensure that the Church's needs are being fulfilled spiritually, emotionally, financially and socially.
- f. Actively engage in spiritual research and development under the guidance of the Senior Pastor.
- g. Serve as a resource pool of speakers and lecturers to minister locally, and publicly, as needed.
- h. Actively participate as leaders in all Praise and Worship gatherings.
- i. Pulpit preparation for all events.

Mother's Board

- a. Serves as a mentor and spiritual resource for personal training and development of adults and youth in the congregation, by precept and example.
- b. Conducts individual bible studies and present inspired messages to the congregation.
- c. Works in conjunction with the deacons and deaconess to make sure the up-keep of the church and general well-being of all members are properly performed and provided. This includes the follow-up on missing members, checking on the sick-n-shut-in, working with the other Ministers and department leaders to make sure the needs of the church and community are being met.

- d. Works with the Pastors and Ministers to visit the hospitals, personal care homes, etc. to minister to the needs of the sick; including Bible studies.
- e. Helps in preparation for communion as needed.
- f. Participates in community service activities sponsored by our Ministry as well as others.
- g. Officially represents the Church at the request of the Senior Pastor.

Program Committee

- a. Develop a comprehensive plan of events and activities to provide information, support, and inspiration for the “Total Person”, “Total Family.”
- b. Compile a master Calendar of events in conjunction with all Divisions and Auxiliaries
- c. Set fund goals for various program/events as deemed appropriate
- d. Work with the different auxiliaries and departments to prepare spirit-filled programs and related events to enhance the spiritual man while ensuring that the program(s) confirm and adhere to the Church’s standards

Newsletter (Quarterly)

- a. Include articles from the Pastors, each Division Leader, spiritual news, health tips, “On the Lyte Syde,” “Things the Young People Say,” church schedule, etc.
- b. Develop a newsletter mailing list to send a copy of each issue.
- c. Issues should be prepared and available for the months of February, May, August, and November.

Puppet Ministry

In all aspects of Christian education and soul-winning, the use of puppets can create a warm at-home atmosphere for the purpose of teaching spiritual truths with importance and dignity while emphasizing the reality, power and goodness of God.

The Puppetry Team serves the community in a valuable way. But it also helps those who participate. Both youth and adults come together to put on dynamic programming. This facilitates understanding between different age groups, while allowing for mentoring opportunities and camaraderie. Other benefits for those who participate in our Puppetry Team include:

- a. Development of leadership abilities
- b. Cultivation of speaking skills
- c. Building of confidence
- d. Team building
- e. Development of creativity
- f. Pride of accomplishment

The Puppetry Team also has the added benefit of giving teens in our community something constructive to do, helping them stay out of trouble. Research shows students engaged in positive activities are less likely to use drugs, alcohol or engage in sex. This team has the dual purpose of serving its community as well as its members.

The skits, dramatizations and musical presentations tackle tough issues of today in an easy-to-understand way. This Ministry addresses drug abuse, alcohol use, risky behavior and other topics students face on a daily basis. These skits present issues and solutions to help students come up with credible and realistic ways to tackle peer pressure and other issues.

Youth Department

The will of God is the law of heaven. As long as God's law is revered in our earthly homes, the family will be happy. Prompt and continual obedience to wise parental (caring adults in authority) rule will promote the happiness of the children themselves, as well as honor of God and the good of our society. God has made our bodies fearful and wonderfully, in fact, every function is wonderfully and wisely made. God has pledged Himself to keep our body in good health if we will obey and cooperate with His laws. It is our duty to be true to God under all circumstances and in all places. It is important that our children surround themselves with influences that tend to strengthen character.

- a. Involve youth in conducting personal Bible studies and other related spiritual activities
- b. Preparing for Youth Discipleship through Christian Characters, Morals, Values, Principles, (Teaching the fundamental principles of Dress, preserving moral integrity, maintaining Christian's values and lifestyle, etc.)
- c. Conduct and promote Community Outreach Projects
- d. Implement and sustain "Helping Hands Ministry" (Assistance for sick, elderly and under-privileged)
- e. Promote and sustain an active Prayer Band within the Youths of the Church
- f. Speaking Bureau – Impromptu Speaking, Oratorical Speaking, Debate Team, etc. (Researching and developing spiritual strategies to combat Suicide, Homosexuality, Peer Pressure, Eating Disorder, Obesity, etc.)
- g. Organize and administer a Bible Bowl program for the children/youth of the Church as warranted
- h. Work in conjunction with the Health Awareness Department, to develop sports, and fun activities for youths and the family.
- i. TP Youth Video Show and Newsletter

Co-Pastor

Works in collaboration with the Senior Pastor to ensure that the day-to-day administration and general operations of the Ministry are performed in a godly and efficient fashion at all times; additionally works to ensure that the needs of the congregation and the business requirements of the Ministry are administered in a godly, equitable, and business fashion. Also serves as the first-level of pastoral supervision over all ministries' functions, activities or operations; provides overall guidance and direction to the elders, deacons, deaconesses, mothers of the church and other leaders of the congregation. The co-pastor is also responsible for providing spiritual guidance and leadership to the entire body in collaboration with the Senior Pastor and other leaders of the church. All decisions and actions rendered by the Co-Pastor are binding and have the same authority comparable to the Senior Pastor. Furthermore, the Co-Pastor works in partnership and collaboratively with the Senior Pastor and other Leaders to:

- a. Focus personal, professional, financial and spiritual resources on the effective use and maintenance of the spiritual development and growth of the congregation by nurturing, mentoring, teaching and training the general church body by precepts, examples and Bible truths.
- b. Collaborate with internal and external partners to assist the congregation in accessing appropriate community based and related services to best meet their social, environmental, academic needs.
- c. Under the leadership of the Senior Pastor, ensure that the Church is actively fulfilling its mission of a caring, Christian church. The Ministers Staff must routinely engage and promote those tasks and/or activities that ensure that the Church is committed and enthusiastically cultivating genuine love for our fellowman, that is all people, through the proclamation of the Word of God.
- d. Conduct, behavior, beliefs, teaching and life demonstrates that the Ministers Staff and other spiritual leaders of the congregation believe the Bible to be the inspired Word of God and still applicable to the world today.
- e. Provide the needed expertise, skills, experiences and other resources to the Senior Pastor to ensure that the Church's needs are being fulfilled spiritually, emotionally, financially and socially.
- f. Actively engage in spiritual research and development under the guidance of the Senior Pastor.
- g. Serve as a resource pool of speakers and lecturers to minister locally, and publicly, as needed.

- h. Actively participate as leaders in all Praise and Worship gatherings.
- i. Spiritual and physical pulpit preparation for all events.