



2023 Ministry Plans

Growing Together in
Christ's Love


(813) 226-2923 | centraltampa.org | 2923 N Tampa St., Tampa,
FL 33602

Jan 2023



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[Click for Pastor Zamore's 2023 Vision Plan](#)



VISION

LIVE CHRIST TOGETHER

MISSION

Follow and Share Jesus
Living Holy with Accountability
Loving and Serving Sacrificially Together
Growing God's Family
Faithful in all our commitments

VALUES

Love, Fellowship, Service, Generous, Holiness, Faithfulness

**EXCITING CENTRAL TAMPA BAPTIST CHURCH
2023 FINANCIAL PLAN**

**Source and use Summary
GENERAL FUND**

Anticipated Sources of Funds

General Fund Giving	\$ 469,500
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(This estimate reflects unrestricted giving, referred to as tithes)

Vision Legacy Giving	\$ 2,700
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(Restricted offerings to be used for remaining phases of building and campus renovations)

Other Income	\$ 1,000
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Interest Income	\$ 1,800
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Total Sources	\$ 475,000
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Anticipated Use of Funds

Compensation & Personnel Related Expenses	\$ 262,540
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General Fund and VL Reserves	\$ -
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Property and Facilities	\$ 99,924
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Program Related Expenses	\$ 33,360
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Administration Expenses	\$ 69,476
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Missions Fund Transfer	\$ 9,700
------------------------	----------

General Fund Surplus	\$ -
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Total Uses	\$ 475,000
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EXCITING CENTRAL TAMPA BAPTIST CHURCH

2023 FINANCIAL PLAN

Source and use Summary MISSIONS

Anticipated Sources of Funds

Missions-Restricted Donations	\$	13,600
General Fund Transfer	\$	9,700
Total Sources	\$	23,300

Anticipated Use of Funds

International Missions Board	\$	2,750
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The Southern Baptist International Mission Board cultivates churches throughout the world.

FL Baptist Cooperative Program	\$	2,750
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This program supports ministry efforts of the Florida Baptist Convention and the national and global work of Southern Baptist missionaries sent through out the nations.

Tampa Bay Baptist Association	\$	2,750
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We work together with over 200 churches in Hillsborough County to reach our city with the Gospel.

Other Missions Support	\$	4,800
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Support provided to missionaries and organizations both locally and internationally.

Missionaries Jako & Amber, Watoto sponsored child & Watthew Ministries

Judea, Samaria & the Uttermost	\$	3,372
--------------------------------	----	-------

Abe Brown Prison Min, Huddletouch, One More Child and Watato Child sponsor

Mission Special Events	\$	2,500
------------------------	----	-------

Supports the annual International Friends Day and missions week

Food Pantry	\$	-
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Outreach ministry through food distribution. Anticipated annual expenditures will be offset with annual fundraising banquet, restricted funds & grants

Other Mission Projects	\$	4,378
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These funds will support a mission trip or donations towards the Gambia project

Mission Fund Deficit	\$	-
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Total Uses	\$	23,300
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Exciting Central Tampa Baptist Church 2023 FINANCIAL PLAN

Family Worship \$ 13,084

General Administration \$ -

Materials budgeted in this line item include supplies for cataloging octavos, choral collections, orchestrations, and other music-related items. Also included are staffing expenses, office supplies and enrollment materials. includes magazines, choral clubs, video series and other items used in the reference porrtion of the ministry plan thru the Music library. Adult choir robes are cleaned quarterly and there are maintenance needs for risers, music shelves, choir carts, robe racks, etc.

Special Events \$ 5,700

Church special events include Vacation Bible School, Church Picnic, Easter, and Christmas Presentations, New Year's Eve service and other special events.

Guest Artists \$ 1,000

Support to our special events bringing in local Christian artists for student and adult worship.

Adult Music/Workshops/Fellowship \$ 1,250

An annual workshop for the worship ministries allows for training in theory, a guest to encourage and a time to fellowship together around special rehearsals in support of Worship Service. This also includes the 5th Sunday Concert series and quarterly choir fellowships. Additionally, childcare for weekly Choir rehearsals is provided.

Student Music/Drama Arts \$ -

Materials budgeted in this line include supplies for music as it pertains to the student worship groups, youth choir and the groups Hands in Harmony, Vessels of Clay and L.O.R.D., costumes and program support. Also included are fellowships, enrollment materials and other music/drama related items.

Children's Division \$ 350

Administration \$ 350

Includes ministry programming, printing of pamphlets, brochures, administration supplies, equipment maintenance, SBC materials, new curriculum, music and anthems, reading references and supplemental materials (CDs, sleeves, downloads, etc) arts, crafts, group activities, awards, CD players, transport carts, storage cabinets, bulletin boards, and rhythm and melody instruments.

Children's Presentation and Fellowship \$ -

Includes costs for music, costumes, props and supplies for the presentation as well as food and recognition gifts for the Christmas Party.

Instrumental \$ 450

Special instrumental music for worship services, piano and organ music for preludes, offertories, listening CD's, piano and organ tuning/repair as well as other instruments.

Technical Support \$ 3,000

Sound, multi-medi and light maintenance and pruchase for worship events, purchase of CDs and supplies for sermon recording

Worship Support \$ 1,334

Baptism and the Lord's Supper supplies, sanctuary decorations and childcare.

Family Life \$ 17,177

**Childrens Ministries**

\$ 7,009

This ministry exists to lead children and pre-teens to a relationship with the Lord Jesus and to assist them to serve Him all their lives. Children's and Pre-teens ministries consist of birth through sixth grade. Through Sunday morning Bible Fellowship and extended sessions, our children are learning God's Word and His love for them.

Student Ministries

\$ 1,063

Student ministry programs are designed to share the gospel uniquely and directly to students in grades seven through collegiate. Each program aims at reaching students in Tampa and beyond for Christ targeting five key areas of ministry:

- * Exalting the Savior
- * Evangelizing the Sinner
- * Enlisting the Servant
- * Equipping the Saved
- * Edifying the Saints

Programs include Student camp, Student Mission trips and Freedom Weekend Retreats. Outreach includes student ministry Day Cook Out, Midnight Madness, Summer Thursdays, Beach day Fellowships and Purity rallies. Discipleship is done through weekly small group classes that are broken out by grade level sessions on Wednesdays along with student led worship services. There are also leadership development and monthly meetings.

Single and Married Ministries

\$ 2,240

The Single and married adult ministries are designed to build meaningful relationships with God and others.

Senior Ministries

\$ 320

These dollars support our senior adults for weekly Bible Fellowship classes, educational health and recreational support.

Life Change University & Lay Training

\$ 1,620

This area's budget supports literature, supplies and materials for the fall and spring semester LCU and financial classes.

Womens Ministries

\$ 3,575

This area of ministry includes on-going study in Bible studies and fellowships. Classes are offered on weekends and various times during the year. This budget also supports an annual Womens conference and health fair that is open to the local community.

Mens Ministries

\$ 350

This area's budget includes support for on-going activities such as small encouragement groups and related activities. Specifically, this area will fund the Men2Men Ministry weekly fellowships, field trips, Tailgating fellowships and other outreach projects.

Funerals

\$ 1,000

This area's budget covers administrative, printing and overhead costs of funeral services for church members held at Exciting Central Tampa Baptist Church.

Family Care

\$ 3,100

Pastoral Support Ministries

This area covers expenses incurred in Family care for benevolence and benevolence support, Deacons, Yokefellows ministry and New Member assimilation.

Family Administration and Operations

\$ 169,400

General Administration

\$ 52,800

This area covers fees for telephone services, both local and long distance. Also included are supplies for repair and maintenance of phones, the purchase of office supplies and general forms for printing, expenses for information and communication services. Postage and mailing costs are included as well as printing of the weekly and monthly order of worship and Celebrates. Additionally, general and ministry costs for Senior Pastor are included.

**Insurance**

\$ 16,676

Includes property casualty and liability insurance premiums for all church owned properties and vehicles.

Facilities

\$ 97,924

This cost center includes several expense items including but not limited to the following:

- * Landscaping and grounds maintenance
- * Interior cleaning and maintenance
- * Utility costs for all buildings
- * Repairs and maintenance

Transportation

\$ -

This cost center covers the cost of maintenance and repair, gas and insurance policies on the church-owned vehicles.

Food Services

\$ 2,000

This cost center shows the supplemental funding required to provide food service to support ministry programs and Wednesday dinners

Grand Total:

\$ 202,760

CALENDAR



- Some of these events are tentative as of the date of this manual. Please check with a ministry leader for updates.

ECTBC EVENTS & CALENDAR 2023					
(Level 1 and 2 events)					
MONTH	DAY	EVENT	LEVEL	QUAD	CONTACT/ LEAD
JAN	1	New Years Day **OFFICE CLOSED**	FYI		
	9 - 19	Ten Prayer & Fasting	1	FC-PRAYER	
	4 & 10	Pasco/Hillsb Co. Students Return	FYI		
	14	Richards Baby Shower	FYI		Sharanda Hines
	15	Baptism Sunday	FYI		
	15	New Member Appreciation	FYI	FA-NMA	Ayesha Burney
	16	MLK DAY - OFFICE CLOSED	FYI		
	18	CWM RESUMES	FYI	FW-CWM	Latina McKinon
	29	CHURCH CONFERENCE	1	EXEC	
FEB	5	AKA GUEST/Community Day	FYI		LaTina McKinon
	19	Baptism Sunday	FYI		
	12	SUPERBOWL SUNDAY	FYI		
	21	CITY TOWN HALL MEETING	FYI		Zeb McKinon
	26	OPEN			
MAR	11	Prayer Walk	?	FC-PRAYER	S. Anderson
	12	Daylight Savings Time Begins	FYI		
	13-17	SPRING BREAK (HILLS & PASCO)	FYI		
	19	Baptism Sunday	FYI		
APR	2	Palm Sunday	1	FW	
	7	Good Friday	1	FW	
	8	Prayer Summit	?		
	9	Easter/ BAPTISM SUNDAY	1	FW/FL	
	16	New Member Appreciation	FYI	FA-NMA	Ayesha Burney
	19	LCU - "I Was Broke..."	FYI	FL-LCU	Pat Roberts
	23	CHURCH CONFERENCE	1	EXEC	
	26	LCU - "I Was Broke..."	FYI	FL-LCU	Pat Roberts
	30	5th SUNDAY CONCERT SERIES	1		
	30 to May 7	Missions Week	1	FC-MISSIONS	
MAY	3-31	LCU - "I Was Broke..."	FYI	FL-LCU	Pat Roberts
	14	Mothers Day	1	FL-WOMEN	
	14/21	MUSIC RECITAL			Stephanie Stapleton
	17	CWM LAST DAY	FYI	FW-CWM	
	26	PASCO/HILSB LAST DAY OF SCHOOL	FYI		
	29	MEMORIAL DAY - OFFICE CLOSED	FYI		
JUN	2	New Heights Dance Year End Show		NON-CHURCH	Cassie P.
	4	Graduate Sunday	2	FL-STUDENTS	
	14,21,28	LCU - "Fully Fund Me"	FYI	FL-LCU	Pat Roberts
	?	VBS	1	FL	
	18	Father's Day / Baptism Sunday	2	FL-MEN	

CALENDAR – CONTINUED



JUL	4	July 4th**OFFICE CLOSED**	FYI		
	5,12,19	LCU - "Fully Fund Me"	FYI	FL-LCU	Pat Roberts
	16	Baptism Sunday	FYI		
	9	New Member Appreciation	FYI	FA/NMA	Ayesha Burney
	23	CHURCH CONFERENCE	1	EXEC	
	30	5th SUNDAY CONCERT SERIES	1		
AUG	8	<i>Projected First Day of School</i>	FYI		
	12	Prayer Training Workshop	2		
	13	PROMOTION SUNDAY/B2SB	1	FL-CHILDREN	
	16	CWM Begins	FYI	FW-CWM	
	20	Baptism Sunday	FYI	FL-STUDENTS	
SEP	4	LABOR DAY***OFFICE CLOSED***	FYI		
	6	FALL SEMESTER LCU BEGIN	FYI	FC	
	6,13,20,27	LCU - "Estate Planning Mgmt"	FYI	FL-LCU	Pat Roberts
	17	Baptism Sunday	FYI		
	16/23	Worship Symposium/CONCERT	1	FW	Zeb / Martin
	30- Oct 14	GAMBIA - MISSION TRIP	RESTR	FC-MISSIONS	
OCT	4,11	LCU - "Estate Planning Mgmt"	FYI	FL-LCU	Pat Roberts
	8	Pastor Appreciation Sunday	FYI		
	8	New Member Appreciation	2	FA-ASSIM	Ayesha Burney
	13-14	LEADER SUMMIT	1	EXEC	Myra Robinson
	15	Baptism Sunday	FYI		
	22	3rd QTR CHURCH CONFERENCE	FYI	EXEC	
	21	CHURCH PICNIC	1	EXEC	Myra Robinson
	29	5th SUNDAY CONCERT SERIES	1		
NOV	5	<i>Daylight Savings Time Ends</i>	FYI		
	19	Baptism Sunday	FYI		
	23-24	THANKSGIVING ***OFFICE CLOSED***	FYI		
DEC	10	MUSIC RECITAL			Stephanie Stapleton
	16-17	Annual Christmas Program	1	FW	
	17	Baptism Day	FYI		
	21	Candlelight (Longest Night)	?	FC-MISSIONS	
	25-26	CHRISTMAS BREAK	FYI		
	31	New Years Eve Service	1	EXEC	Myra Richardson

NOTES:

* This calendar is not all inclusive.

* Level 3 events are smaller & ministry specific. These are coordinated by the ministry volunteers-wont be on this report

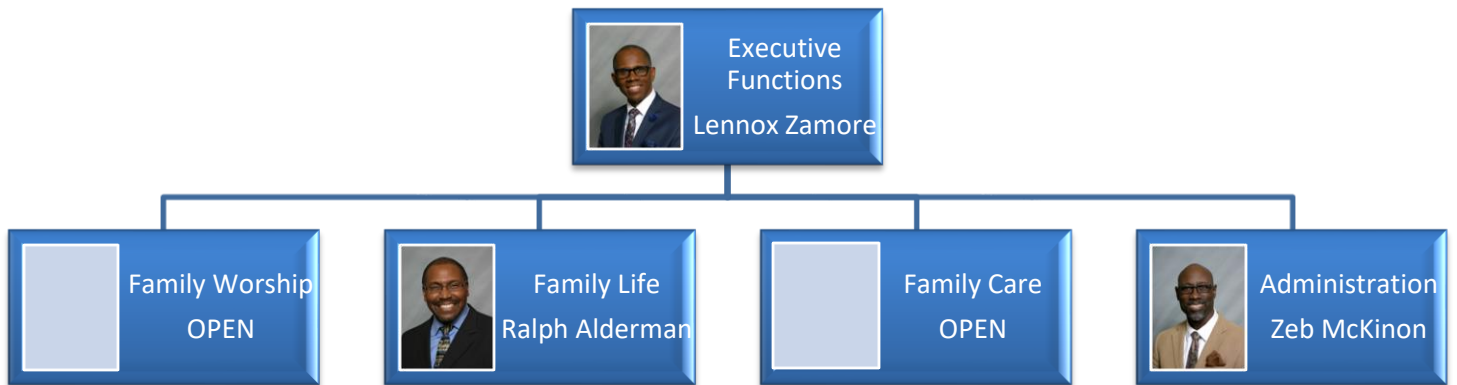
* Any level 1 and 2 events not already on this calendar or in a ministry plan, should be discussed with QL and Sr Pastor BEFORE an event form is submitted.

Level 1 Churchwide and/or Community - EVENT FORM REQUIRED

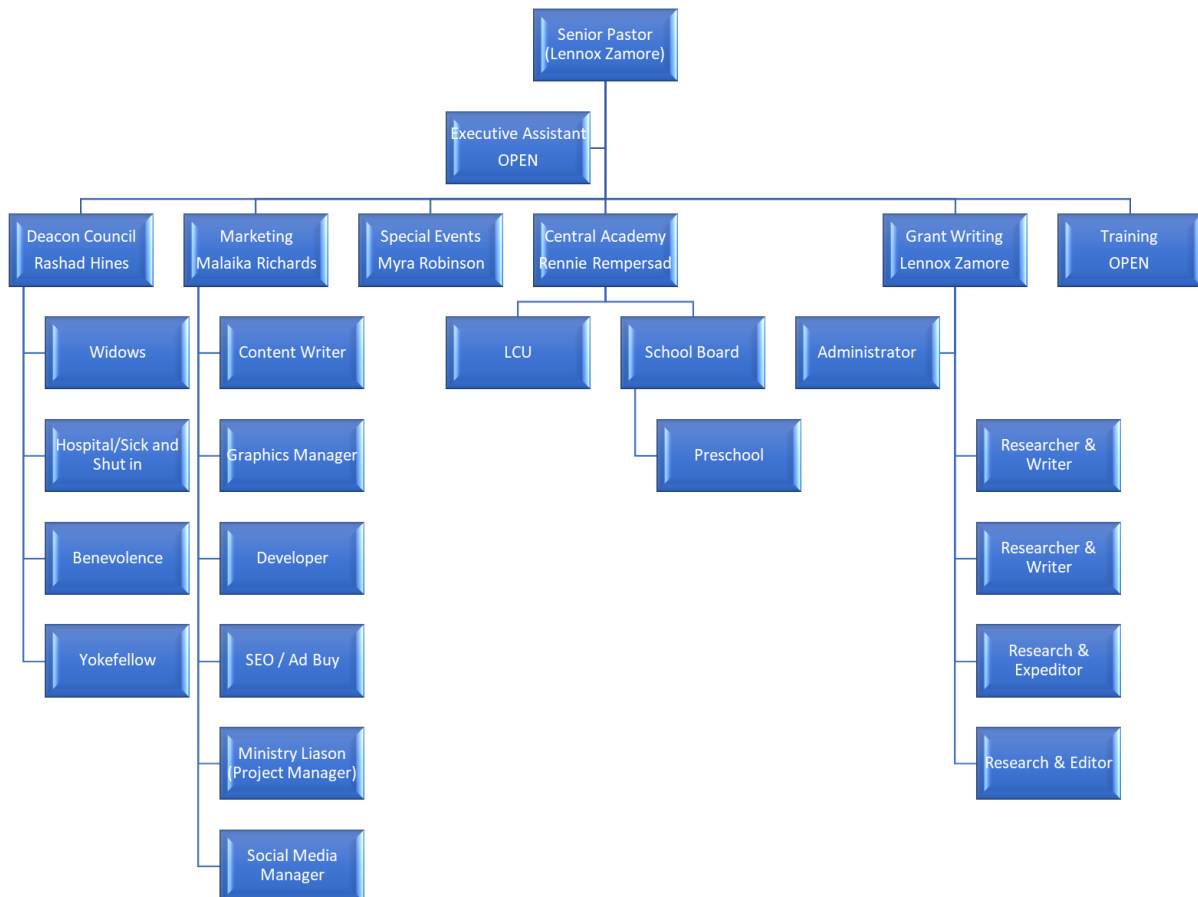
Level 2 Larger people group - Ministry group and guests - EVENT FORM REQUIRED

Level 3 Small people group - ministry group or select individuals only - **NO EVENT FORM REQUIRED**

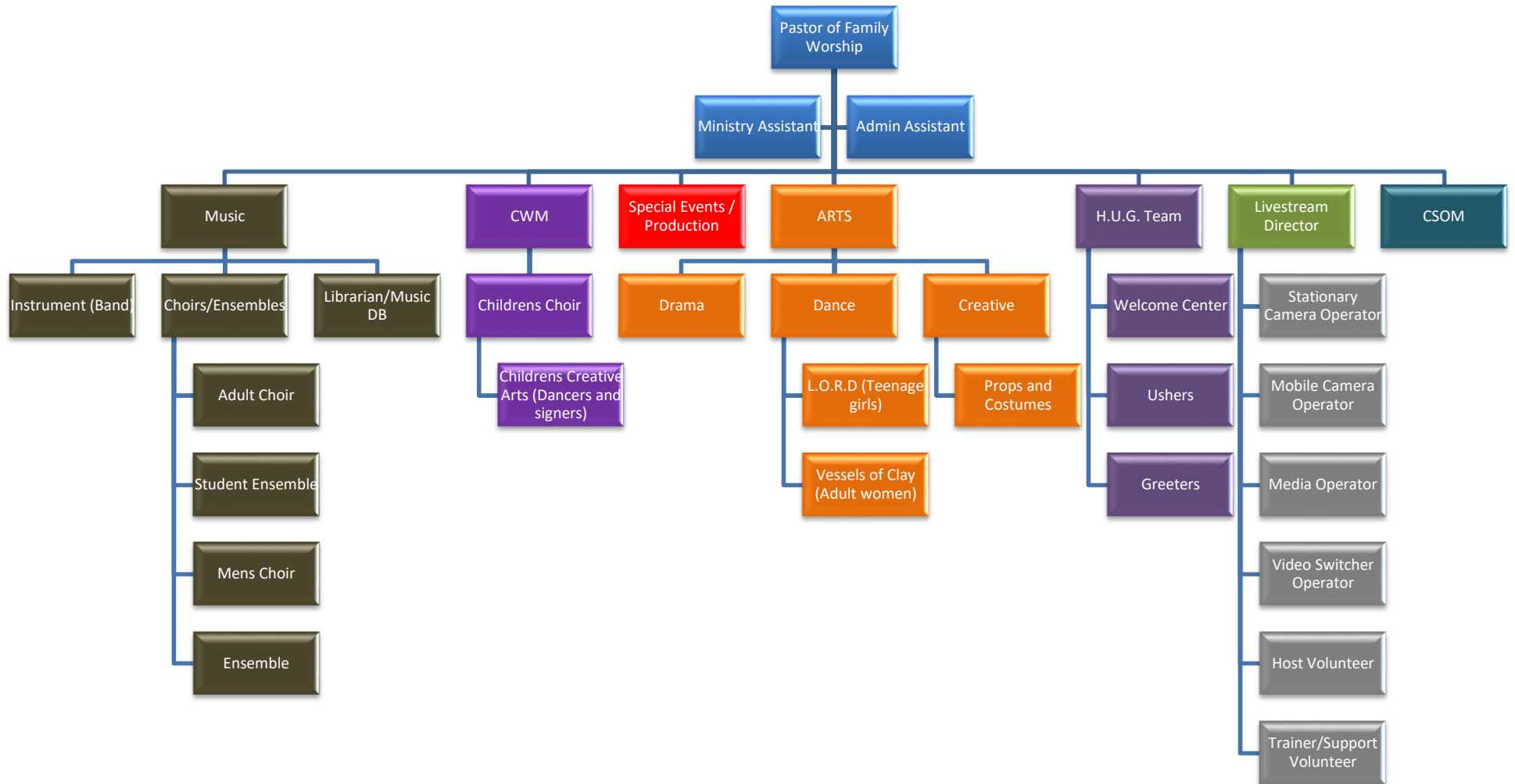
CHURCH STAFF



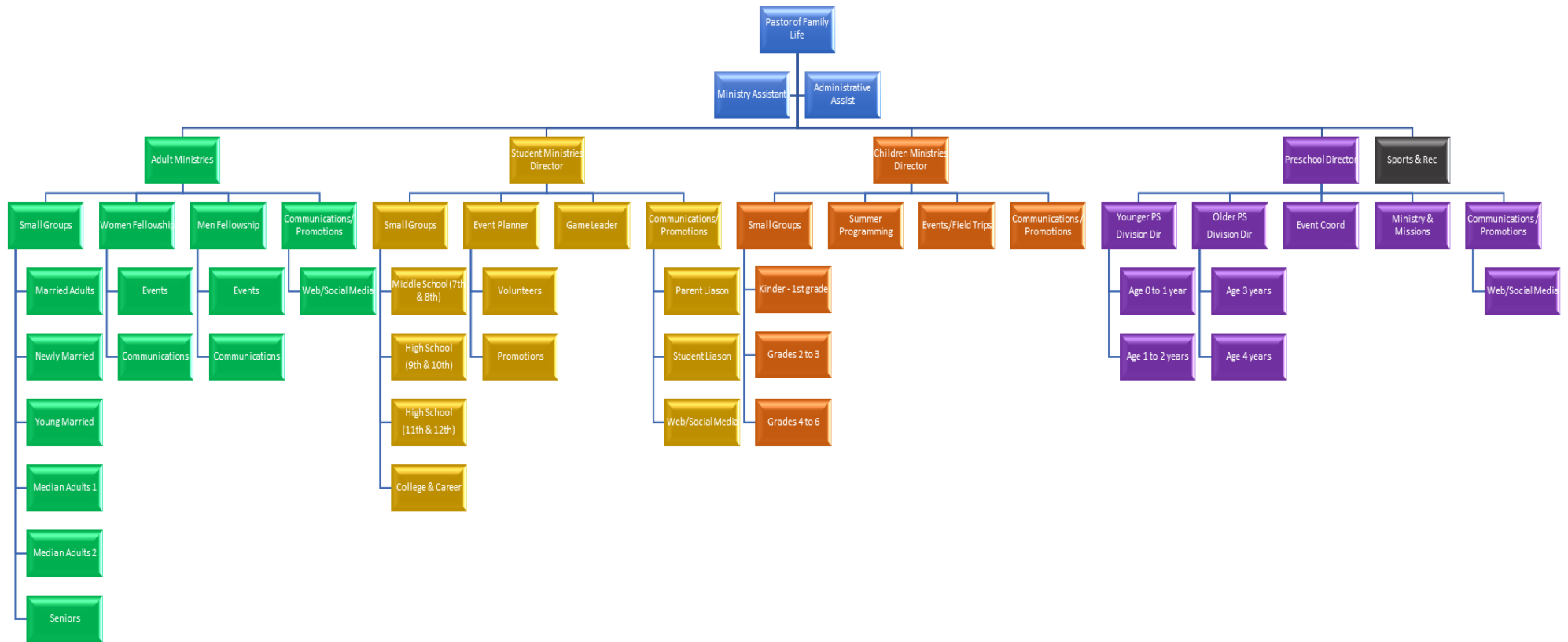
EXECUTIVE



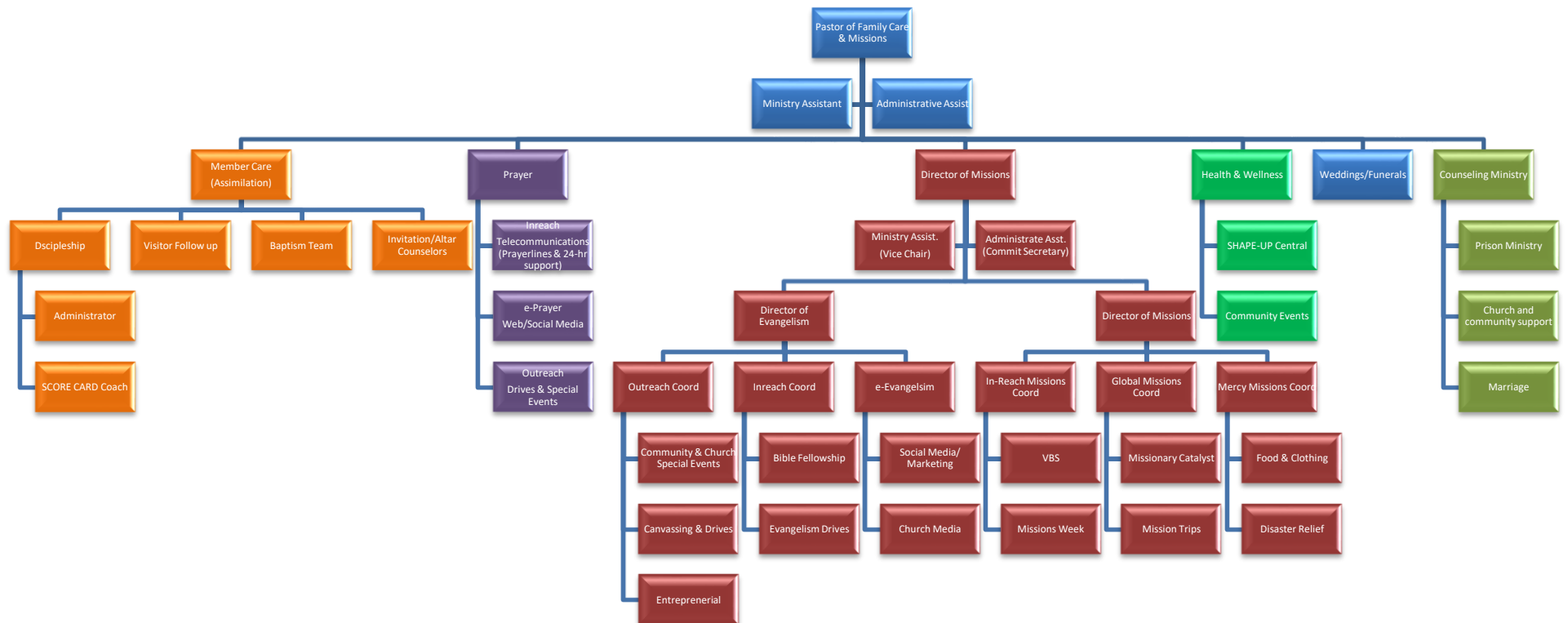
FAMILY WORSHIP



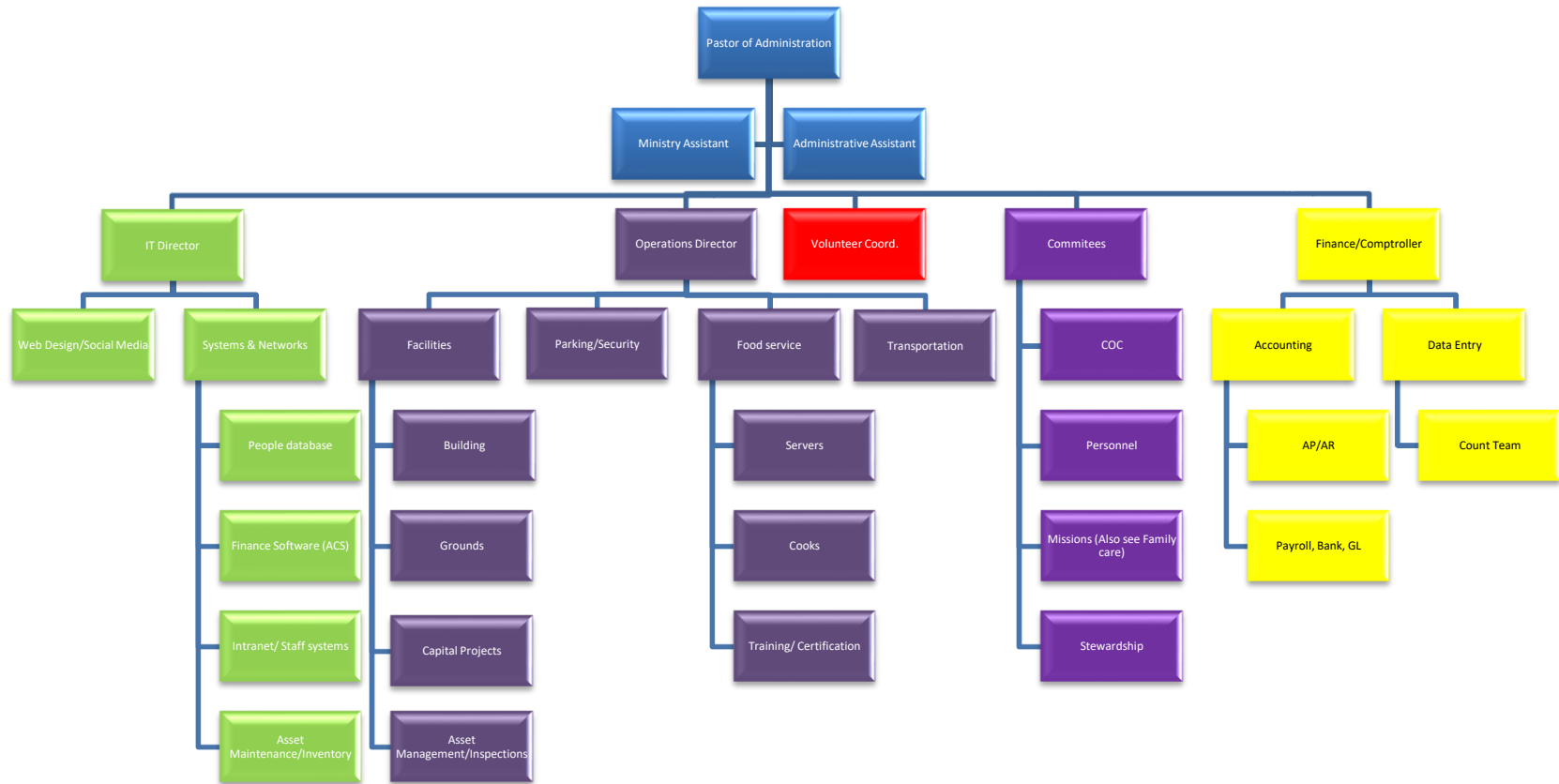
FAMILY LIFE



FAMILY CARE



ADMINISTRATION



2023 STANDING COMMITTEE ROSTER

Committee Name: COC	
Name	Position
Pastor Zeb McKinon	Staff Pastor - Ex-Officio
Nikisha Roberts	Missions Chair/ Ex- Officio
OPEN	Finance Chair / Ex-Officio
OPEN	Personnel Chair / Ex-Officio
Randall Woods	Deacon

Committee Name: Finance	
Name	Position
OPEN	Chair
Austin Bell	Recorder
T. Merrell Williams	Vice Chair
Patrick Roberts	Church Treasurer /Ex-Officio
Tracy Moore	Member
Pastor Lennox Zamore	Staff / Ex-Officio
Zeb McKinon	Staff / Ex-Officio

Committee Name: Personnel	
Name	Position
OPEN	Chairman
Chauntae Dyer	Vice Chairman
OPEN	Secretary
OPEN	Deacon
OPEN	Member
Zeb McKinon	Staff Pastor / Ex-Officio
Patrick Roberts	Treasurer / Ex-Officio
Lennox Zamore	Sr. Pastor / Ex-Officio

Committee Name: Missions	
Name	Position
Nikisha Roberts	Chairman
Damaris Vieira	Member
Bridjette Carter	Member
Phylis Christian	Secretary
Meloneese Beal	Vice Chairman
Lennox Zamore	Ex-Officio
John Hall	Member
Henry McGriff	Deacon

Committee Name: DEACON COUNCIL	
Name	Position
Randall Woods	Chairman
Dareck DeShields	Vice Chairman
Henry McGriff	Secretary
Duane Canady	Member
Randall Woods	Recorder
Kenny Anderson	Member
Rashad Hines	Member
Merrell Williams	Member

Committee Name: TRUSTEES (Bylaws pg 17, section 5)	
Name	Position
Merrell Williams	President/Director
Patrick Roberts	Treasurer/ Ex-Officio
Cliff Sharp	Clerk / Ex-Officio
Lennox Zamore	Sr. Pastor / Ex-Officio

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Deacon Fellowship
Ministry Leader: Deacon Cliff Sharp
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: 3rd Sundays

Ministry Purpose Statement

Deacons are the servant-ministers of the Church. Their purpose is to relieve the pastoral staff of the multitude of practical duties of caring for the flock. No specific, ongoing deacon roles are mentioned in Scripture, probably because service needs change, and so the role of the deacon must remain flexible. Perhaps this is why qualifications for deacons are stressed in Scripture rather than specific tasks. Deacons are to give their primary attention toward caring for the congregation's physical welfare. Deacons have the honor of modeling, for the local Church and the lost world, God's compassion, kindness, mercy, and love.

Specific List of Responsibilities

Deacon's primary service will consist of giving administrative oversight to Standing Committees or ministry oversight to Ministry Teams, which have been established by the pastoral staff.

Examples of specific service would be: the collectors of funds, the distributors of relief, and agents of mercy. They help the poor, the jobless, the sick, the widowed, the elderly, the homeless, the shut-in, and the disabled. They comfort, protect, and encourage people, and help to meet their needs. Although they do in many ways meet spiritual needs of those whom they serve, their primary service is related to physical needs.

Deacon duties are Church wide, covering areas of need, ministry, soul winning, etc. It is their duty to be a positive encouragement in all matters concerning the welfare of the Church, but it is understood that they do not have authority over the Church, except when that authority has been delegated by the Pastoral Staff.

The Deacon Fellowship will be the primary pool of spiritually qualified individuals who the pastoral staff will use to assist them in meeting ministry and administrative needs of the Church as they arise. Each deacon must be supportive of the pastoral staff, Senior Minister, staff, and ministry philosophy of ECTBC. The pastoral staff will call upon them as a collective group for assistance and council.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Benevolence Ministry
Reports To: Deacon Fellowship
Staff Advisor: Pastor of Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: 3rd Sundays

Ministry Purpose Statement

To glorify Jesus Christ by sharing Christ's love in a material way with needy people in and outside our congregation.

Specific List of Responsibilities

- Determine the spiritual condition of everyone who seeks help, encouraging them in their walk with Christ if they are believers and sharing the Gospel of Jesus Christ if they are not born again.
- Determine the amount and frequency of assistance to individuals or families.
- Identify and meet the needs presented, in a godly, wise, and biblical manner and within the limitations of this ministry.
- Identify the root cause of needs, rather than only the outward symptoms and share that information with the parties who are seeking help.
- Formulate and carry out a plan to remedy the root cause of the needs.
- Involve each recipient of help in the life and activities of our church (in the most appropriate and beneficial way possible).
- Recruit and train volunteers to serve in this ministry based on their spiritual giftedness.
- Locate church members and community businesses that will provide areas of assistance (i.e. automotive repairs, grocery store gift certificates, etc.).
- Investigate and determine reputable community service agencies where the ministry team can refer needy individuals.

- Investigate and administer benevolence resources as needed.
- Adhere to the Benevolence Ministry guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines also provide responsibilities for the various ministry team members.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Marketing Ministry
Ministry Leader: OPEN
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$1,400
Typical Meeting times: Weekly Contact: marketing@centraltampa.org

Ministry Purpose Statement

To promote ECTBC to the surrounding community and become a beacon to Christ. To make a more inclusive and accessible environment for people to get to know God at all levels. This ministry will create unity between all branches of ECTBC and hone our unified voice and message.

Specific List of Responsibilities

- To create a new website that is usable by trained users in each ministry.
- To collect quantitative and qualitative data to drive decision making.
- Make all ECTBC's social media accounts active.
- Use industry standard marketing tools.
- Implement new ECTBC brand.
- Build Marketing Ministry team.
- Start running Paid Ads.
- Have regular points of contact with all other ministries to develop marketing plans for each.

Specific List of Responsibilities

- Create list of website needs and implement production schedule.
- Run periodic surveys of members and visitors to collect general data.
- Create campaign plans for each ministry to increase member activity and attendance.
- Brand all major events and content. Train all ministry leaders on how to implement brand in their ministry content.
- Run queries in Realm and market positions to find the best matches to join the team. 6 trained members by the end of year
- Obtain marketing tools and train team to use it properly.
- Facilitate meetings in all quadrants to increase communication between leaders and disseminate information.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Special Events Ministry
Ministry Leader: Myra Richardson-Robinson
Reports To: Senior Pastor/Co- Administration Pastor
Prepared/Revised: 01/2023
FY Budget: (Combined/TBD)
Typical Meeting Times: Weekly/Pre-launch/Post Debriefing
Contact: myrarichardsonrobinson@gmail.com

Ministry Purpose Statement

1. To assist the Senior Pastor and ministry leaders in logistics management for level one events.
2. To recruit, build and support a Special Events ministry team.
3. To motivate each Special Event Ministry member and practice leadership goals as well as demonstrate their creative skills of decorating, promoting, budgeting, planning, and communicating as a project leader on large and small events.
4. To work with the Promotion Ministry, Worship Ministry, Kitchen Ministry and Administration and Facility Ministry to strategize on upcoming events projects.
5. To assist the ministry teams with the planning, preparation, pre-launch, execution
 - a. To ensure that all major events have strong outreach components.

Specific List of Responsibilities

1. Develop the Level One Event Planning Steps for the Special Events Ministry Team. (In-process)
2. Review The Event Planning Checklist with ministry members to understand the needs of the ministries when they are appointed to be a project leader for a major event.
3. Work with other organizations to coordinate Central's involvement in major Kingdom, Conventions, and Association level events, to include, but not limited to, Conferences and Trade Shows.
4. Participate in pre-launched and post events meetings, to give feedback on pros and cons of a major event. Also, to give appointed recommendations for future events that will move the church forward in collaboration with our surrounding communities.

Executive Staff

Lennox Zamore - Senior Pastor (Executive Functions Quadrant)

Zeb Mckinon- Pastor of Administration

Deacons

Quadrant Leaders

Patronica Barthel - Executive Administrative Assistant

Camille Starks – Administrative Assistant

Marissa Moore – Ministry Assistant

Myra Richardson-Robinson Special Events Ministry

Malaika Richards – Marketing Ministry

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Life Change University
Ministry Leader: Pastor Rennie Rempersad
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: izamore@centraltampa.org

Ministry Purpose Statement

The purpose of Life Change University (LCU) is to provide a convenient, consistent, biblically-balanced, life-changing discipleship program for men and women who desire to grow more mature in their spiritual life. The ultimate goal of Life Change University is to see lives impacted to the point of spiritual lifechange. Understanding that spiritual maturity is a life-long pursuit, LCU provides an ongoing opportunity for spiritual growth and development.

Specific List of Responsibilities

A personal commitment to spiritual growth is at the heart of the philosophy behind LifeChange University. LCU courses are offered throughout the week, including many on Sunday afternoon. Each Central member is encouraged to participate in at least one LCU course a semester. There is a Spring and Fall semester each year.

Specific List of Responsibilities - TBD

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: School Board
Ministry Leader: Pastor Rennie Rempersad
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: izamore@centraltampa.org

Ministry Purpose Statement

Provide leadership and oversight to the Central Academy Christian School. Create a cooperative spirit between both the school and church.

Specific List of Responsibilities

- Establish school policies, procedures and curriculum in accordance with the wishes of the church.
- Employ and discharge school personnel with the exception of the Headmaster who is a church staff member.
- Develop, with the director, the school budget for presentation to the Finance Committee and the church for approval.
- Act as liaison between the church and the school.
- Assure that the operation of the school meets accreditation requirements of the State, insofar as they are consistent with policies of the church.
- Evaluate applicants for position of school director and make recommendations to the Personnel Committee and the church for approval.
- Give oversight to [The Central Academy](#) guidelines as found in the Ministry Section of the church's Policies and Procedures Manual.
- Adhere to the [Athletic Program](#) guidelines which are documented in the Ministry Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals

2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Sunday School and Training Ministry Team
Ministry Leader: Pastor Lennox Zamore
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: lzamore@centraltampa.org

Ministry Purpose Statement

To assist in the administration and operation of the Sunday School and training programs.

Specific List of Responsibilities

- Assist the church staff and elected Sunday School officers in the planning and execution of the program.
- Assist in the selection of Sunday School officers and teachers.
- Assist in the selection of training literature.
- Provide training aids and equipment to be used in the program.
- Select and assign the facilities to be used in the program, coordinating with the Facilities Committee.
- Assist other organizations of the church in planning and executing their training programs.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Worship Ministry Team
Ministry Leader: Pastor Zeb McKinon
Reports To: Senior Pastor
Date Prepared/Revised: 1/2023
FY Budget: \$1,334
Typical Meeting times: Weekly Contact:

Ministry Purpose Statement

To accomplish the ECTBC ministry purpose of worship, that is, to **exalt** the name of Jesus Christ through individual and corporate worship means. This ministry team will enhance and enrich the ministry of worship in the life and mission of the people of God. They will provide support and assistance to staff and other volunteer groups in providing all levels of worship for the congregation.

Specific List of Responsibilities

- Prepare the annual ministry plan for worship based on the Worship ministry objectives, distinctives and core values as documented in the ECTBC Philosophy of Ministry.
- Give oversight to all established supporting worship ministry teams. Each chairperson of these ministry teams will serve on the Worship Ministry Team.
- Ensure that all such worship ministry teams have specific documented ministry objectives and goals that they are working to accomplish. Refer to the Worship Ministry Objectives and
- Create a spirit which enriches the worship experience for individual church members and visitors and the congregation as a whole.
- Educate the membership on the meaning of worship, methods of worship, music enrichment in worship, and church appointments as enhancements of worship.
- Plan special worship services with the ministers, organists, pianists, choir directors, orchestra directors and other worship leaders.
- Create worshipful experiences for baptism and Lord supper services.
- Utilize symbolism, flowers, banners, etc., to enhance our worship experience. Suggest and implement other ways and means of improving the worship setting. Support and participate in decorating the church for festivals.
- Utilize musical instruments and drama presentations to enhance the corporate worship experience.

- Remain sensitive to presenting quality worship experiences and not professional secular type performances.
- Periodically review the worship policies of the congregation regarding liturgy, weddings, funerals, and special services.
- Encourage recruitment of new members for choirs, orchestra, drama, etc. through promotion and publicity.
- Encourage recruitment and training of Welcome Center greeters and ushers.
- Train worship counselors and prepare a weekly assignment schedule.
- Assist ministers in recruiting and training sound, lighting and video monitors.
- Assist the Minister of Music in the development and implementation of guidelines and policy for worship ministries.
- Develop guidelines for ushers, greeters, and communion servers.
- Cultivate among the congregation an atmosphere of friendliness toward other worshippers and joyful and energetic participation in the services.
- Have intercessory prayer warriors praying during all worship services.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Pastoral Staff.
- Perform other duties as requested by the Ministries Oversight Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Children's Worship Ministries
Ministry Leader: LaTina McKinon
Reports To: Family Worship Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$350.00
Typical Meeting times: TBD Contact: mckinon1908@verizon.net

Ministry Purpose Statement

Children Worship Ministry gives value to children as worshippers. It also gives children an opportunity to take a leadership role in the service. It gives them a sense of responsibility for the ministry of the church and helps them identify with the traditional form of worship as they grow to adulthood.

Specific List of Responsibilities

- Develop future leaders.
- Provide opportunities for children to learn more about praise and worship through song, music, dance, spoken word, and signing.
- Create a virtual environment that will keep the children engaged during this pandemic.
- Continue to grow the ministry by at least 20%

Action Plan:

- Continue to purchase and obtain resources on online learning for children.
- Continue to work on projects like virtual children choir and dance videos (Complete at minimum 2 projects).
- Have their virtual videos played during service.
- Teach children music, dance, and signing using virtual learning, games, quizzes, and healthy competition.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Usher's Ministry Team
Ministry Leader: Stephen Kemp
Reports To: Family Worship Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: stkemp3@yahooo.com

Ministry Purpose Statement

The ministry of the usher goes far beyond opening a door. The purpose of an usher is to represent Christ to all that come to worship at the church. In a sense, they serve as the host of the building in which believers and strangers gather to seek God. This purpose alone expresses the privilege and responsibility that falls to a church usher.

Specific List of Responsibilities

- Arrive early for worship service (30 minutes prior to starting time is usual).
- Make sure all appropriate doors are opened and lights are turned on.
- Always check the restroom facilities for cleanliness.
- If necessary, sweep or clean entrance ways.
- Check thermostat settings for appropriate cooling and heating.
- If necessary, pick up any trash on church pews and straighten hymnal rack materials.
- Make sure bulletins, offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship.
- As guests arrive, greet them with a smile and a warm word of welcome. Introduce yourself.
- Assist people with information, materials, and seating as needed.
- During the service be aware of needs and move to meet such needs appropriately.
- Assist trained First-Aid Volunteers with medical emergencies during the service.
- Gather offerings during service. No usher must ever be left alone when the offering is being taken.

- Assure that small children do not enter restrooms unattended without parents.
- Concentrate on the worship service and participate appropriately.
- After the service, open doors and assist people as needed for departing.
- When people have left, check thermostats again, close doors, turn off lights, pick up clutter, and ask questions if needed about the next service.
- Enlist personnel to serve as ushers.
- Develop plans for handling emergencies and interruptions during the service.
- Develop plans for the security of buildings, grounds and parking areas during services.
- Adhere to the [Ushering in Worship Services](#) guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Visitor's Welcome Center Ministry Team
Ministry Leader: Stephen Kemp
Reports To: Family Worship Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: stkemp3@yahooo.com

Ministry Purpose Statement

The purpose of the Visitor's Welcome Center Ministry is to glorify Jesus Christ and share Christ's love by greeting, assisting, and showing hospitality to those visiting our morning worship services.

List of Responsibilities

The Visitor's Welcome Center will be located in the southeast section of the auditorium. Greeter servants will staff the Center every Sunday at the following times:

8:15 - 8:40 am
9:45 - 10:00 am
11:00 - 11:25 am
12:30 - 12:45 pm

Following are a list of procedures, which will be followed by the greeter volunteers for the above mentioned time frames:

Prior to 8:15:

- A. Welcome Center table will be prepared with:
 1. Tablecloth and arrangement
 2. Welcome Center Signs
 3. Visitor information:
 - Additional visitor packets
 - Monthly church Calendar of Events
 - Purpose Statement
 - Philosophies of Ministry
 - Ministry Descriptions
 - "Discover ECTBC Class" booklet Table of Contents
 - Articles of Incorporation
 - Bylaws
 4. Greeter Name Tags

B. Refreshments will be available but not placed on table or served until 9:45. They will include juice and baked goods (donut holes, Danish, etc.). If the visitor would like coffee or water, the greeter can obtain these from the coffee/water table in the back of the auditorium.

C. The table will be staffed by a minimum of two greeter volunteers for each of the times as noted above.

8:15 - 8:40 am:

A. Upon arrival, greeters must pick up their greeter name tags from the table and put them on their clothing.

B. Greeters shall strive to initially greet each visitor as they arrive and extend to them a warm welcome.

9:45 - 10:00 am:

NOTE - During the welcome time of each worship service, visitor packets will be distributed by the ushers to the visitors. At the conclusion of this welcome time, the minister will extend an invitation to the visitors to go to the Welcome Center immediately following the service. Ministers and pastoral staff have been encouraged to come to the Welcome Center to fellowship and answer any questions which the visitors might have.

A. Greeters must review the visitor cards, which were placed in the offering plate for that service. These cards will be placed on the Welcome Center table after the morning offering has been taken.

B. Greeters will receive visitors as they arrive at the table. They will assist the visitors in the completion of their visitors card, if not yet completed. They will encourage the visitors to wear the "Visitors Name Tag" which will be included in the visitors packets furnished to them during the service.

C. Refreshments will be offered to the visitors at this time.

D. Greeters will introduce visitors to ministers, pastoral staff, and other appropriate church leadership whenever possible.

E. If the visitors have any questions regarding ECTBC, the greeter can refer them to the material located at the table (see material noted above).

F. Greeter will assist the visitors in the selection and location of an Adult Elective class and, if they have children, a Children's Sunday School class. Use the bulletin insert for the listing of classes offered, and the back of the bulletin for room locations. Additional volunteers will be available to walk them to their classes. Greeters will make every effort to assure that the visitors are not late to their Adult Elective/Sunday School class.

G. Refreshments will be removed and the table reset for the next group of greeter servants.

11:00 - 11:25 am:

A. Same procedures as noted above for the 8:15 - 8:40 am time.

12:30 - 12:45 pm:

- A. Follow the same procedures as noted above for the 9:45 - 10:00 am time except for procedures C, F, and G.
- B. Clear items from table, place in storage box, and store in designated area.

SPECIAL NOTES TO EACH GREETER VOLUNTEER:

- The first service greeters will work the first two time slots and the second service greeters will work the latter two time slots.
- If unable to fulfill your Sunday responsibilities, please make arrangements for your replacement.
- Greeters will be scheduled for one month and their schedule will be furnished to them at least one month in advance.
- The Visitor's Welcome Center ministry team will meet after the Ministries Oversight Team's meeting on the third Sunday of each month at 7 pm.

Other general responsibilities:

- Work closely with the First Touch Ministry Team.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Audio/Visual Services Ministry Team
Ministry Leader: Freddie Robinson
Reports To: Family Worship Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$3,000.00
Typical Meeting times: TBD Contact: Techteam@centraltampa.org

Ministry Purpose Statement

Operate and ensure proper upkeep of ECTBC audio and visual systems.

Specific List of Responsibilities

- Operate the audio and visual systems of ECTBC. This would include normal services, special events and outside requests such as weddings, funerals, etc.
- Provide high levels of professionalism during all church activities (i.e. perform sound checks on all equipment before function begins, coordinate transition of PowerPoint presentation slides with speaker, etc.).
- Enlist and screen volunteers to serve in this ministry. Follow the [Volunteer Oversight](#) guidelines as documented in the Leadership and Management Section of the church's Policies and Procedures Manual.
- Provide continued training opportunities to assist volunteers in performing their service.
- Assure the proper care, maintenance and use of all audio and visual equipment. Develop and maintain a preventive maintenance program.
- Recommend changes in the audio and visual systems. This will include recommending needed purchases, replacements and upgrades.
- Maintain an inventory of all audio and visual equipment.
- Secure equipment when not in use.
- Adhere to the [Production Services](#) guidelines as documented in the General Administration Section of the church's Policies and Procedures Manual. These guidelines will be fully explained to volunteers in training sessions.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Adult Ministry Team
Ministry Leader: Minister Ralph Alderman
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$6,485.00
Typical Meeting times: TBD Contact: familylife@centraltampa.org

Ministry Purpose Statement

To assure an ongoing, effective adult program, ministering to the specific needs of adults and their families and developing outreach opportunities.

Specific List of Responsibilities

- Evaluate the needs of adults and their families in the church and community.
- Work in cooperation with the Children and Youth Ministry Teams to develop programs to keep the family together while ministering.
- Develop, evaluate and update programs to minister to these needs.
- Assist the church staff and elected adult workers in planning and executing the adult program.
- Develop special events for couples to attend (i.e. Sweetheart Banquets, weekend marriage retreats).
- Develop a prayer chain within each adult Sunday school class.
- Plan special outreach events and social functions.
- Adhere to the [Adult Ministry Greeting Procedures and Outreach](#) guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures

- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Senior Adult Small Group (HEIR FORCE)
Ministry Leader: Deacon Henry McGriff
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$320.00
Typical Meeting times: TBD Contact: adultministry2@centraltampa.org

Ministry Purpose Statement

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

Specific List of Responsibilities

- Evaluate the needs of senior adults in the church and community.
- Develop, evaluate and update programs to minister to these needs.
- Monitor senior adult programs of other churches.
- Assist the church staff and elected senior adult workers in planning and executing the senior adult program.
- Involve senior adults in all areas of the church. Depart their wisdom into younger ministry programs.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Single Adult Ministry Team
Ministry Leader: Deacon Cliff Sharp
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$320.00
Typical Meeting times: TBD Contact: adultministry2@centraltampa.org

Ministry Purpose Statement

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

Specific List of Responsibilities

- Evaluate the needs of single adults in the church and in the community.
- Develop, evaluate, and update programs to minister to these needs.
- Assist the Church, the Staff, and elected Single Adult workers in planning and executing the Single Adult programs.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- Cooperate and coordinate with other church committees and ministry teams.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Women's Ministry Team
Ministry Leader: Omeria Hinson
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$3,575.00
Typical Meeting times: TBD Contact: adultfellowship@centraltampa.org

Ministry Purpose Statement

Women's Ministries seeks to assist the church in equipping women to meet the spiritual, relational and short-term emergency needs of women and their families who are a part of ECTBC.

Leaders of the Women's Ministries team recognize that it is impossible to meet all of the needs of women within the body through this ministry alone, but believe they are capable of effectively assisting the church in ministering to areas of need that may be unique to women. They have chosen to target the spiritual needs of women because they believe if this need is met, relational and emotional needs will be met as well.

Specific List of Responsibilities

It is important to remember that family, friends, work and church all demand a woman's time. The leaders of the Women's Ministries at ECTBC recognize this and believe it is possible to "over-program." For this reason a greater emphasis is placed on the quality rather than the quantity of the program.

A program that will effectively minister to women in the church must incorporate opportunities for spiritual growth for new believers, those who are ready to take the next step in their faith and those who are committed to becoming fully devoted followers.

Entry Level Opportunities

Regular programming for this level of spiritual commitment includes the following:

1. **Monthly Verse Calendar:** Women may not have time for daily devotions. This calendar provides a verse for each day of the month. These verses tie in with the messages that are presented during the weekend and mid-week services, reinforcing the lessons that are being taught.
2. **The Journal:** This quarterly newsletter highlights topics that are of interest to women which are not usually highlighted in the weekend or mid-week messages.
3. **Women's Luncheon:** Each spring a luncheon is sponsored by Women's Ministries. This event is designed as an outreach. Women in the church are encouraged to invite family and friends to join together for a time

of fellowship and teaching by a guest speaker on issues facing women today.

4. **Mom's Brunch:** Each fall the mothers of preschool children are invited to a Brunch hosted by the Moms Ministry for the purpose of fellowship and teaching on specific issues mothers face.
5. **Working Women's Breakfast:** Periodically throughout the year working women meet for a continental breakfast, fellowship and discussion of their needs in the marketplace. A guest speaker will address particular concerns of working women.

Intermediate Level Opportunities

Women who desire to take the next step in their relationship with Jesus Christ may wish to become involved in the following:

1. **Bible Study and Elective Classes:** Classes are offered each fall and spring for a five or ten-week period. These classes are designed to help women understand their value to God and to gain a deeper knowledge of Him, to teach women how to apply this knowledge in their lives, to provide opportunities for women to discuss this material, to encourage women to move toward discipleship and to provide an atmosphere that encourages friendships.
2. **Workshop Seminars:** One-day seminars are offered each fall. Topics discussed relate specifically to women that are usually not addressed during the weekend and midweek services.
3. **Moms Ministry:** The Moms Ministry is designed to encourage and support mothers of preschool children. This is accomplished by providing opportunities for fellowship, publication of a monthly newsletter and meeting physical needs as they may arise. Support may be offered in the form of meals, helps, prayer, and small groups geographically placed that meet together monthly for fellowship, encouragement and training in parenting and self-care.

Advanced Level Opportunities

Women who are dedicated to becoming fully devoted followers of Jesus Christ are encouraged to participate in the following:

Discipleship Groups: Discipleship groups provide women with the opportunity to mature spiritually by offering them the chance to make a long-term commitment to personal Christian growth and development. The goal of each group is to expand the knowledge and perspective of God's greatness and His involvement in each member's life and to help members develop a spirit of contentment, gentleness and quietness. Group members are encouraged to develop Christ-like relationships, become independently dependent on God, and to understand and use spiritual gifts in the home as well as in the church.

These discipleship groups are limited to women who really desire to be godly women. The purpose of the group is not only to provide an in-depth study of God's Word, but to offer a setting that encourages personal growth in character as well.

Other Responsibilities

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their

specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Men's Ministry Team
Ministry Leader: OPEN
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$500.00
Typical Meeting times: TBD Contact: adultfellowship@centraltampa.org

Ministry Purpose Statement

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

Specific List of Responsibilities

- **Bible Study and Elective Classes** Classes are offered each fall and spring for a five or ten week period. These classes are designed to help men understand their value to God and to gain a deeper knowledge of Him, to teach men how to apply this knowledge in their lives, to provide opportunities for men to discuss this material, to encourage men to move toward discipleship and to provide an atmosphere that encourages friendships.
- **Men's Luncheon** Each spring a luncheon is sponsored by Men's Ministries. This event is designed as an outreach. Men in the church are encouraged to invite family and friends to join together for a time of fellowship and teaching by a guest speaker on issues facing men today.
- **Men's Breakfast** Periodically throughout the year, working men meet for a continental breakfast, fellowship and discussion of their needs in the marketplace. A guest speaker addresses particular concerns relating to the man.
- **Workshop Seminars** One-day seminars are offered each fall. Topics discussed relate specifically to men and are ones that are not usually addressed during the weekend and midweek services.
- **Discipleship Groups** Discipleship groups provide men with the opportunity to mature spiritually by offering them the chance to make a long-term commitment to personal Christian growth and development. The goal of each group is to expand the knowledge and perspective of God's greatness and His involvement in each member's life and to help members develop a spirit which is pleasing to the Lord. Group members are encouraged to develop Christ-like relationships, become independently dependent on God, and to understand and use their spiritual gifts in the church and marketplace.

These discipleship groups are limited to men who really desire to grow spiritually. The purpose of the group is not only to provide an in-depth study of God's Word, but to offer a setting that encourages personal

growth in character as well.

Other Responsibilities:

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Young Adult Ministry Team
Ministry Leader: Zeb and LaTina McKinon
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$320.00
Typical Meeting times: TBD Contact: adultministry2@centraltampa.org

Ministry Purpose Statement

Oversee an ongoing and effective young adult program that meets the special needs of young married couples and incorporates outreach opportunities.

Specific List of Responsibilities

- Evaluate the needs of young married adults in the church and community.
- Develop, evaluate and update programs to minister to these needs.
- Monitor young married adult programs of other churches.
- Assist the church staff and elected young adult workers in planning and executing the young adult program.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTIONS

Ministry Title: Youth Ministry Team
Ministry Leader: Garret and Schemica Elston
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$1,063
Typical Meeting times: TBD Contact: studentministry@centraltampa.org

Ministry Purpose Statement

Organize and develop an effective ministry plan to accomplish the Youth Ministry Purpose Statement and Ministry Objectives.

Leadership Composition

The senior high leadership shall be composed of a Senior High Coordinator, senior high Sunday School Teacher(s), and a leadership team of interested parents or singles for each of the areas of Discipleship, Evangelism and Outreach, Special Events, and Fellowships and Activities. Each of these leadership teams will appoint a spokesman from within its group. All senior high parents will function in an advisory capacity to the senior high leadership. The Senior High Coordinator will be approved by the Pastoral Staff. The Senior High Coordinator will approve all other senior high leaders.

Specific Ministries

Refer to the [Youth Ministry](#) program as described in the Ministry Section of the church's Policies and Procedures Manual for additional information.

The senior high leadership will be responsible for the following ministries as they relate to the senior high youth:

1. Instruction and Discipleship

- Sunday School
- Small group discipleship
- 1 to 1 discipleship
- Prayer emphasis

2. Evangelism and Outreach

- Involvement in local outreach ministries

- Involvement in global outreach ministries

3. Special Events and Fellowship

- Worship service participation
- Monthly or quarterly social events
- Special events planned with parents
- Annual camps/seminars
- Trips to visit college campuses
- Fund raising events

Specific Duties and Responsibilities

NOTE – Youth Ministry Teams are described in the [Youth Ministry](#) program as described in the Ministry Section of the church's Policies and Procedures Manual for additional information.

Senior High Coordinator

- Determine that all senior high leaders are fulfilling their responsibilities in an effective and efficient manner
- Give direction and assistance to leaders as requested
- Set dates and times for leadership meetings
- Communicate with selected members before each meeting to determine agenda items and if status reports need to be given
- Consider and organize agendas for meetings and stay within time constraints
- Plan meetings with senior high parents for the purpose of obtaining feedback, involvement, and assistance in ministering to their youth
- Communicate all preliminary dates and plans with the ministerial staff
- Periodically, communicate status of Senior High Ministry with the Ministries Oversight Team
- Assign additional responsibilities to senior high leaders as considered necessary
- Appoint a leadership secretary to take minutes of leadership meetings, distribute such to each leader on a timely basis, and assist the Coordinator in other duties as he feels appropriate

Sunday School Teacher(s)

- Order curriculum with topics of interest for young men and women
- Seek to be creative in making Biblical instruction and application
- Plan effective Sunday morning fellowship and refreshment times
- Develop an effective prayer/share time
- Adequately prepare and teach God's Word
- Be sensitive to Adult Elective classes, which might assist youth with their spiritual growth and interface with adults
- Consider special teaching themes in such areas as: parents, daily prayer life, daily Scripture reading, purpose of the church, habits, dress, authority levels, peers, work habits, marriage, college/education options, money management, etc. Use, involve, and invite parents to these special teaching times
- Periodically, plan for an elder to give a testimony or spiritual point of insight as it relates to youth
- Create opportunities for one-on-one counseling

- Build relationships with teachers and youth
- Communicate upcoming planned activities and stimulate interest
- Plan special class activities (i.e. music, testimonies, skits, etc.)
- Create opportunities for member and visitor outreach and follow-up
- Display a positive and excited attitude about the youth ministry
- Perform others duties as they arise

Discipleship Leadership Team

- Plan effective fellowship and refreshment times
- Develop an effective prayer/share time
- Adequately prepare and teach God's Word
- Consider special teaching themes
- Create opportunities for one-on-one counseling
- Build relationships with leaders and youth
- Communicate upcoming planned activities and stimulate interest
- Display a positive and excited attitude about the youth ministry
- Perform other duties as they arise

Evangelism and Outreach Leadership Team

- Communicate with church Ministry Leaders ways the youth can become involved in their local and global outreach ministries and what times would be best (i.e. assist Homeless Ministry on Tuesday evenings, giving testimonies in jails, participation in summer mission trips, tours (Jail, Drug Rehabilitation Center, Youth Detention Center, etc), youth seminars for learning and outreach, etc)
- Plan special evangelism events, which would allow our youth to bring their lost friends from their school (i.e. pizza party, sporting events, etc)
- Organize details of ministry events well in advance and obtain input from other youth leaders
- Solicit involvement from senior high parents (i.e. through prayer, helping in functions, etc.)
- Set dates and place on church calendar
- Communicate plans with senior high teachers and other leaders
- Write thank you notes to all individuals involved
- Display a positive and excited attitude about the youth ministry
- Perform other duties as they arise

Special Events Leadership Team

- Plan semiannual youth camps (i.e. Panama City, N.C.)
- Plan a parenting seminar each year. Have ministerial staff and pastoral staff teach on biblical principles on parenting and cover those specific areas where the youth leadership have noticed a need for parenting improvement
- Plan a special "Youth Sunday". Have youth distribute Sunday morning bulletins/visitor cards, prepare special music, give testimony, Scripture reading in worship services, collect hymnals, reset auditorium, etc.
- Plan a special event around Thanksgiving or Christmas (i.e. food baskets to needy families, etc)
- Plan a parent/youth church facilities work day.
- Display a positive and excited attitude about the youth ministry
- Perform other duties as they arise

Fellowships and Activities Leadership Team

- Organize details of social events well in advance and obtain input from other youth leaders (i.e. picnics, ball games and other sport activities, camp-outs, camps/retreats, Christian college opportunities, Bible/Youth conferences, father/son and mother/daughter functions, etc),
- Organize events benefited by other ministries (car wash - proceeds to local outreach ministry, baked goods for Homeless Ministry, etc)
- Plan several ministry events where the entire family of the youth can be involved
- Solicit participation from senior high parents (i.e. use of their home, assisting in events, providing refreshments, etc.)
- Set dates and place on church calendar
- Communicate plans with senior high teachers and other leaders
- Write thank you notes to all individuals involved
- Display a positive and excited attitude about the youth ministry
- Perform other duties as they arise

Each senior high leader must be alert to other interested and committed parents and singles as it relates to ministry and/or leadership involvement. They will continually request input and prayer support from all parents of youth. Parents shall always be allowed to attend youth leadership meetings and be given the opportunity to give input.

The Senior High and Junior Varsity leadership will periodically communicate together and occasionally plan a combined event.

Other Ministry Concepts Used to Minister to Students:

Team Competition

The teams compete with one another in carefully chosen events, encouraging team unity and promoting self-confidence. Designed for both athletic and nonathletic students, this is not a time of cut-throat competition. Rather, this is a time of friendly competition, where team members are encouraged and affirmed by their peers and leaders for participation rather than performance. Contemporary secular and Christian music is playing in the background during this time and students are encouraged to be wild, crazy and fun-loving.

Small Groups

The small group environment is where ministry becomes personal and lives are touched. Small groups meet each week before the message to discuss the topic of the week. Questions to promote discussion are prepared by the youth leadership and are distributed to the small group leaders several days prior to their meeting. These questions are designed to draw out the opinions and feelings of the students. This is not a lecture teaching time, it is group discussion.

Small group leaders are youth ministers. They are actively involved in the lives of the students within their group. Friendships are encouraged not only between the students but also with the leader. The leader serves as a positive, godly adult role model in the life of each student and encourages a relationship of respect, love, kindness and discipline. Leaders are expected to contact each core student in their group during the week to help stay in touch.

Multi-Media Presentations

Each week a volunteer takes slides of the students as they participate in the events of the morning. A multi-media presentation is given the following week showing these slides programmed with contemporary secular and Christian music. This weekly event promotes team spirit and enthusiasm and provides the students with a sense of belonging. Occasionally, concept media or videos are used to enhance the message.

Special Music

Positive or negative, music plays a vital role in the student's life. Leadership understand the entertainment value of music as well as its potential as a powerful tool. For this reason, leaders incorporate both secular music that has been screened and contemporary Christian music to enhance the topic being covered.

Message

Messages given during youth events deal with topics that students are concerned about. It is imperative that the students understand that the truths of Jesus Christ are relevant to their lives. These issues are not superficially examined. They are discussed in depth with honesty and integrity. Students need to know that these problems will not simply "go away" if they trust Jesus. Rather, they need to understand that He wants to help them work through these problems. Examples of some issues discussed include character, peer pressure, substance abuse, sexuality and family struggles.

Special Events

Each year the Youth Ministry Team plans special outreaches and events to provide opportunities for students to expose their friends to the student ministry in a fun and creative environment away from the church campus. Examples of these types of events include summer camp, a winter retreat, weekend rally, and a miniature golf tournament.

Team Building

Students from various surrounding communities are placed on a team according to the high school they attend. This gives individuals an opportunity to meet and build relationships with other students they see throughout the week. Teams meet together for an hour prior to the program. Half of this hour is used for a time of physical competition with other teams and the remaining time is used for team interaction. Team leaders use creative programming ideas to prepare students for the upcoming evening's program. The team meetings also provide a place for new students to be introduced to the team members.

Music

The musical numbers performed during student programs are contemporary and relevant to the message that is being given. Musical numbers performed as the students enter the auditorium include songs from the top 40. This initial introduction into the student ministry alerts the students that leaders are in touch with the world that they live in. Contemporary Christian numbers are also performed as the program progresses.

Drama

Prior to the message a skit is performed by members of the student drama team. This team is comprised of high school students and young adults who have made a commitment to Christ and who have a desire to minister to high school students by using the theater as a form of communication. The skit corresponds to the message that will be presented.

Teaching

Each week a message is given to the students who attend student functions. The message addresses current issues that are relevant to students showing that a personal relationship with Jesus Christ is a realistic solution to many problems facing high school students today. Topics are often controversial and always Bible-based. The purpose of the message is to impress upon students the absolute wisdom of God and the importance of obedience to Him.

Other general responsibilities:

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Children's Ministry Team
Ministry Leader: Donita Franklin
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$3,609.00
Typical Meeting times: TBD Contact: childrenministry@centraltampa.org

Ministry Purpose Statement

To help each child associate with God, Jesus, and the Bible. Teach children in solving problems, sharing, and expressing themselves; thinking of their home as a place of love and security; and begin thinking of others and adjusting to their interests.

Specific List of Responsibilities

- Provide a safe Christian environment for children to grow physically, socially, mentally, emotionally and spiritually.
- Promote communication and understanding between parents and teachers.
- Encourage active participation by parents in their visitation, fellowship, study, and worship.
- Coordinate space assigned to the Children's Ministry.
- Select, train and screen all employees and volunteers who work with children.
- Enlist cooperation on the part of the entire church to continually improve the program for children ministry.
- Adhere to the [Children's Ministry](#) guidelines which are documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines address the following:
 - Ensure that all children's workers (paid or volunteer) have read and understand the [Prevention of Children and Youth Abuse](#) policy. This policy is found in the Leadership and Management Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties

3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Preschool Ministry Team
Ministry Leader: Elaine Alderman
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$3,400.00
Typical Meeting times: TBD Contact: preschoolministry@centraltampa.org

Ministry Purpose Statement

To help each child: associate God, Jesus, and the Bible with happy feelings; to make progress in solving problems, sharing, and expressing himself; to know that the Bible is THE SPECIAL BOOK that tells about God and Jesus; to think of church as my church --that happy place; to think of home as a place of love and security; and to begin thinking of others and adjusting to their interests.

Specific List of Responsibilities

- Provide a safe Christian environment for preschool children to grow physically, socially, mentally, emotionally and spiritually.
- Promote communication and understanding between parents and teachers. Encourage interaction and participation in a non-threatening setting
- Integrate every child into a small group and help them feel comfortable participating in a non-threatening activity. In these small groups children will learn one another's names and they will be encouraged to share non-threatening information among themselves.
- In a large group setting allow for approximately a 20-minute segment that is designed to communicate the lesson or message that has been prepared for that day. Every effort will be made to communicate this message creatively, first through music and drama, and later through the message. The lesson given here is the basis for the small group discussions, which follow.
- The small group time provides an opportunity for relationships between children and leaders to deepen. It is also the time when the key concept taught in the large group setting is applied to the life of each child. This is not a time where new information is introduced. The small group activities are designed to reinforce the concepts already presented.
- Special preschool teams are developed to contribute to the ministry by performing works of ministry in such areas as: drama, puppets, art sports, production, programming, curriculum development, photo/video, greeters, hospitality, and room setup and tear down.

- At all times leadership will encourage active participation by parents in their visitation, fellowship, study and worship.
- Coordinate space assigned to the Preschool Ministry.
- Select, train and screen all preschool employees and volunteers.
- Enlist cooperation on the part of the entire church to continually improve the program for preschool children.
- Adhere to the [Preschool Ministry](#) guidelines which are documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines address the following:
 - Curriculum
 - Teaching Aids and Literature
 - Guidelines for Teachers and Volunteers
 - Receiving and Dismissing Preschoolers
 - Availability for Child Care
 - Provisions for Child Care
 - Guidelines Relating to Illness and Injuries
 - Feeding Policies
 - Extended Session
 - Special Events
- Ensure that all preschool workers (paid or volunteer) have read and understand the [Prevention of Children and Youth Abuse](#) policy. This policy is found in the Leadership and Management Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Recreation Ministry Team
Ministry Leader: Jovan Gillett
Reports To: Family Life Quadrant
Date Prepared/Revised: 1/2023
FY Budget: See student ministry budget
Typical Meeting times: TBD Contact: familylife@centraltampa.org

Ministry Purpose Statement

To plan, coordinate and evaluate a recreational program for all ages that is Christ centered and expands the total church outreach ministry.

Specific List of Responsibilities

- Evaluate the philosophy of the recreational/activities program so the objectives will be in keeping with magnifying Jesus Christ, carrying out the tasks of the church and supporting the church organizations.
- Become familiar with the suggested recreational/activities program for each of the church organizations.
- Determine the present provisions for recreation.
- Plan a program of recreational activities for the entire year. Use the recreation facility to its maximum capability. Adhere to the special guidelines for use of the [Activities Center](#) as found in the Facilities Section of the church's Policies and Procedures Manual.
- Be responsible for working closely with the leaders in determining new policies governing all phases of the recreation program. Adhere to the established [Activities Center Ministry](#) guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual.
- Get necessary equipment, take care to see that we handle properly -- adequately stored and kept in good repair.
- Work on providing adequate facilities for recreation.
- Secure, train and screen recreational leaders.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties

3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Baptism Ministry Team
Ministry Leader: Betty Brant
Reports To: Family Care Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

Assist the ministerial staff in preparing for and administering the ordinance of baptism.

Specific List of Responsibilities

- The Senior Minister's Secretary will notify all candidates well in advance of the scheduled date of baptism. They will be instructed on where to go, time to arrive and items to bring when they come.
- The secretary will place the scheduled baptism dates on the minister's calendar and remind him several days before the service. A list of baptisms by date will also be mailed to the ministry team leader.
- Ministry team members must arrive early to prepare the baptistry for use.
- Determine that all necessary baptismal equipment and supplies are ready for use.
- The minister's secretary will provide a list of those to be baptized and place this list on the baptistry information board.
- Hopefully the candidates will arrive early, as requested. Upon arrival the ministry team members will instruct each candidate on the process for baptism. Candidates will be allowed adequate time to ask questions.
- Candidates will be given a key to one of the baptistry lockers so they can secure their valuables. This key will be returned after the baptism.
- The candidate's name will be printed on a sticker which will be placed on their shoulder to assist the minister in remembering their names.
- The list of those to be baptized will be returned to the minister's office noting which individuals arrived and were baptized. The minister's office will provide this information to the Membership Secretary for updating the member's computer record. The secretary will also send a Baptism Certificate to all those baptized.
- Ministry team members will also assist the minister(s) with any additional information they might require

during the baptism.

- The baptistry will be cleaned with all wet towels and robes taken home for washing and drying. Floors must be mopped and the baptistry drained.
- Annually, all baptismal facilities and equipment must be inspected.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Altar Counselors Ministry Team
Ministry Leader: OPEN
Reports To: Family Care Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

Assist individuals with decisions they are personally making with the Lord or Savior. Help make their decision one that will have an eternal impact.

Specific List of Responsibilities

- Fulfill the requirements for being a counselor as outlined in the Worship Service Counselor's Policy.
- Attend required counselor training sessions when offered.
- Feel comfortable in presenting the plan of salvation to lost individuals. Always use the scriptures in making your presentation.
- Be familiar with the different types of decisions which a person might desire to make at the altar.
- Know the unique counselor pointers on counseling children.
- Complete decision cards and furnish helpful tracks or information about the church to each counselee.
- Pray with every individual who comes forward to make a decision.
- Adhere to the [Worship Service Counselors](#) guidelines as documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines will be fully explained in counselor training sessions.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances

6. Observance of internal policies, standards and procedures

- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Prayer Ministry Team
Ministry Leader: Sherrie Anderson
Reports To: Family Care Quadrant
Date Prepared/Revised: 1/2023
FY Budget: \$600.00
Typical Meeting times: TBD Contact: familycare@centraltampa.org

Ministry Purpose Statement

Undergirds prayer for all ministries and members of ECTBC. Provide an intercessory prayer ministry for the church, community and extended church family.

Specific List of Responsibilities

- Increase the church's awareness of the Prayer Ministry through periodic special emphasis (i.e. bulletin inserts, worship service announcements, etc.).
- Maintain the Prayer Chain ministry for the Bereavement Ministry Team.
- Assist the Senior Minister in the Minister's Prayer Partner Program.
- Oversee the [Intercessory Prayer Ministry](#) of ECTBC. Guidelines are documented in the Ministry Section of the church's Policies and Procedures Manual. These guidelines set forth the following areas:
 - Enlist New Members
 - Train New Workers
 - Fill Hours with Reserve Prayer Warriors
 - Acquiring Prayer Requests
 - Prayer Requests
 - Answered Prayer
 - Hospital Patients
 - PrayerGrams
 - Greeting Cards
 - Keep Prayer Ministry Current
 - Maintain Adequate Supplies
 - Mail
 - Files and Records
 - Maintain Atmosphere for Prayer in Prayer Room
 - Prepare Annual Budget
 - Be Available
 - Help Other Churches Begin a Prayer Ministry

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Worship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Outreach Ministry Team
Ministry Leader: Matt Wilson
Reports To: Missions
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: missions@centraltampa.org

Ministry Purpose Statement

The primary purpose of the Outreach Ministry at ECTBC is two-fold: (1) To educate, equip and encourage the believers who attend ECTBC for personal evangelism, as well as to facilitate their contact with nonbelievers for the purpose of bringing them to Christ. (2) To identify, challenge and harness gifted and impassioned evangelists so they can work strategically through the church's existing ministries, special evangelistic programs and their own personal efforts for the purpose of bringing people to Christ.

Specific List of Responsibilities

- **Evangelism Seminars** Evangelism seminars are designed to motivate believers to build friendships with non-Christians, to teach them to relate what Christ has done in their lives in a natural way, to present the gospel message clearly and concisely, and to equip them for dealing with the questions and objections that seekers inevitably raise. These seminars are designed not just for those with a spiritual gift of evangelism, but for all of our believers.
- **Evangelism Teams** Evangelism Teams are comprised of ECTBC members who have spiritual gifts or passion in the area of personal evangelism. Many who serve primarily in other ministries within the church are on these teams. Team members meet every other month for the purpose of inspiring, motivating and challenging each other toward increased fruitfulness, as well as to highlight upcoming evangelism-related opportunities.
- **New Believers Classes** These classes are offered generally twice a year and are aimed at helping newer believers get established in their faith and on a positive growth track. Classes are presented by the Evangelism Ministry Team. The class goal is to help attendees understand the gospel message so that they can become new believers, finish the classes and start growing.
- **Defenders** This ministry meets monthly for the purpose of equipping its members to "give an answer to everyone" who asks tough questions about our faith, including atheists, agnostics, cult members and individuals involved in other world religions. This is facilitated both by teaching sessions and outside "field trips" designed to give church members firsthand exposure to people and groups that oppose our beliefs. In addition, those with demonstrated areas of apologetic expertise are assembled into a referral team that serves the church staff and larger church body.

- First Touch Ministry Anyone interested in receiving additional information or assistance from the church is encouraged to fill out the tear-off portion of the worship service program. A volunteer from the First Touch Ministry will then call them the first part of the week to provide information or help as needed. Members of this team are instructed to make themselves available to meet at one of the services and to explain the gospel message to those who are open. They are encouraged not to push, but to be wise in the way they act toward outsiders and to make the most of every opportunity (Colossians 4:5).

Other Responsibilities

- Help all church members know and understand:
 - a. the heart of God for the lost
 - b. the condition of man without Christ
 - c. the content of the gospel of the grace of God
 - d. our position and responsibility as an ambassador of Christ and minister of reconciliation
 - e. that every believer has been entrusted with the gospel.
- Help each church member to be personally involved in praying for the lost, sharing the gospel, and giving of their resources for the sake of the gospel.
- Provide opportunities for the body to be locally exposed to the ruin of human lives without Christ.
- Encourage short-term mission opportunities to expose church members to the needs and challenges globally.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Evangelism Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Food and Clothing Pantry Ministry Team
Ministry Leader: Phylis Christian
Reports To: Missions
Date Prepared/Revised: 1/2023
FY Budget: \$5,000
Typical Meeting times: TBD Contact: missions@centraltampa.org

Ministry Purpose Statement

To provide food and clothing to needy individuals and families within ECTBC and, when possible, to the community at large.

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

Specific List of Responsibilities

- Stock pantry with foods donated from church families. Food tubs are provided throughout the church facilities in which to place such donations.
- Coordinate two food drives each year - one in the spring and one in the fall. A list of suggested food items will be made available at the Welcome Center. Perishable food or any food in previously opened containers cannot be accepted.
- Clothing donations are accepted but food leftovers are discouraged. Due to storage limitations, only seasonal clothing can be accepted. The greatest need in the clothes pantry is children's items. Clothing must be cleaned, mended, sized and show no signs of visible wear. The Ministry Team will pick up donated clothes by contacting the church office.
- Throughout the year other items can be donated such as any paper products, shampoo, laundry and bar soap, toothpaste, deodorant and other personal toiletries. These can be brought directly to the pantry during open hours.
- Cash donations can also be made to the church for the Food and Clothing Pantry.
- Make annual request of the Benevolence Ministry Team for funds to support the purchase of groceries given out to needed people throughout the year.
- Bibles, message tapes and information about other ECTBC ministries are available to all persons using the

pantry.

- Present the gospel to all recipients with tracts, pamphlets and personal witnessing.

Other Responsibilities

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Missions Ministry Team
Ministry Leader: Nikisha Roberts
Reports To: Missions
Date Prepared/Revised: 1/2023
FY Budget: \$23,300
Typical Meeting times: TBD Contact: missions@centraltampa.org

Ministry Purpose Statement

To develop and implement a program of missions and mission awareness; to balance the mission needs of the community with the financial resources of the church.

Specific List of Responsibilities

- Conduct studies and recommend plans for special mission endeavors as opportunities develop.
- Plan, coordinate, and implement various volunteer mission projects throughout the year.
- Coordinate all mission projects of the church so the church is united and the various trips and projects are planned to compliment each other. For example: this committee would not plan youth mission trips but would relate to the student minister in coordinating the trip with other mission projects.
- Plan on an annual basis the various volunteer mission projects in which the church will be involved.
- Assist the staff in planning praise reports, publicity, and special features on every mission project.
- Assist the staff on ongoing mission ministries such as the Food Pantry and Clothes Pantry.
- Help motivate church members to be involved in missions.
- Provide leadership in discovering local, state, national, and international mission projects with which our church can be involved.
- Establish and maintain communication with the associational missions ministry team and other appropriate groups outside the church.
- Implement the [World Missions](#) program as documented in the Ministry Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Evangelism Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Marriage Preparation Ministry Team
Ministry Leader: Pastor Lennox Zamore
Reports To: Family Care
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

Provide biblical insights, relational assistance, and accountability to those endeavoring to be married, in order to build God-honoring relationships that will stand the test of time.

Specific List of Responsibilities

- **Marriage Preparation Packets** After the initial contact by phone, a couple is sent a packet by mail. Once these profiles and questionnaires are completed and returned, an appointment is scheduled with a Marriage Preparation Interviewer.
- **Premarital Interview** At the conclusion of this first interview, there are a variety of possibilities. If there are no problems discerned in their profiles or during the interview, the couple is given a wedding date. However, if there has been a problem(s) detected there will be another interview scheduled, homework given and/or a workshop attended. At the completion of the assignments there are additional follow-up meetings to arrive at a date, or to inform the couple of the ministry's decision to decline taking part in their wedding. If ECTBC ministerial staff is to perform the wedding, the appropriate minister must be kept abreast of these interviews. The minister will most likely request a meeting with the couple.
- **Premarital Seminars** Reading assignments are assigned to every couple and attendance at our Premarital Seminar and our Premarital Budget Seminar is required.
- **Personal Follow-Up** During the entire process the couple is encouraged to stay in contact with their initial interviewing couple. This helps provide an avenue for friendship with a more experienced married couple and provides both formal and informal discipleship opportunities.
- **Post Marriage Retreat** Post marriage retreat weekends provide an opportunity to step back and examine the quality of the developing relationship. It is a time to re-examine communication patterns and to renew commitments.
- **Small Group** A small group ministry designed to provide relationships, accountability, and teaching is open to couples in their first six to twenty-four months of marriage.
- For more information regarding [Weddings and Receptions](#), refer to the Facilities Section of the Policies and

Other Responsibilities

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Bereavement Ministry Team
Ministry Leader: Pastor Lennox Zamore
Reports To: Family Care
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

To minister to the church and community by providing meals and other acts of mercy in times of bereavement.

Specific List of Responsibilities

- Coordinate the providing of meals and other acts of mercy for those in bereavement in the church and in the community as necessary.
- Call families to arrange time and place of meal deliveries and determine estimated number of family members who will be attending.
- Provide meals in attractive disposable containers accompanied with disposable plates, napkins, forks, knives, spoons, cups, etc.
- Provide meals for church families in bereavement who are not members of a Sunday School class or other group who would usually provide this ministry.
- Assist the Personnel Committee in providing meals to staff members who have experienced the death of a close family member.
- Provide meals for community members in bereavement who may not have a church home to do so.
- Work with ministerial staff in providing meals and other acts of mercy to members of our community who have lost love ones from a local disaster or devastation (i.e. hurricane, tornado, flood, fire, terrorist attack, etc.).
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church

4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Counseling Center (Celebrate Recovery & PATH Program)
Ministry Leader: Pastor Lennox Zamore
Reports To: Family Care
Date Prepared/Revised: 1/2023
FY Budget: \$2,000.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

The ECTBC Counseling Center exists for the purpose of assisting members of the church body in their spiritual, emotional and relational growth by helping them deal with emotional barriers that inhibit growth.

Emotional development is the focal point of the Counseling Center. Counselors are available to help people develop spiritually by helping them work through their emotional problems. Assistance in this area is available through individual therapy and group therapy as well as through a variety of programs offered through ECTBC.

Specific List of Responsibilities

See appendix for more Celebrate Recovery Ministry Plan detail

See appendix for information of PATH Program (Jail Ministry)

Other Responsibilities

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Fellowship Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Information Systems Committee
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: central@centraltampa.org

Ministry Purpose Statement

Plan, implement and coordinate information technology with users of church systems. Oversee a computer system that generates accuracy, security and completeness of data and reporting requirements.

Specific List of Responsibilities

- Research, evaluate and recommend a long-range plan for matching the information and data processing needs of the church with the available hardware, software and systems.
- Make recommendations for all acquisitions, maintenance, use and operation of church data processing equipment.
- Review purchase of all software applications.
- Oversee the church's [Computer Services](#) policies and procedures as documented in the General Administration Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Allow staff to develop procedures to accomplish such policies.
- Ensure that adequate documentation exists for the following: overall system design, users, programs, operator and vendor-supplied software.
- Ensure that adequate back-up and recovery procedures are in place. Test back-up and recovery operations periodically.
- Develop and implement security and safety procedures (i.e. password protection, physical access, Internet access, virus programs, etc.).
- Independently review the church's website for content and compliance with church approved website policies. This is an important procedure since most web pages are generated by numerous ministry departments.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their

specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Stewardship Oversight Committee.
 - Perform other duties as requested by the General Administration Committee.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Stewardship Oversight Committee (Committee on Committees)
Ministry Leader: Pastor Zeb McKinon
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: zmckinon@centraltampa.org

Ministry Purpose Statement

To provide stewardship oversight and direction for all of the resources that God has so faithfully provided to ECTBC for its use. These would include, but not be limited to, all financial, property, personnel and membership resources. This oversight committee will strive to maximize and protect the use of these resources. This committee will also serve as the corporate officers of ECTBC.

Specific List of Responsibilities

- Assist the Pastoral Staff and the Senior Minister in the management and administrative oversight of the church. Determine and ensure that all of the administrative Standing and Supporting Committees of the church are performing their designated responsibilities.
- Provide oversight and development for all financial, personnel, property, legal and general administrative matters of ECTBC. This will be accomplished by giving primary oversight to the following Standing Committees:
 1. Finance Committee
 2. Personnel Committee
 3. Facilities Committee
 4. Legal Committee
 5. General Administration Committee

These Standing Committees will also have Supporting Committees to assist them in accomplishing their numerous tasks and responsibilities.

- The Legal Committee of the Stewardship Oversight Committee will review the church's articles of incorporation and bylaws annually. If updates are needed, the Articles of Incorporation and Bylaws Ad-Hoc Committee will be notified.
- Review and update responsibilities of all Standing Committees, in coordination with the Nominating Committee. All Organizational Charts, Ministry Descriptions and Leadership Position Descriptions will be updated as documented in the church's Organizational Manual.

- Review and update the church's Policies and Procedures Manual annually.
- Perform and maintain a fiduciary responsibility to the church in all legal, financial, personnel and executive matters.
- Give oversight to church physical property and construction projects.
- Coordinate the purchase, sale or lease of physical property as so stipulated in the ECTBC Bylaws and policies.
- Coordinate the borrowing of money and oversight of debt restrictions as so stipulated in the ECTBC Bylaws and policies.
- The Corporate Officers of the Stewardship Oversight Committee will execute all legal documents relative to contracts, church property and other business matters.
- Participate in the strategic planning process of the church.
- The Stewardship Oversight Committee will use an Executive Committee to assist them in performing their duties in an effective, efficient and timely manner.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Pastoral Staff.
- Perform other duties as requested by the Pastoral Staff.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Facilities Committee
Ministry Leader: Damien Beal
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$ 114,600
Typical Meeting times: TBD Contact: zmckinon@centraltampa.org

Ministry Purpose Statement

To ensure the proper maintenance and use of all church properties including grounds, parking lots, buildings and equipment. Implement wise stewardship measures to safeguard church property and equipment.

Specific List of Responsibilities

- Ensure that proper repairs and maintenance are made to church property and equipment in accordance with budgeted resources. Review competitive bids on service contracts.
- Develop and implement a [Housekeeping and Maintenance Program](#) for routine periodic inspection and maintenance procedures on all church facilities. Refer to the Facilities Section of the Policies and Procedures Manual.
- Work with staff in determining needs in repairs, contract maintenance, rental and/or replacement of furniture and equipment used in all areas of the church. Make part of the annual budgeting process a "Repairs and Maintenance Request" form.
- Work to promote efficiency and economy in the purchase, use of, and repair to equipment.
- Develop a group of lay volunteers who have businesses or special talents in the area of facilities and grounds. Call upon these individuals as minor needs arise or when special "Work Days" are called. Let the body use their gifts and talents.
- Make recommendations to the Finance Committee for any non-budgeted emergency repair/maintenance needs.
- Recommend short and long-term requirements including the renovation, remodeling, purchase or sale of church properties and equipment.
- Approve the acceptance of any furniture, fixtures and equipment gifts to the church.
- Maintain and develop new policies and procedures for the use and upkeep of church facilities. Refer to the [Facilities Section](#) of the Policies and Procedures Manual.

- Conduct an annual evaluation of space allocations with ministry Department Heads and other ministry leaders for the purpose of determining better usage of space.
- Evaluate all church property and buildings and make recommendations to ensure that the space is accessible to disabled persons and the elderly.
- Work with the church Missions Ministry Team regarding upkeep of the Mission Parsonage and recommended acquisitions and maintenance of other property and space for mission-related purposes.
- Assist the church staff by providing vendors for the obtaining of competitive bids in the selection of furnishings for church programs and activities.
- Promote, through whatever means available, the conservation of energy and other natural resources that are used in the operation of church facilities.
- Develop plans to ensure safety and protection of members, guests and employees while on church property.
- Review security measures to protect church owned assets (i.e. structural safeguards, keys and locks, security systems, lighting).
- Evaluate adequacy of internal and external church signage.
- Maintain operation and repair of church mobile radios used by staff and parking volunteers.
- Work with Legal and Insurance Committees in evaluating the feasibility of accepting offers of real property.
- Work with staff in developing guidelines for use of facilities and fee structures.
- Work with the Decorations Coordinator in placement of seasonal decorations.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Stewardship Oversight Committee.
- Perform other duties as requested by the Stewardship Oversight Committee or Pastoral Staff.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Security and Parking Ministry
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$ 0.00
Typical Meeting times: TBD Contact:

Ministry Purpose Statement

Serving as a Security Specialist helps to ensure the church provides the safest possible environment for children and adults attending and serving during weekly services and special events.

General Description

The Security Specialist stands watch during services and at other critical times to ensure the safest possible environment is maintained. Incidents are confronted and addressed in an effective manner that minimizes disruption and harm to persons or property. Security team members are also expected to respond when needed in an emergency medical situation.

Time Commitment

A security team is on duty during weekend services as well as during special events as needed. The Security Specialist is asked to serve at least one Sunday one time per month. Individuals are also recruited as needed to staff a security team for special events. In addition to serving on the security team, each person will be asked to attend periodic training in the areas of security and emergency medical response. Volunteers must be at least 21 years old.

Specific List of Responsibilities

- Maintain a watchful eye while making rounds, ensuring assigned area is properly patrolled and monitored.
- Perform rounds before and during regular scheduled service times
- Provide parking assistance at level 1 events when requested
- Stay in communication with other security personnel as well as logistics, usher, and tech team members at all times prepared to respond as needed.
- Wear security paraphernalia with “Church Security” identification for appropriate events.
- Respond to medical and other emergencies according to established procedures.
- Function as operational logistics person when needed by a children’s classroom, adult worship, or other church staff or volunteer leader.
- Manage traffic flow as guests drop off/pick up children and enter/exit the adult worship area.

Training and Resources

Completion of periodic training on church security procedures and best practices is required of each

volunteer. Obtaining a certification in CPR is also required. Other training may be requested of the volunteer as needed to ensure the best techniques are being utilized to ensure the church maintains a safe environment at all times.

Reporting Relationship

The Security Ministry Leader reports to the Executive Pastor.

Other details

This ministry will be activated by the ECTBC Event Setup form or direct request of the Pastoral Staff.

This ministry will work in conjunction with Facilities, Hug Team and Deacon Ministry

Supplies: Radios/Cell Phones, Flashlights, Orange safety vests

2022 Goals:

1. Schedule training for CPR, How to do Rounds and Parking
2. Document emergency procedures
3. ECNN News – April 11th

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Food Service Committee
Ministry Leader: Phylis Christian
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$2,000.00
Typical Meeting times: TBD Contact: administration@centraltampa.org

Ministry Purpose Statement

To assist the church in determining its need for food services and to administer its food service program effectively. Ensure quality meals at an economic price.

Specific List of Responsibilities

- Work with the Director of Food Service in consultation with church staff and ministry leaders to determine food service needs of the church.
- Serve and clean up at all church-wide food service functions as requested by the Director of Food Services.
- Assist food service staff in nonchurch programs and activities.
- Recruit and train food service volunteers based on the [Volunteer Oversight](#) policy, which is located in the Leadership and Management Section of the church's Policies and Procedures Manual.
- Assist church office staff in the making of meal reservations and food service volunteers in the collection of money for meals.
- Oversee the church's [Food Services](#) policies and procedures as documented in the General Administration Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Allow staff to develop procedures to accomplish such policies.
- Maintain a current perpetual inventory of all church owned food service equipment. Perform a physical inventory on an annual basis to verify existence of all assets.
- Review monthly food service budget reports and inquire regarding unfavorable variances.
- Review recommendations for the purchase of food service equipment.
- Approve Purchase/Funds Requests which exceed \$500.
- Assist in obtaining competitive bids for catering services.

- Ensure that food facilities comply with regulations of the State Department of Public Health.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Stewardship Oversight Committee.
- Perform other duties as requested by the General Administration Committee.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Transportation Committee
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: administration@centraltampa.org

Ministry Purpose Statement

Administer the operation and maintenance of all vehicles owned by the church. Implement safeguards in the use of church vehicles.

Specific List of Responsibilities

- Oversee the purchase of all church vehicles. Determine that competitive bids are received.
- Give oversight to the [Use of Church Vehicles](#) policies and procedures as documented in the Facilities Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary.
- Ensure that proper screening procedures are being followed regarding drivers (employees and volunteers) of church vehicles.
- Assure that vehicles meet all federal and state regulations.
- Develop and maintain a preventive maintenance program on all church owned vehicles.
- Ensure that all vehicle and road safety procedures are adhered to as documented in the Safety and Protection Policy of the church.
- Coordinate with the Insurance Committee for all insurance needs.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures

- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Stewardship Oversight Committee.
- Perform other duties as requested by the Facilities Committee.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Bus Ministry Team
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: administration@centraltampa.org

Ministry Purpose Statement

To provide the program and personnel for the transportation of children, the elderly, the handicapped and others who may need transportation to or from any church program or activity.

Specific List of Responsibilities

- Establish mission and ministry opportunities that address the needs of those that this service contacts.
- Enlist personnel to perform these services. Screen all bus drivers through the church's insurance company and state Department of Motor Vehicles to determine if the volunteer is a safe driver.
- Maintain a list of Approved Vehicle Drivers. No individual must be allowed to drive a church vehicle unless they have been screened and their name appears on this list. Refer to the [Use of Church Vehicles](#) policy located in the Facilities Section of the church's Policies and Procedures Manual.
- Notify the Transportation Ministry Team of any mechanical problems, needed repairs or additional equipment requirements. This ministry team will work closely with the church's Transportation Committee.
- Coordinate programs and uses with other church organizations.
- Assure that all vehicles are operated in accordance with rules and regulations established by the Transportation Ministry Team.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures

- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Ministries Oversight Team.
- Perform other duties as requested by the Instruction Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Personnel Committee
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: personnel@centraltampa.org

Ministry Purpose Statement

To assist the church in all matters relating to personnel administration. Give oversight to all employment and personnel practices for both ministerial and non-ministerial staff. Maintain compliance with all labor-related legislative issues at the national, state, and local levels.

Specific List of Responsibilities

- Establish and maintain a staff structure where employment classifications are consistently applied. In many instances, these classifications will determine different forms of benefits to be given to employees.
- Periodically review the hiring and new employee orientation process. Ensure that proper documentation is being received and maintained, and that proper screening procedures are being followed.
- Determine that all employees are properly classified as either exempt or nonexempt based on provisions of the Fair Labor Standards Act.
- Stay current on special tax provisions relating to ministerial staff.
- Interview all ministerial staff positions. Non-ministerial staff will be interviewed by the appropriate ministerial staff.
- Develop and recommend changes to the employee's fringe benefits program. Evaluate insurance and retirement coverages every year.
- Ensure that the Form 5500 is being filed annually with the IRS for the church's Section 125 Cafeteria Plan.
- Oversee the annual personnel evaluation process. Determine that all Position Descriptions are updated and staff organizational charts are current. Ensure that all employees are being evaluated based on established ministry objectives.
- Oversee the established Salary and Wage Administration Plan as outlined in the personnel policies. Place all new employees in the proper salary/wage scale. Keep salary/wage scales current based on annual cost-

of-living increases.

- Annually, review ECTBC's workplace safety and security policies. Work directly with the Facilities Committee on this point.
- Approve minister's housing allowance requests in December of each year.
- Give oversight to all terminations of employment. Work directly with church legal counsel to avoid possible legal ramifications.
- Oversee the church's personnel policies and procedures as documented in the [Personnel Section](#) of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Also, maintain a current and accurate Employee Handbook, which is given to all employees at hiring.

(Additional requirements and responsibilities relating to the development and approval of compensation and benefit arrangements for a "disqualified person" of the church. These additional procedures are required to assure the church and the IRS that "excess benefit transactions" are not being granted which could jeopardize the church's tax exemption status.)

- The Personnel Committee shall be composed entirely of individuals who are unrelated to and not subject to the control of a disqualified person (someone in a position to exercise substantial influence over the affairs of the church - i.e. ministers, Business Administrators, etc.) who is being considered for receiving compensation and benefit arrangements/transactions from the church.
- The committee will obtain, review and rely upon objective "comparability" information to substantiate their independent decisions regarding reasonable levels of compensation paid and benefits granted to a disqualified person. Objective comparability information could include such items as:
 - a. compensation paid and benefits granted by: (1) churches which are similar in denomination affiliation, geographical location or size (i.e. membership, attendance, annual operating budgets, number of staff, programs, etc.), and (2) other taxable and tax-exempt organizations for comparable positions and levels of responsibility
 - b. independent compensation surveys by national recognized independent organizations (i.e. National Association of Church Business Administration, Christian Ministry Resources and Christian Management Association surveys)
 - c. actual written offers from similar churches competing for the services of the disqualified person.

Note: Excess compensation and benefits will be considered as: (1) any arrangement or transaction in which an economic benefit is provided to a disqualified person if the value of the compensation or benefits exceeds the value of the services provided by the disqualified person to the church, or (2) to the extent provided in Internal Revenue Service regulations, any transaction in which the amount of an economic benefit provided to a disqualified person is based on the revenues of the church, if the transaction results in unreasonable compensation being paid.

- The committee must adequately document the basis for all of its decisions and actions.

Other general responsibilities:

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Stewardship Oversight Committee.
- Perform other duties as requested by the Stewardship Oversight Committee or Pastoral Staff.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Missions Committee
Ministry Leader: Nikisha Roberts
Reports To: Family Care
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: administration@centraltampa.org

Ministry Purpose Statement

To develop and implement a program of missions and mission awareness; to balance the mission needs of the community with the financial resources of the church.

Specific List of Responsibilities

- Conduct studies and recommend plans for special mission endeavors as opportunities develop.
- Plan, coordinate, and implement various volunteer mission projects throughout the year.
- Coordinate all mission projects of the church so the church is united and the various trips and projects are planned to compliment each other. For example: this committee would not plan youth mission trips but would relate to the student minister in coordinating the trip with other mission projects.
- Plan on an annual basis the various volunteer mission projects in which the church will be involved.
- Assist the staff in planning praise reports, publicity, and special features on every mission project.
- Assist the staff on ongoing mission ministries such as the Food Pantry and Clothes Pantry.
- Help motivate church members to be involved in missions.
- Provide leadership in discovering local, state, national, and international mission projects with which our church can be involved.
- Establish and maintain communication with the associational missions ministry team and other appropriate groups outside the church.
- Implement the [World Missions](#) program as documented in the Ministry Section of the church's Policies and Procedures Manual.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:

1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Ministries Oversight Team.
 - Perform other duties as requested by the Evangelism Ministry Team.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Finance Committee
Ministry Title: Financial Stewardship Committee
Ministry Leader: OPEN
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: finance@centraltampa.org:

Ministry Purpose Statement

Counsel, guide and direct the staff and church in the judicious use and management of all financial resources of ECTBC and all of its integrated auxiliary ministries. Ensure that adequate internal financial controls are in place to safeguard the church's financial resources and to protect the reputation of the staff and ECTBC. Maintaining the integrity of ECTBC's finances is the ultimate mission of the Finance Committee.

Specific List of Responsibilities

Primary Responsibilities:

- See that accurate and complete financial records are being maintained in the Finance Office.
- Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the Stewardship Oversight Committee and Pastoral Staff.
- Oversee the spending of the annual general operating budget and anticipate possible financial problems.
- Maintain adequate levels of cash reserves for summer months and possible drops in giving. Study seasonal patterns of budget receipts and disbursements and adjust cash reserve levels accordingly.
- Safeguard church assets by implementing proper internal financial controls.
- Ensure compliance with all federal, state, and other governmental reporting requirements.
- Work with the Internal Auditing Committee in their review of the church's financial operating systems. Also, assist the external CPA's as they audit the church's financial statements.
- Help the Stewardship Oversight Committee and Pastoral Staff understand the church's financial condition.

Specific Responsibilities:

- Review the monthly Financial Report prior to its presentation to the Stewardship Oversight Committee,

Pastoral Staff and church business meeting. Make sure a current Balance Sheet is being prepared as part of the financial report.

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

- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Present an Annual Report of ministry to the Stewardship Oversight Committee.
- Perform other duties as requested by the Stewardship Oversight Committee and the Pastoral Staff.

EXCITING CENTRAL TAMPA BAPTIST CHURCH, INC.



MINISTRY DESCRIPTION

Ministry Title: Count Team
Ministry Leader: Zeb McKinon
Reports To: Family Administration
Date Prepared/Revised: 1/2023
FY Budget: \$0.00
Typical Meeting times: TBD Contact: zmckinon@centraltampa.org

Ministry Purpose Statement

Count, tabulate and deposit all monies given to the church during any regular or special meeting where funds (tithes, offerings, etc.) are collected or given. All ECTBC money counters must meet deacon qualifications. Leadership feels strongly that those who handle church funds must be spiritually mature.

Specific List of Responsibilities

- No less than two unrelated members of the committee shall count church funds at any given time. Rotate the use of committee members at least monthly.
- Maintain security controls over the counting of such funds (i.e. use locked room, rotate use of rooms, request security or off duty police officer to guard room while funds are being counted, etc.).
- Verify the amount shown on each envelope with the amount enclosed.
- Separate general and designated funds, properly recording the total of each on a Cash Receipts/Teller Sheet. A Cash Transmittal form must accompany all non-contribution receipts.
- Reconcile funds to be deposited to totals of batched offering envelopes.
- Prepare deposit and escort funds to the bank.
- Adhere to the cash handling policies and procedures as documented under [Collection of Offerings](#) guidelines in the church's Financial Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary.
- Work with the Insurance Committee to ensure that all counters are bonded.
- Provide reasonable assurance that the following ECTBC ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties

3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Stewardship Oversight Committee.
 - Perform other duties as requested by the Finance Committee



APPENDIX

**The following reports are submissions from ministry leaders following the
2022 Leader Summit held on October 15, 2022:**

Path Program (Jail Ministry)

Tech Team

Marketing

Celebrate Recovery

Assimilation

Missions and Evangelism

Men's Ministry

Children's Ministry

X-cite Student Ministry

Preschool (The Ark)

Adult Ministry

Women's Ministry

Sport & Recreation

Prayer Ministry

Special Events & Décor

PATH Program

Paternal Assistance and Transformational Help

Disclaimer: This program plan does not supersede the rules and regulations of the HCSO Department of Detention Services, Inmate Programs Bureau.

Our Mission Statement

Paternal Assistance and Transformational Help (PATH) is an organization of volunteers of Exciting Central Tampa Baptist Church (Central) that conducts outreach programs on behalf of inmates of the Hillsborough County Jail in order to see them come to know Jesus as Savior, become disciples, successfully re-entry community, and lead productive lives in their family, community and church.

PATH Ministries Areas

Hearing the slam of doors behind you and entering the domain of convicted criminals can be an unnerving experience for the bravest of people. And certainly, it is not a common desire. Yet every church member can participate in some way with jail ministries. It is not a requirement for everyone involved in this ministry to go behind jail walls. Below are three areas of PATH that are available for total church participation:



1. Institutional Ministry

- a. **Worship Services:** Many jails and prisons allow churches to come into the institution and to provide worship. This includes music, testimonies, prayer, and the Word of God.
- b. **Prayer Ministry:** Organize a group of prayer warriors who consistently pray for the jail ministries team each week. Support Groups: Start support groups for wives, fiancées, and families of inmates. Hold support group meetings at your church once a week for one hour. Free childcare should be provided.
- c. **Correspondence Bible Studies:** Bible Study correspondence with inmates. Support detainees with Bibles, tracts, Bible studies, and other needed materials. Keep all correspondence above board and impersonal. Share no phone numbers, addresses, or names except for a pen name. Use the church's post office box address only.
- d. **Care Packages Ministry:** Check with the jail authorities to see whether your church would be allowed to share personal hygiene kits with inmates. Assemble personal hygiene kits and supply them to the appropriate jail employee. Alternatively, your church could provide hygiene kits for inmates who are being released. Many jails and prisons, including use iCare.com to provide gift.

2. Community Re-entry Ministry

- a. **Re-entry Care packages:** Supply clothes, hygiene and related supplies for inmates who are being released from jail. Help the chaplain and counseling staff become aware of this ministry.
- b. **Housing and Employment Assistance:** Maintain a relationship with shelters in order to assist inmates transition from into the community. It is the plan of Central to have transitional housing by the grace of God. Also, refer participants to employment assistance programs.
- c. **Family Re-Entry:** Provide gifts to inmates' children during the holiday season. Provide paternity assistance to help inmate re-enter family. We will also help children of inmates attend summer camp and introduce them to Jesus.

3. **Court Assistance:** Assist participants negotiate the criminal justice system in order to become crime-free, complete court stipulations and probation terms.

Program Schedule

- Program will begin with male volunteers to male detainees
- Assign a Coordinator in January
- Recruit volunteers (8-10) immediately
- Apply to be a participating church in January, 2023
- Receive rules from Chaplain in January, 2023
- Select a date for conducting jail services at night on a Saturday or Sunday night
- Conduct background checks and fingerprints of volunteers in February
- Conduct facility orientation in February
- Set up quarterly schedule with two volunteers per visit.
- No instruments allowed, only canned music.

Understanding Jail Subcultures

Drugs: Every jail has drug dealers and users. The proliferation of the drug culture behind jail walls is aided by family members, disloyal employees, and smuggling through the mail system. A number of inmates run drug operations from behind the walls by phone.

Alcohol: Inmates sneak sugar, bread, fruit, and other items from the dining hall to make a jail brand of alcohol. The smuggled items are placed in a hidden distillery to ferment; then the brew is sold to the jail population for a modest price. Jailers have made alcohol that is 85 percent proof or higher.

Scams: Jails are supposed to be cashless, yet cash is present in all jails. Poker games and loan sharks are a vital part of this economy. Loan sharks make 100-200 percent on the money they loan to other inmates. Inmates also run stores called commissaries out of their cells.

Gangs: Today's jails are saturated by gangs and gang violence. Gangs are so entrenched in some jails that they have become a management challenge for jail staff and administrators. Gangs can give inmates a sense of family and protection.

Sex: Same-sex relationships, gang rape, and sexual exchanges for money or other purposes are all too common in inmate subcultures. Some inmates have been the victims of gang rapes that have resulted in traumatic medical problems.

Violence: The dining hall can be the most violent spot in the jail community. Inmates try to sit with their backs to the wall in the dining hall. Watching their backs and being vigilant is essential to their survival. Some of the most atrocious killings have occurred in the dining hall. What should be a place of enjoyment is a nightmare for many inmates. Most inmates try to eat in about 10 minutes so they can move on as soon as possible. Inmates soon discover that any desire to change prevailing attitudes and to be better people when they return to society seems to fade away. Hopes of developing skills, trades, or gaining education sink into oblivion for many. Unless there is an inner spark that creates a personal desire to make something positive out of life, inmates may drift with the tide. A relationship with Jesus Christ can make a huge difference.

Relating to Inmates

The typical inmate experiences poverty, has little education, and was unemployed at the time of arrest. Younger inmates are often charged with drug-related offenses. Few have any kind of plan for dealing with their situation. Yet to conclude that all inmates are hopeless would be a gross error. Many inmates have been exposed to Christianity at some point in their lives by attending church with someone in their family. There are men and women behind bars whose knowledge of Scripture is simply amazing. God needs ambassadors to encourage those who know about Jesus, and to deliver the good news of the Gospel to those who have not yet encountered Him. Seek understanding and

accept each inmate as a child of God, just as God unconditionally accepts everyone. Let the love of Christ that flows through you provide you with the insight to look beyond an inmate's faults and provide for his or her needs. When inmates allow Christ to take over, He will help them make changes in their lives. It is important to be fair and honest when you minister to inmates. They will respect you if you maintain a high level of integrity. As long as you are fair, inmates won't have a problem with you being frank with them. Just be yourself. They can detect a phony. Volunteers must be friendly without being overly friendly. This is especially true when working with the opposite sex. Some inmates have a way of reading something into nothing. An inmate can misconstrue a smile or compliment. If you receive a compliment, say thank you and advance the conversation to another level where the focus will be on Christ. Be extremely cautious about romantic entanglements with inmates. These attachments are counterproductive, risky, and usually fail. Be prepared to confront any manipulative behavior from inmates. If you give in to one manipulative act it sets the stage for you giving in again, and this can continue until a serious compromising blunder occurs. When any concerns arise, remember that the jail chaplain is your supervisor. If you have any doubts, ask him or her.

Communicating with Inmates

In order to minister to inmates, it is essential to effectively communicate with them. Ministering to inmates requires good eye contact. This allows you to learn a great deal about the inmate with whom you are conversing, and will help you assess his or her needs. The eye is the window to the soul. Good eye contact will play a major role in convincing inmates of your sincerity and will help determine the magnitude of your influence as you introduce them to Jesus. While communicating with inmates, don't be overly eager to correct illogical comments. This is a product of defensive listening. Defensive listening will alienate rather than establish the bond of trust you will need to win the inmates' confidence so you can share the love of Christ in the most efficient manner. Often their ideas are not going to be congruent with your theological ideology, but resist the temptation to interrupt them because you are going to have many opportunities later to share your point of view. Sharing prohibits dogmatism and unpleasant encounters. Sharing is a magnetic agent and dogmatism is a repelling agent. Avoid argumentative encounters with inmates. Always speak the truth in love, following Jesus' example. In all your conversations with inmates make Jesus first, best, and last. Don't say, "I know

how you feel” if you haven’t been incarcerated. Avoid breeching an inmate’s confidence unless it involves the safety of another inmate, or is a security risk for the institution. Confidentiality does not mean keeping secrets, but it does mean respecting the inmate’s viewpoint without making a public display of what has been shared. Refrain from talking about one inmate to another. This could create an unpleasant situation for security personnel, staff, and other inmates.

Working with Jail Officials

Ministering to inmates is a commission that comes from God. It is also a privilege extended by the Department of Corrections. Consequently, volunteers must obey the jail rules as they minister to inmates. Rules vary from state to state, and in-house rules and protocols differ between jails. PATH volunteers are expected to know and obey the rules and policies of the institution. Jails operate on a paramilitary system. The men and women employed there are referred to as security officers, not guards. These persons may view you as do-gooders or bleeding hearts until you win them over by showing respect for them and for the inmates, and through the unwavering principles by which you live. Working with security personnel is not always easy.

However, when something does not transpire as it should you have a channel inside the jail for complaints and concerns. That person is usually the jail chaplain or volunteer coordinator. He or she will address concerns to the appropriate personnel and help to bring a resolution to the existing dilemma. Even if security personnel are in the wrong, do not engage in any kind of argumentative discussion because the experience will usually be unpleasant. Moreover, the jail ministries volunteers may be branded as troublemakers, not only at that institution but at other correctional institutions as well. Upon entering the jail, follow the directives given by security personnel and proceed to the designated area for religious services.

Unauthorized wandering around in a jail is extremely risky. While walking to the area designated for the service, don’t be shocked or intimidated by what you see or hear. There is an eleventh commandment among inmates which says, “Thou shalt not hurt a free world visitor.” Many inmates are mindful of the fact that free world visitors are their connection to the outside world and their vessels of hope. They are not willing that this connection be severed. The warden must give approval

if you desire to bring anything into the facility. Shun every opportunity to compromise the rules by bringing unapproved items into the jail or taking items out of the jail. Carry only necessary keys, ID badges, materials, and other permitted equipment needed to minister to the inmates. Decline any opportunity to exchange phone numbers and addresses. This prove fatal if the information ends up in the wrong hands.

Handling Emergency Situations

Riots, fights, and fires are all possible emergencies in jail. However, volunteers are unlikely to be harmed because the safety and security of visitors and inmates is the highest priority of correctional facilities. Their staff have been trained to effectively handle emergencies. In the event of a crisis situation volunteers should remain calm, summon staff members, and follow their instructions. Visitors should not attempt to stop fights or riots.

Working with Inmates' Families

As you minister to inmates, you may also find opportunities to minister to their families. When this level of confidence has been reached, the inmate will disclose information about his or her family. If requested, a volunteer should attempt to visit the inmate's family (after the inmate has notified his or her family that he or she requested the visit). Families will often welcome your visit if you approach them with a caring attitude of friendliness and compassion. Incarceration imposes emotional, psychological, physical, and financial burdens upon the family. Often families do not know how to deal with the stress of having a loved one incarcerated. Each family needs a support system to help them cope with the strain. Try to assess their needs and alleviate them through social service agencies or church ministries. Do not make personal contributions of money. This will protect you from manipulation and scams. For example, if money is needed to pay the electric bill the church treasurer can write a check directly to the electric company. Central can provide food (but not cash). If possible, organize a family support group. Cover topics such as anger management skills, assertiveness, money management, job placement, and healthful living. Remember that some members of our congregation may have loved ones who are incarcerated. This can be a particularly isolating experience within the church. Make sure our church reaches out to these members and keeps them

involved in the church's ministries and events. Ask how these members are doing and how your church can best provide support for them and their loved one who is incarcerated.

Jail Volunteer Criteria

The Volunteer and Professional Criteria of the HCSO Department of Detention Services, Inmate Programs Bureau are as follows

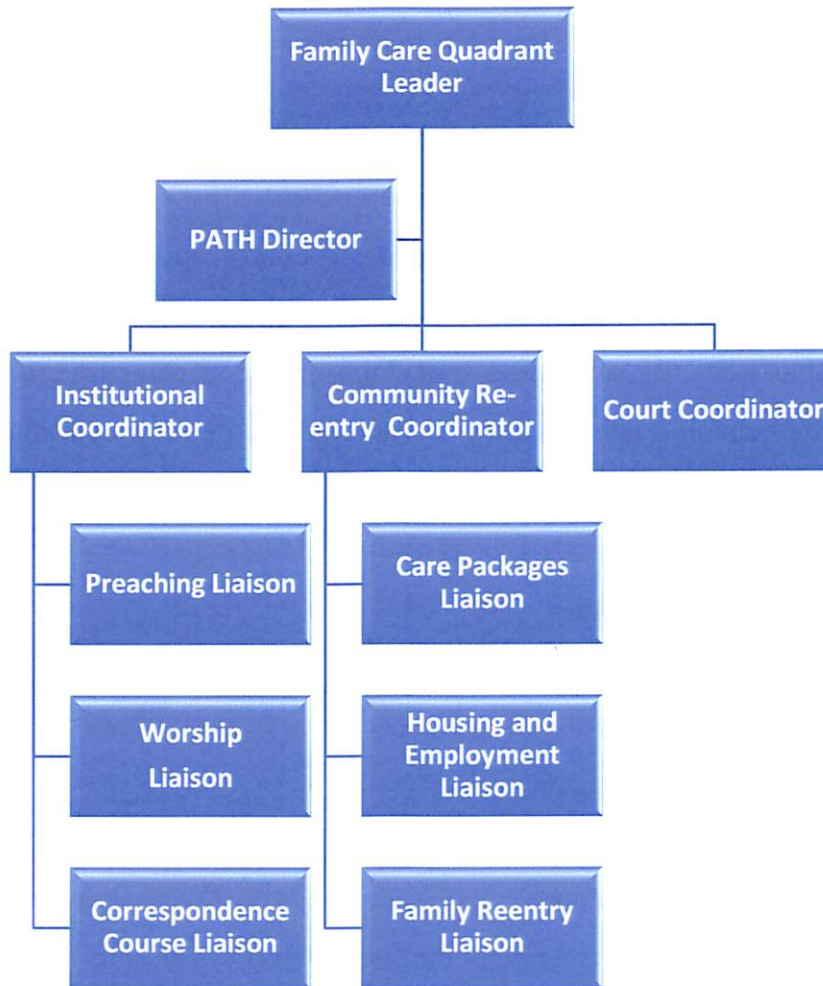
- No felony convictions within the last five years (5) and cannot be serving conditions of that conviction (i.e., prison, probation, conditional release) within the last five years.
- No misdemeanor convictions within the last three (3) years and cannot be serving conditions of that conviction (i.e., probation,) within the last three (3) years.
- No lifetime convictions for aggravated violent felonies
- No active warrants
- Not currently using illegal drugs or habitually abusing alcohol. Must not have used illegal drugs within the prior two (2) years.
- Not a registered sexual offender or sexual predator
- Must be a member in good standing of a recognized organization/church minimum one (1) year.
- Must notify Inmate Programs of any arrests, warrants, or law enforcement contact that occurs after initial approval
- Must notify Inmate Programs Bureau if any relative or close personal contact are incarcerated in HCSO facilities
- Must successfully complete volunteer security training
- Must agree to and sign volunteer rules and regulations
- Subject to person/belonging search at any time while on facility property
- Cannot personally associate with known felons
- Maintain good moral character
- Must have a valid Florida Identification Card or Driver's License with current address

- Meeting minimum eligibility requirements does not necessarily guarantee the selection
- Know that volunteering is a privilege and granted solely at the discretion of the Hillsborough County Sheriff's Office.

Budget

Category	Unit Cost	Months	Total
Worship Services	50	10	500
Jail Care Packages Ministry	In kind		
Community Re-entry Care Packages	20	10	200
Literature Ministry	30	10	300
Prayer Ministry	10	10	100
Pen Pal Ministry	In kind		
Ministry to Family of Inmates	50	10	500
Total			1,600

PATH Org Chart



Jail Ministries Director Job Description

Jail ministries in the local church is part of the personal ministries department, so communication between the leaders of these areas is essential. The jail ministries coordinator is responsible for overseeing all aspects of jail ministries, including connecting with corrections department personnel, selecting programs, appointing volunteers for key positions, communication with church leaders and members, and volunteer training. As with other ministries, volunteers are a core component. However, due to the nature of jail ministries, specific and thorough training of all volunteers is crucial. In fact, recruiting, screening and training volunteers is a foundational part of the coordinator's role.

He or she also conducts annual program evaluations and finds ways to thank volunteers for their contributions.

PATH Director Qualifications

Any person who has a real desire to help others can become a successful jail ministries coordinator. True conversion and dedication are the only prerequisites. These qualities, combined with love for individual souls, will manifest through patience, perseverance, and a desire to serve. The coordinator should also have faith in God's promises and a steadfast prayer life. Tact, wisdom, and genuineness are also desirable traits. Beyond these traits, the ability to communicate clearly with multiple audiences will be helpful. A jail ministries coordinator also needs a determination to maintain the ministry despite hardships.

PATH Director Responsibilities

The outreach of jail ministries has several basic objectives. The spiritual objectives can be summarized as:

- Presenting the gospel of Jesus Christ
- Sharing the love of God
- Expressing the meaning of faith
- Showing the power of prayer Some of the social objectives include:
 - Providing a link between the community and persons confined in correctional institutions
 - Preparing a person for re-entry into society (physically, mentally, morally, and spiritually)
 - Serving the families of persons who are confined
 - Helping a person to both accept and grant forgiveness
 - Helping a person to understand the meaning of being loved and loving others

It is essential that a coordinator arrange for compatible people to work together, especially in cities where there are several churches. The coordinator meets with the superintendent of the correctional facility and the jail's chaplain during the planning stage. In some cases, the coordinator will also work with the jail's program director. The coordinator is the liaison between the church, jail administration, and local conference jail ministries director.

Responsibilities of the Worship Coordinator

The worship coordinator is responsible for the spiritual development of the attending inmates. He is responsible for scheduling preachers and worship leaders for the weekly worship sessions in the Jail/Prison. The responsibilities can be summarized as:

1. Maintain a vetted roster of preachers and worship leaders
2. Maintain a schedule preachers and worship leaders
3. Ensure institutional security standards and procedures are followed
4. Ensure a worship and learning environment in the institution
5. Ensure appropriate dress code and code of conduct
6. Maintain records of attendees and prayer requests.
7. Preach, lead worship and pray, if necessary.

Responsibilities of Community Reentry Liaison

This individual is responsible for assisting participating inmates transition into the general community and the church. The responsibilities can be summarized as:

1. Establish a relationship with the family of participating inmates
2. Ensure participating inmates receive a community-re-entry survival package
3. Ensure participating inmates complete the community re-entry assessment
4. Maintain a database of community resources
5. Connect inmates to community resources as per needs assessment
6. Integrate inmate into ECTBC



PATH Volunteer Form

Thank you for being willing to join the Central PATH Team! Your information will help us connect with you and get you plugged in. Our team will be in touch with you soon!

Last Name _____ First Name _____

Phone Number _____ Email _____

Area of Interest:

- ☐ Worship Services
- ☐ Care Packages Ministry
- ☐ Clothing Ministry
- ☐ Literature Ministry
- ☐ Prayer Ministry
- ☐ Pen Pal Ministry
- ☐ Ministry to Children of Inmates
- ☐ Summer Camp



Community Re-Entry Assessment

BASIC/ CONTACT INFORMATION

DATE: _____ PARTICIPANT'S NAME: _____
 SEX: ☐ Female ☐ Male
 SEX: ☐ Female ☐ Male
 STREET ADDRESS: _____
 CITY: _____ ZIP: _____
 PHONE #s: _____ (HOME) _____ (CELL)
 ALTERNATIVE PHONE #: _____
 PRESENT ADDRESS: _____

ADDITIONAL CONTACTS

NAME: _____ RELATION: _____ ADDRESS: _____
 PHONE #: _____
 NAME: _____ RELATION: _____
 ADDRESS: _____ PHONE #: _____

DOCUMENTS TO OBTAIN

☐ BIRTH CERTIFICATE ☐ SS CARD ☐ LIBRARY CARD ☐ DRIVER'S LICENSE
☐ OTHER PHOTO ID

PERSONAL INFORMATION

DATE OF BIRTH: _____ PLACE OF BIRTH: _____
 RACE: _____ MARITAL STATUS: _____
 CHILDREN: ☐ YES ☐ NO IF YES (NAMES/ AGES): _____

CHILD SUPPORT: ☐ YES ☐ NO NEEDS CHILDCARE SERVICES: ☐ YES ☐ NO

CURRENT RESIDENCE: _____
 WITH WHOM: _____

PERMANENT RESIDENCE: ☐ YES ☐ NO RESIDENCE FOR PAST YEAR: ☐ PARENT OR GUARDIAN'S HOME
☐ OTHER RELATIVE'S HOME ☐ INDEPENDENTLY ☐ TRANSITIONAL/ TREATMENT FACILITY ☐ HOMELESS SHELTER
☐ HOMELESS ☐ CORRECTIONAL FACILITY ☐ FRIEND'S HOME ☐ FOSTER HOME
☐ OTHER _____

SOURCE OF FINANCIAL SUPPORT: _____

LEGAL HISTORY

EVER ARRESTED: ☐ YES ☐ NO

DATE AND DESCRIPTION OF OFFENSE(S): _____

EVER CONVICTED OF A CRIME: ☐ YES ☐ NO

NATURE OF THE OFFENSE(S): _____

EVER BEEN IN JAIL: ☐ YES ☐ NO

EVER BEEN IN PRISON: ☐ YES ☐ NO

PRISON ID# _____ RELEASE DATE: _____

NUMBER OF TIMES IN JAIL/ PRISON AS A JUVENILE: _____

NUMBER OF TIMES IN JAIL/ PRISON AS AN ADULT: _____

TOTAL TIME SPENT INCARCERATED AS AN ADULT: _____

CURRENTLY ON PROBATION: ☐ YES ☐ NO

CURRENTLY ON PAROLE: ☐ YES ☐ NO

IF YES TO EITHER, HOW LONG: _____

NAME OF AGENT: _____ PHONE OF AGENT: _____

MEET HOW OFTEN: _____

INVOLVED IN A GANG: ☐ YES ☐ NO ACCESS TO WEAPON(S): ☐ YES ☐ NO

EXPLAIN: _____

EMPLOYMENT HISTORY

EVER BEEN EMPLOYED: ☐ YES ☐ NO

LAST TWO POSITIONS HELD:

A. POSITION, DATES, SALARY, AND DUTIES: _____

B. POSITION, DATES, SALARY, AND DUTIES: _____

WORK-RELATED SKILLS: _____

FUTURE EMPLOYMENT GOALS: _____

ANY PROFESSIONAL REFERENCES (OTHER THAN FAMILY AND FRIENDS): _____

EDUCATIONAL HISTORY

HIGHEST SCHOOLING COMPLETED:

☐ NO SCHOOLING/ LESS THAN HS

☐ HS DIPLOMA/ GED

☐ SOME COMMUNITY COLLEGE/ TRADE SCHOOL

☐ ASSOCIATE'S DEGREE ☐ SOME COLLEGE/ UNIVERSITY

☐ BACHELOR'S DEGREE ☐ SOME GRADUATE SCHOOL

☐ GRADUATE DEGREE

NAME AND LOCATION OF LAST SCHOOL ATTENDED: _____

EVER RECEIVE SPECIAL EDUCATION SERVICES: ☐ YES ☐ NO

EVER HAD AN INDIVIDUAL EDUCATIONAL PLAN (IEP): ☐ YES ☐ NO

EVER SUSPENDED FROM SCHOOL: ☐ YES ☐ NO

EVER PLACED IN AN ALTERNATIVE SCHOOL: ☐ YES ☐ NO

EXPLAIN YES ANSWERS: _____

WHAT DID YOU LIKE BEST ABOUT SCHOOL? _____

WHAT DID YOU LIKE LEAST ABOUT SCHOOL? _____

FUTURE EDUCATION GOALS: _____

ANY SKILL DEFICIENCIES/ BARRIERS TO SUCCESSFUL LEARNING: _____

PHYSICAL & MENTAL HEALTH HISTORY

HEALTH INSURANCE: ☐ YES ☐ NO SELF-HEALTH

RATING:

☐ POOR ☐ FAIR ☐ GOOD ☐ EXCELLENT

EXPLANATION: _____

KNOWN HEALTH PROBLEMS/ DISABILITIES: _____

CURRENTLY TAKING ANY PRESCRIPTION MEDICATIONS? ☐ YES ☐ NO

DATE OF LAST PHYSICAL EXAM:

EVER HOSPITALIZED: ☐ YES ☐ NO

IF YES, CONDITION AND APPROXIMATE DATE: _____

DATE OF LAST EYE EXAM: _____

REQUIRE GLASSES TO READ, WORK, ETC. ☐ YES ☐ NO

EVER EXPERIENCED NEGLECT OR ABUSE: ☐ YES ☐ NO

PHYSICAL ABUSE: ☐ YES ☐ NO

SEXUAL ABUSE: ☐ YES ☐ NO

DIFFICULTY SLEEPING: ☐ YES ☐ NO

ALCOHOL ABUSE: ☐ YES ☐ NO Specify: _____

DRUG ABUSE: ☐ YES ☐ NO Specify: _____

SELF-MUTILATION: ☐ YES ☐ NO

ATTEMPTED SUICIDE: ☐ YES ☐ NO

CASE MANAGER CERTIFICATION

NEEDS ADDITIONAL ASSESSMENT: ☐ YES ☐ NO

NEEDS OUTSIDE REFERRAL: ☐ YES ☐ NO

SERVICES NEEDED: _____

REQUIRES IN-HOUSE SERVICES: ☐ YES ☐ NO

SERVICES NEEDED: _____

CASE DIRECTOR'S SIGNATURE: _____

DATE: _____



TECH TEAM PLAN

FISCAL YEAR: 2023

MINISTRY: Tech Team

LEADER: Freddie Robinson

ASSISTANT LEADER: Andre Dixon

QUADRANT LEADER: Pastor Zebadiah McKinon

2023 Goals and Objectives:

- Develop and implement training schedule
- 30-day lead time for all Tech Team Events
- Transform from Spider to Starfish
- New member recruitment
- Easy to do business with
- 2-weeks vacation

Action Plan:

- **Training Schedule:** Identify leaders of specific segments of Tech Team (Sound, Video, vMix, and IMAG). Each lead will host virtual or live training in the specific area on at least a quarterly basis with a goal to eventually reach a monthly basis. This format aids in the attempt to reach the Spider to Starfish transformation of the ministry and strengthens team participation.
 - **Leads:** Each Segment Lead tech shall have an assistant lead (youth or otherwise) responsible for a minimum of one of the quarterly trainings.
- **Spider to Starfish** – cross train on all roles so there are ZERO gaps as volunteers come and go. Continue to recruit talent and/or train those interested. Identify and implement lead roles for Sound, Video, vMix, and IMAG, with assistant leads for each segment.
- **TechTeam Lead Time** – require a minimum of 30-days for all Level One Tech Team requests so we can more effectively balance our work/personal/volunteer time. This is critical to scheduling and volunteer retention.
- **New Member Recruitment** – Work more closely with marketing to develop strategies to market and attract new Tech Team members.
 - **New Member Onboarding:** New members will be issued a form to identify skills and interests and placed accordingly. *See the form at the end of this document for further details.*
- **Easy Partners** – It's imperative that Tech Team, church leadership and other ministries work together. Therefore, we would like to see better communication in the form of email to Tech leadership for the purpose of continuity and awareness.
- **Ministry Vacation** – We will work with Central leadership to develop a strategy so that the tech team and the marketing team are closed for 2-weeks of the year.



Tech Team
Volunteer Form.doc

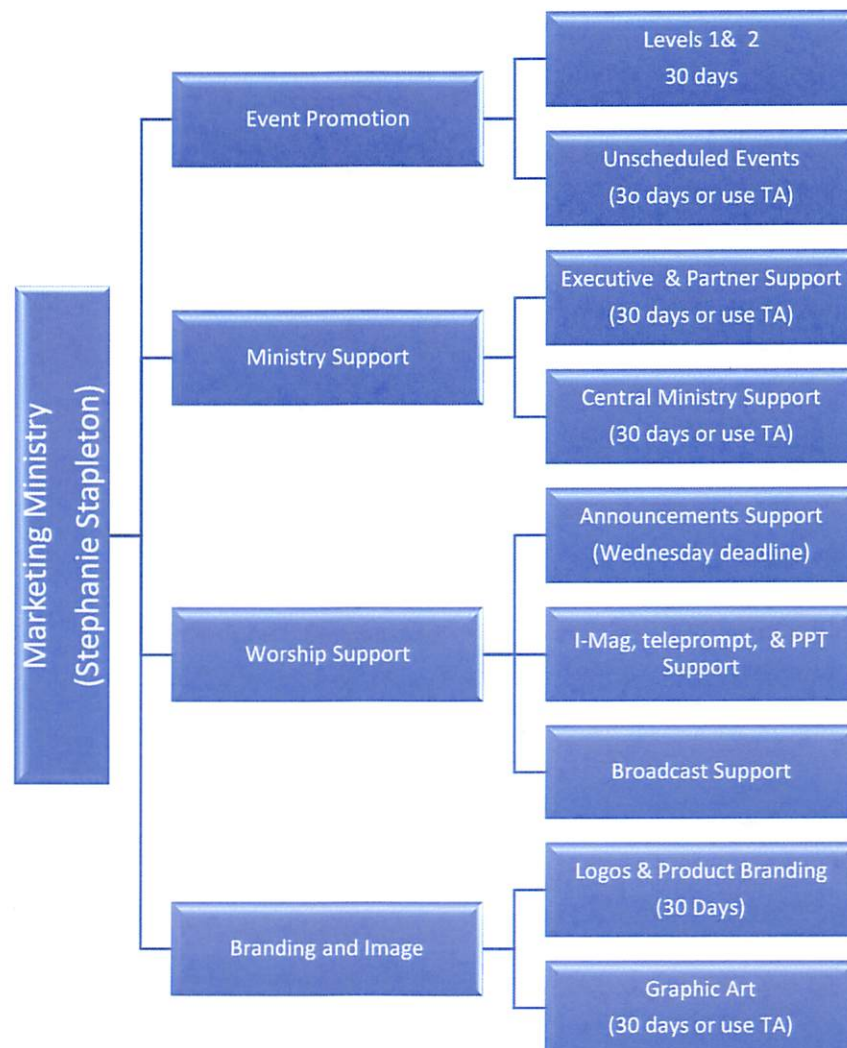
Marketing Ministry Guide

Purpose

The purpose of our marketing is to establish broad, positive knowledge and recognition of our Church and its ministries in the community as a safe place to know the Lord Jesus Christ and grow in His love together. The Marketing Ministry helps begin and foster relationships externally (with unconnected people) and internally (with the Church community). Our strategy for building relationships with unconnected people starts by building a positive reputation and trust throughout our target marketing area so that people will be more likely to respond to a specific invitation to a church event/activity.

Marketing Ministry Structure

The Marketing Ministry works alongside all Church ministries but works closest with the Special Events and Tech Ministries. As a result, the Marketing Ministry may not be lead in these ministries but provide “support” if needed. The following table shows the structure of the Marketing Ministry and the timetable for requesting tasks. Where the stated time table cannot be honored, outside Technical Assistance may be used to assist the Marketing Ministry.



Marketing Ministry Activation

It is not acceptable to call individual members of the Marketing ministry. The marketing ministry is activated by an event plan through the administrative office.

Marketing Techniques

The following list identifies specific marketing techniques:

1. Personal

- a. Canvassing (door-to-door)
- b. Speaking/presentations
- c. Attending events (seminars, meetings, conferences, graduations, etc.)

2. Material

- a. Newspapers
- b. Pres release
- c. Magazines
- d. Yellow pages
- e. Portable outdoor signs
- f. Business cards
- g. Brochures
- h. Posters
- i. Special newsletters (mailed to community)
- j. Ads in newsletters (including HOA newsletters and community associations)
- k. Flyers (for car windows, handouts, store counters, store windows, etc.)
- l. Door hangers
- m. Stationary
- n. Member mailing lists (e.g. letters, group emails, special invitations, newsletters, etc.)
- o. Direct mail postcards Banners (indoor and outdoor)
- p. Direct mail letters (saturate local carrier routes in the area near special events)
- q. Special marketing giveaways (e.g. pens, cups, mugs, magnets, etc.)

3. Digital

- a. Video brochures (CDs)
- b. Radio
- c. Television

d. Websites (ranked high on search engines to applicable key words)

e. Billboard

f. Social Media

4. Sponsorships

5. Word of mouth (community networking)

From: ayesha burney <hairbyayesha@yahoo.com>
Sent: Friday, November 11, 2022 10:25 AM
To: Zeb McKinon
Subject: Assimilation Ministry Plan 2023

Greeting Pastor Zeb

Purpose- The mission of the Assimilation connect and engage. It's a strategic plan for bringing people through a process of conversion. That will result in their active participation in the church body. In which can lead to identifying potential leader and their gifts

Responsibilities- 1. Completing M101 2. Baptism 3. Bible Fellowship 4. Creating a welcoming environment (love, smiles, caring, sharing). 5. Being knowledgeable on church information 5. Ministry Involvement 6. Supporting throughout the process of each step 7. Youth Involvement

Goals- Increase team member by 4 people, Verify a minimum 80% conversion to active ministry, Welcoming video hi-lights, Re-casting Vision to the team, 10% to leadership module, New-member Spotlight (newsletter, Video, Directory). Will accomplish these goals through, active recruiting, collaborating with marketing ministry and administration.

Activities- 1. New Members Reception Quarterly,
2. Team meeting every 2 months on the 2nd Tuesday of the month.
3. Two social outing for team vision casting dates -TBD
4. New Members picture will be shown on realm and through the

Tech Team

Budget- 1. Food for new members Reception- 150.00
2. Supplies- 100.00
3. Team social outing 25.00 person- 250.00

In His Grace,
Alice Ayesha Burney
Assimilation Ministry Leader



MINISTRY PLAN

FISCAL YEAR: 2023

Please use additional sheets/space as needed

MINISTRY: Family Care/ Celebrate Recovery

LEADER: Patronica Barthel (Interim)

(NEW) ASSISTANT LEADER: TBD

QUADRANT LEADER: Pastor Zamore

2023 Goals and Objectives: Identify T.E.A.M. (see below) individuals to lead and support CR general meetings. To Grow CR at Central within the church and surrounding community and to have at least 3 churches working to get the word out about CR in Tampa Heights. Develop, foster, and maintain community outreach opportunities. Evaluate success of the group no later than July and in October, begin formulating plans and needs for 2024.

- T -** Training Coach
- E -** Encourager Coach
- A -** Assimilation Coach
- M -** Ministry Leader

Action Plan: Identify and equip T.E.A.M. volunteers. Get the word out via church announcements, LED sign, community partners (Metropolitan Ministries, Salvation Army, YMCA, other churches, Facebook, etc.) that CR is here. Ensure ECTBC is added to National CR's website location finder to help individuals find CR group meetings. Target Central's members, visitors, friends, neighboring agencies and use word of mouth in addition to above listed measures. The target group is important to help build a healthy and sustainable CR program at Central. Based on initial projections and mid-year findings, determine the best plan moving forward to 2024. Year-end after action review will require honest answers to the following 4 questions:

- What was expected to happen?
- What actually occurred?
- What went well and why?
- What can be improved and how?

To be successful, the meeting will require:

- An open and honest professional discussion
- Participation by everyone on the team
- Focus on results of the program
- Identify ways to sustain what was well done
- Develop recommendations on ways to overcome obstacles

Calendar

ACTIVITY	Preferred Date	Alternate Date	
Celebrate Recovery Fellowship (Mid-July contingent upon determined meeting day of the week)	7/21/2023	7/19/2023	

Explanation of Anticipated Expenses

Fees: Conference, Summit, and Training Events

- Training/Conferences - Estimate \$60.00 per person for 4 people \$240.00
- Summit (remote attendance for 4 people) \$90.00 per person 360.00

Program Supplies: CR resources, chips, coins/medals, training kit

- Advanced Leadership kit that includes lesson bulletins for participants. \$149.99 (See CR website for details)
- Life's Healing Choices book (4 @ \$11.49 + shipping & handling)* \$ 45.96
- CR Bibles (5 @ 15.99 each + shipping & handling) \$ 79.95
- CR paperback devotional booklet (6) \$ 17.94
- The Road to Freedom book (4) \$ 63.96
- The Journey Begins Participant Guide Set Volumes 1 – 4 (2 + S & H) \$ 18.99
- Chips to be purchased in February and March \$ 17.50

*Shipping and handling are estimated

Printing: CR business cards for CR @ Central, flyers, etc.

- Flyers
- Business cards advertising CR at ECTBC
- Pamphlets, Issues sheets, etc.

Meals: Church sponsored meals for leaders who attend CR training events, conferences, etc.

- Meals at trainings, conferences, Summit (for 4) \$160.00 (\$20.00 per person)

Food Service: Items for Coffee or Crosstalk Café following weekly meetings \$ 26.00 per week

DEPARTMENT Family Care & Missions – Church & Community Support
 MINISTRY NAME Celebrate Recovery
 LEADER Patronica Barthel (Interim)
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees						360.00					240.00		\$600.00
Bckgrd Chks													\$
Prog Supplies	425.00	7.50	10.00										\$442.50
Printing	25.00												\$ 25.00
Literature													\$ -
Transportation													\$ -
Meals						80.00					80.00		\$160.00
Food Service	26.00	26.00	26.00	26.00	26.00	26.00	386.00	26.00	26.00	26.00	26.00	26.00	\$672.00
Uniforms													\$ -
Props/Sets													\$ -
Decorations													\$ -
Childcare													\$ -
Honorariums													\$ -
Gifts & Recog													\$ -
Field Trips													\$ -
Equip Rental													\$ -

TOTALS:	\$476.00	\$ 33.50	\$ 36.00	\$26.00	\$ 26.00	\$466.00	\$386.00	\$ 26.00	\$ 26.00	\$ 26.00	\$346.00	\$ 26.00	\$1899.50 (A) \$2000.00
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Fees: Conference, Summit, and Training Events

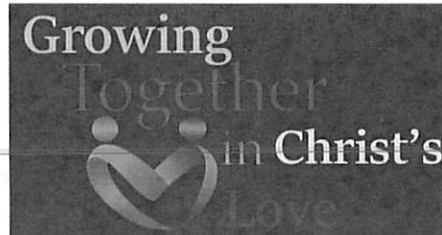
Program Supplies: CR resources, chips, coins/medals, training kit

Printing: CR business cards for CR @ Central, flyers, etc.

Meals: Meals at CR training events, conferences, etc.

Food Service: Items for Coffee or Crosstalk Café following meetings

(A) – Actual / \$2,000.00 is the budget amount requested





MINISTRY PLAN

FISCAL YEAR: 2023

Please use additional sheets/space as needed

MINISTRY: MISSIONS _AND EVANGELISM_____

LEADER: Nikisha Roberts_____

(NEW) ASSISTANT LEADER: __Meloneese Beal_____

QUADRANT LEADER: __Lennox Zamore_____

2023 Goals and Objectives:

1. Mobilize the church to serve the local community
2. Implement ongoing church wide Evangelistic events that include methods to mobilize our members to invite the unchurched and unsaved.
3. Promote involvement in Missions and Evangelism for all cohorts of the church.
4. Support and sustain International Missionaries/ Mission Work
5. Facilitate, promote and conduct short term mission trips

Action Plan:

1.
 - A. Bible Fellowship classes will recruit volunteers to serve 2-3 Saturdays per year minimum with the Food Pantry.
 - B. College Move in/Out Crews at UT and USF with invites to our church
 - C. Annual Mission Conference
2.
 - A. Use Love Works events to serve community- neighborhood street cleanups, \$1 Car Wash
 - B. NAMB Annie Armstrong offering- Missions will give \$500 towards this effort to support Church plants in North America.
- 3.

NAMB -Annie Armstrong Week of Prayer for North American Missions Missions Prayer Breakfast Fundraiser-	3/6-13/2023 3/5 Breakfast	3/20-27/23 3/19 Breakfast	
International Missions Week- Kentucky Derby Hat Kick off Sunday and Closing Ceremony- IFFD-Ethnic attire	4/30- 5/7/2023	5/14-21/2023	
Love Works Events: \$1 Car Wash, Central College Service Project: UT Dorms /Help Move out	5/6/2023	5/6/2023	
VBS-Elementary / Middle- High School Mission Trip (Deltona vs Miami with SBC organization)	June TBA	July TBA	
Package care packages for UT August 23-25 Dorm Move Ins	8/18/2023	8/20/2023	
Mission Trip to The Gambia (Tickets secured by May 2023- for best price)	Sept 30-Oct 14/2023	Oct 14- 28/2023	

Longest Night of the Year Service

12/21/2023

- A. Each Bible Fellowship class will have a Mission project they support locally, nationally or internationally

4.

A. Central will continue monthly support of

International Missions:

✓ IMB-\$229.17

Zambia- Jaku and Amber Joubert- \$150, Watoto sponsored child- Joshua Gumisiriza- \$40, and The Gambia- Watthew Ministries \$150

Local Missions:

✓ SBC Coop Program- \$229.17

✓ TBBA- \$229.17

✓ Huddle Touch- \$75

✓ One More Child- \$84

* Add: Abe Brown \$75
Cornerstone \$100

B. Central will adopt Jambanjelly Village Medical clinic in The Gambia and work to raise funds to renovate the Community village to offer better care to its people. Goal is to raise \$53,000 over the course of 1-2 yrs to complete this project.

5.

A. Plan and implement Mission trip for Middle High School Summer 2023

B. Plan and implement a Mission trip to the Gambia Fall 2023-

Calendar

ACTIVITY	Preferred Date	Alternate Date
Love Works – Jambanjelly Medical Clinic Renovation Pledge Campaign	Month January	Month of February

NAMB -Annie Armstrong Week of Prayer for North American Missions Missions Prayer Breakfast Fundraiser-	3/6-13/2023 3/5 Breakfast	3/20-27/23 3/19 Breakfast	
International Missions Week- Kentucky Derby Hat Kick off Sunday and Closing Ceremony- IFFD-Ethnic attire	4/30- 5/7/2023	5/14-21/2023	
Love Works Events: \$1 Car Wash, Central College Service Project: UT Dorms /Help Move out	5/6/2023	5/6/2023	
VBS-Elementary / Middle- High School Mission Trip (Deltona vs Miami with SBC organization)	June TBA	July TBA	
Package care packages for UT August 23-25 Dorm Move Ins	8/18/2023	8/20/2023	
Mission Trip to The Gambia (Tickets secured by May 2023- for best price)	Sept 30-Oct 14/2023	Oct 14- 28/2023	

Longest Night of the Year Service

12/21/2023



Exciting
CENTRAL TAMPA
BAPTIST CHURCH

[illegible]



MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Men's Ministry / Family Life Administration

LEADER: Pastor Lennox Zamore

(NEW) ASSISTANT LEADER: Vacant

QUADRANT LEADER: Minister Ralph Alderman, Jr.

2023 Goals and Objectives:

Action Plan:

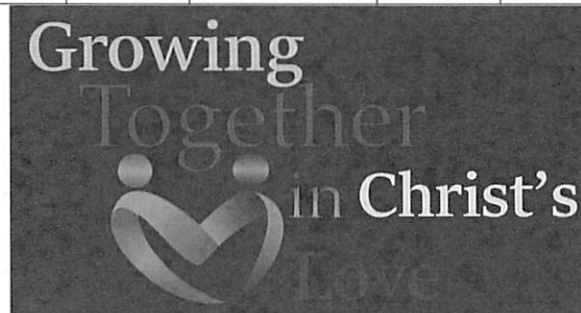
Calendar

ACTIVITY	Preferred Date	Alternate Date
Fishing for Men on the Lake	TBD	
Bowling Night (Men & Women Fellowship) in Collaboration with Women's Ministry	TBD	
Father's Day Gift	Sunday, 6/18/2022	
4 th Annual Mentor/Mentee Golf Scramble in Collaboration with Sports & Recreation Ministry	TBD	
Men's Fellowship at Gun Range	TBD	

DEPARTMENT Family Life
 MINISTRY NAME Men's Ministry
 LEADER Pastor Lennox Zamore
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees						(\$1,125.00)							(\$1125.00)
Bckgrd Chks													\$
Prog Supplies						\$1,125.00							\$ 1125.00
Printing													\$ -
Literature													\$
Transportation													\$ -
Meals													\$
Food Service													\$
Uniforms													\$ -
Props/Sets													\$
Decorations													\$
Kid Kare													\$150.00
Honorariums						150.00							\$
Gifts & Recog						\$800.00							\$800.00
Funerals													\$
Lay Leader													\$
						950.00							950.00





MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Children's Ministry

LEADER: Vacant

(NEW) ASSISTANT LEADER: Vacant

QUADRANT LEADER: Minister Ralph Alderman, Jr.

2023 Goals and Objectives:

1. Teach Children ages kindergarten to 6th grade the full scope of who Jesus Christ is in an understandable way
2. Teach the children (K – 6th Grade) about the life of Jesus Christ, the penalty of sin and salvation through Jesus Christ! Isaiah 64:6; John 3:16; John 11:25; Matthew 18:3; Romans 10:9, 10 & 1 John 1:9
3. Discipleship and transformation occur through fun activities, scripture memorization
4. Every child through prayer will come to an understanding of their need for salvation

Action Plan:

1. Weekly present to the Children bible lesson, activities & games that teach bible principles.

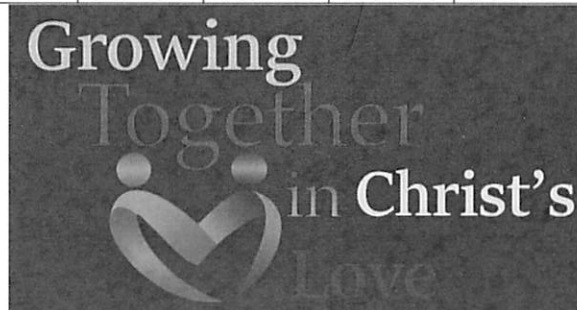
Calendar

ACTIVITY	Preferred Date	Alternate Date
Easter Resurrection Walk	April 9	April 2
Mother's Day Service Craft	May 14	
Vacation Bible School 6 -7 weeks on Wednesdays during Summer / Father's Day Craft	June 14 to July 19	
Back to School / Backpack / Promotion Sunday	August 13	
Mini Fall Festival / Pastor Appreciation Project & Pre-plan for Children's Christmas Dinner	TBD	
Giving Thanks Projects on Thankfulness	TBD	
Gift Giving Christmas Dinner with Parents	TBD	

DEPARTMENT Family Life
 MINISTRY NAME Children's Ministry (K – 6th Grade)
 LEADER Vacant
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees													\$ -
Bckgrd Chks													\$ -
Prog Supplies	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$157.00	\$1,884.00
Printing													\$ -
Literature													\$
Transportation													\$ -
Meals													\$ -
Food Service	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$436.00
Uniforms													\$ -
Props/Sets				\$450.00									\$450.00
Decorations				\$300.00									\$300.00
Childcare													\$ -
Honorariums													\$ -
Gifts & Recog													\$ -
Field Trips						\$150.00	\$150.00						\$300.00
Equip Rental													\$ -
TOTALS:	\$575.75	\$32.00	\$32.00	\$32.00	\$575.75	\$482.00	\$182.00	\$482.00	\$575.75	\$32.00	\$32.00	\$575.75	\$3,609.00





MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Sports & Recreation Ministry / Family Life Administration

LEADER: Jovan Gillette (Acting Director)

(NEW) ASSISTANT LEADER: Vacant

QUADRANT LEADER: Minister Ralph Alderman, Jr.

2023 Goals and Objectives:

1. To partner with Upward Sports transforming local community for Jesus Christ using youth sports ministry
2. 4th Annual Mentor / Mentee Golf Scramble to use competition among Tampa student organizations, ministries and other churches.
3. Luke 2:52 "Jesus grew in wisdom and stature and in favor with God and man."

Action Plan:

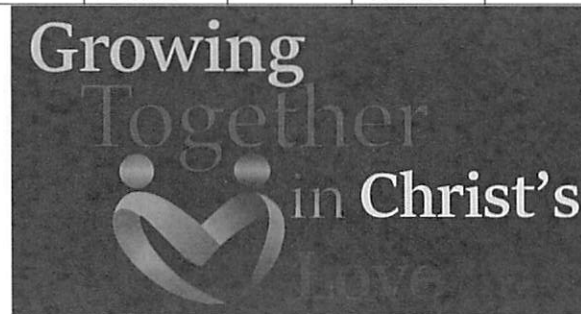
Calendar

ACTIVITY	Preferred Date	Alternate Date
4 th Annual Mentor / Mentee Golf Scramble	May TBD	
Upward Sports Camp & League	July TBD	
Community Unity 5K Run/Walk	TBD	

DEPARTMENT Family Life
 MINISTRY NAME Sports & Recreation Ministry
 LEADER Jovan Gillette (Acting Director)
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees					(1125.00)		(450.00)						\$ -
Bckgrd Chks													\$
Prog Supplies					1125.00		450.00						\$
Printing													\$ -
Literature													\$
Transportation													\$ -
Meals													\$
Food Service													\$
Uniforms													\$ -
Props/Sets							400.00						\$
Decorations													\$
Kid Kare													\$ -
Honorariums							225.00						\$
Gifts & Recog					150.00								\$
Funerals													\$
Lay Leader													\$
TOTALS:					150.00		625.00						\$ 775.00





MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: X-cite Student Ministry / Family Life Administration

LEADER: Garrett & Schemica Elston (Directors)

(NEW) ASSISTANT LEADER: Vacant

QUADRANT LEADER: Minister Ralph Alderman, Jr.

2023 Goals and Objectives:

1. Equip Students by Creating a safe place to have fun & magnify our Lord with whole heart
2. Care about reaching and evangelizing friends
3. Grow in their relationship with Jesus
4. Find calling to serve in and out of ECTBC
5. Collaborate with other Ministries - Metropolitan Ministries, Hillsborough County Public School Recruitment / Career Counselors

Action Plan:

Calendar

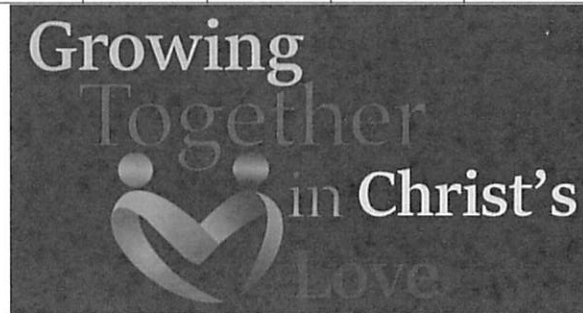
ACTIVITY	Preferred Date	Alternate Date
X-cite Student Welcome Back Party & Volunteer Gathering	January 8, 2023	
Parents Breakfast	January 29, 2023	
Movie Night	March 3, 2023	
Senior Luncheon	May 20, 2023	
Graduation Sunday Service	June 4, 2023	
End of Year Party & Volunteer Gathering	June 25, 2023	
Back to School Bash / Promotion Sunday	August 13, 2023	
Volunteer in Food Pantry and Ice Cream Social	TBD	

DEPARTMENT Family Life
 MINISTRY NAME X-cite Student Ministry
 LEADER Garrett & Schemica Elston
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees													\$ -
Bckgrd Chks													\$
Prog Supplies								2000.00					\$2000.00
Printing													\$ -
Literature	470.00			470.00			470.00			470.00			\$1880.00
Transportation													\$ -
Meals	250.00		200.00		425.00	200.00	200.00			200.00			\$1475.00
Food Service													\$
Uniforms													\$ -
Props/Sets													\$
Decorations													\$
Kid Kare													\$ -
Honorariums													\$
Gifts & Recog						250.00							\$250.00
Funerals													\$
Lay Leader													\$
TOTALS:	720.00		200.00	470.00	425.00	450.00	670.00	2000.00		670.00			\$ 5605.00

rest
OK
OK



<i>CLG Gatherings - July</i>	<i>Mondays Jul 10, 17, 24, 31 7p-7a</i>
<i>PS Parent Engagement / Fun in the Sun PS Family fun Day</i>	<i>Sat, Jul 8 TBD</i>
<i>CLG Gatherings - August</i>	<i>Mondays Aug 7, 14, 21, 28 6:30p</i>
<i>VIP Fellowship</i>	<i>August TBD</i>
<i>Mission Friends Kick-off</i>	<i>Wed, Aug 9 6:30p</i>
<i>CLG Gatherings - September</i>	<i>Mondays Sep 4, 11, 18, 25 6:30p</i>
<i>VIP Gathering – Plan & Equip for Nov-Jan 2024</i>	<i>Sun, Sep 10 12:30p-3:30p</i>
<i>Ministry/Mission Project – TBD</i>	<i>September TBD</i>
<i>CLG Gatherings - October</i>	<i>Mondays Oct 2, 9, 16, 23, 30 6:30p</i>
<i>VIP Outreach Project – “Hot Spots”</i>	<i>Tue, Oct 31 6p</i>
<i>CLG Gatherings - November</i>	<i>Mondays Nov 6, 13 6:30p</i>
<i>“Give Thanks” - Thanksgiving Celebration</i>	<i>Sun, Nov 19 During class</i>
<i>CLG Gatherings - December</i>	<i>Mondays Dec 4, 11 6:30p</i>
<i>VIP Gathering – Plan & Equip for Feb – Apr 2024</i>	<i>Sun, Dec 3 12:30p-3:30p</i>
<i>“Jesus is Born!” (Christmas celebration)</i>	<i>Sun, Dec 17 During class</i>
<i>Parent / Baby Dedication</i>	<i>As needed</i>

Calendar

ACTIVITY	Preferred Date
<i>CLG Gatherings - January</i>	<i>Mondays</i> <i>Jan 9, 16, 23, 30</i> <i>6:30p</i>
<i>VIP Gathering – Plan & Equip for Feb - Apr</i>	<i>Sun, Jan 22</i> <i>12:30p – 3:30p</i>
<i>CLG Gatherings - February</i>	<i>Mondays</i> <i>Feb 6, 13, 20, 27</i> <i>6:30p</i>
<i>“God is Love” (Valentine’s Day celebration)</i>	<i>Sun, Feb 12</i> <i>9a-12p</i>
<i>VIP Fellowship – TBD</i>	<i>Feb</i>
<i>CLG Gatherings - March</i>	<i>Mondays</i> <i>Mar 6, 13, 20, 27</i> <i>6:30p</i>
<i>VIP Gathering – Plan & Equip for May - Jul</i>	<i>Sun, Mar 5</i> <i>12:30p – 3:30p</i>
<i>Ministry/Mission Project</i>	<i>March-TBD</i>
<i>CLG Gatherings - April</i>	<i>Mondays</i> <i>Apr 3, 17, 24, 31</i> <i>6:30p</i>
<i>“Jesus is Alive!” – “Rise Up With Jesus” Easter Celebration</i>	<i>Sun, Apr 9</i>
<i>PS Parent Engagement Event/Activity</i>	<i>TBD</i>
<i>CLG Gatherings - May</i>	<i>Mondays</i> <i>May 1, 8, 15, 22</i> <i>6:30p</i>
<i>“Honor Your Mother” – Mother’s Day Celebration</i>	<i>Sun, May 7</i> <i>9a-12p</i>
<i>VIP Appreciation Celebration/Fellowship</i>	<i>Sat, May 20</i> <i>TBD</i>
<i>CLG Gatherings - June</i>	<i>Mondays</i> <i>Jun 5, 12, 26</i> <i>6:30p</i>
<i>VIP Gathering – Plan & Equip for Aug-Oct</i>	<i>Sun, Jun 4</i> <i>12:30p-3:30p</i>
<i>“Honor Your Father” – Father’s Day Celebration</i>	<i>Sun, Jun 18</i> <i>9a-12p</i>
<i>Juneteenth Celebration</i>	<i>TBD</i>

DEPARTMENT Family Life
 MINISTRY NAME Preschool
 LEADER Elaine Alderman
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$ -
Fees													\$ -
Bckgrd Chks													\$ -
Prog Supplies	285	145	110	175	160	285	60	200	60	85	110	100	\$1775
Printing													\$ -
Literature			300			300			300			300	\$1200
Transportation													\$ -
Meals	160	125	35	85	260	235	35	145	35	35	110	85	\$1345
Food Service													\$ -
Uniforms													\$ -
Props/Sets/ Furnishings	700		900										\$1600
Decorations					75	75		15					\$165
Childcare													\$ -
Honorariums													\$ -
Gifts & Recog				100	200							250	\$550
Leader													
Training/Develop	1500		125						125			125	\$1875
Equip Rental							50						\$50
TOTALS:	\$2645	\$270	\$1470	\$360	\$695	\$895	\$145	\$360	\$520	\$120	\$220	\$860	\$8560

Notes:

Program Supplies includes ministry staples (e.g., crayons, paper, paint, etc) AND materials for VIP Gatherings, Mission Projects (2), weekly lessons, & preschool events

Meals includes food/snacks for Preschool classes & events (6 events), VIP/CLG Gatherings/Events, the Pep Rally, New Year Kickoff, Open House

Props/Sets/Furnishings includes 2 rocking chairs/glidens & 2 change tables that meet safety standards, 2 smart TVs, wall paint, artwork

Decorations includes themed décor for the quarterly Gatherings, the New Year Kick-Off Rally

Honorariums include Guest Speakers for New Year Rally

Gifts & Recognition includes prizes and give-aways for the quarterly Leader Gatherings, the New Year Kick-Off Rally, & the Leader Christmas Celebration

Leader Development includes costs associated with in-house trainings & national conferences

Equipment Rental includes Park Shelter rental fee



MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Family Life / Preschool Ministry

LEADER: Elaine Alderman

CELL PHONE#: 813-562-1579

EMAIL: elainealderman03@yahoo.com

QUADRANT LEADER: Ralph Alderman, Jr.



Our Purpose:

The Mission (What we DO)

Psalm 78: 4, 7 compels us to tell the next generation of the praiseworthy deeds of the Lord, his power, and the wonders he has done SO THAT they will put their trust in God. Therefore, the ARK (where we are Always Reaching Kids) exists to make Jesus known to preschoolers.

The Vision (What we aspire to BE)

We want parents to know our VIPs (Volunteers in Preschool) are safe and caring; our facility is safe and clean; and, that their child's experience will be positive. Therefore,

*The ARK will be a ministry of **IMPACT** where we*

***Introduce** preschoolers to the Gospel of Jesus Christ.*

***Minister** to their needs.*

***Pray** for each of them, that they will*

***Accept** Jesus as their personal Savior.*

***Connect** them with other Christians.*

***Train** them for a life-long relationship with Jesus Christ.*

Objectives and Values

Our Objectives

We are NOT a babysitting or childcare service where we “watch” or “keep” children! We are, in fact, an experience where young children are engaged in meaningful age-appropriate lessons and activities that point them to faith in Jesus Christ. As such, we will...

- ❖ provide Godly men AND women who are adequately trained to serve as positive role models while they minister with children*
- ❖ provide a clean and safe environment where children want to come and where parents feel comfortable leaving them*
- ❖ help each child know that God is real and that a personal relationship with Him gives meaning to life*
- ❖ help children feel a sense of belonging to their church family by ensuring each child feels welcomed and wanted*
- ❖ meet children’s needs as we help them grow spiritually, emotionally, physically, and socially*
- ❖ support the family in the responsibility for the spiritual nurture and growth of their child*
- ❖ provide children with opportunities and direction to participate in active learning*

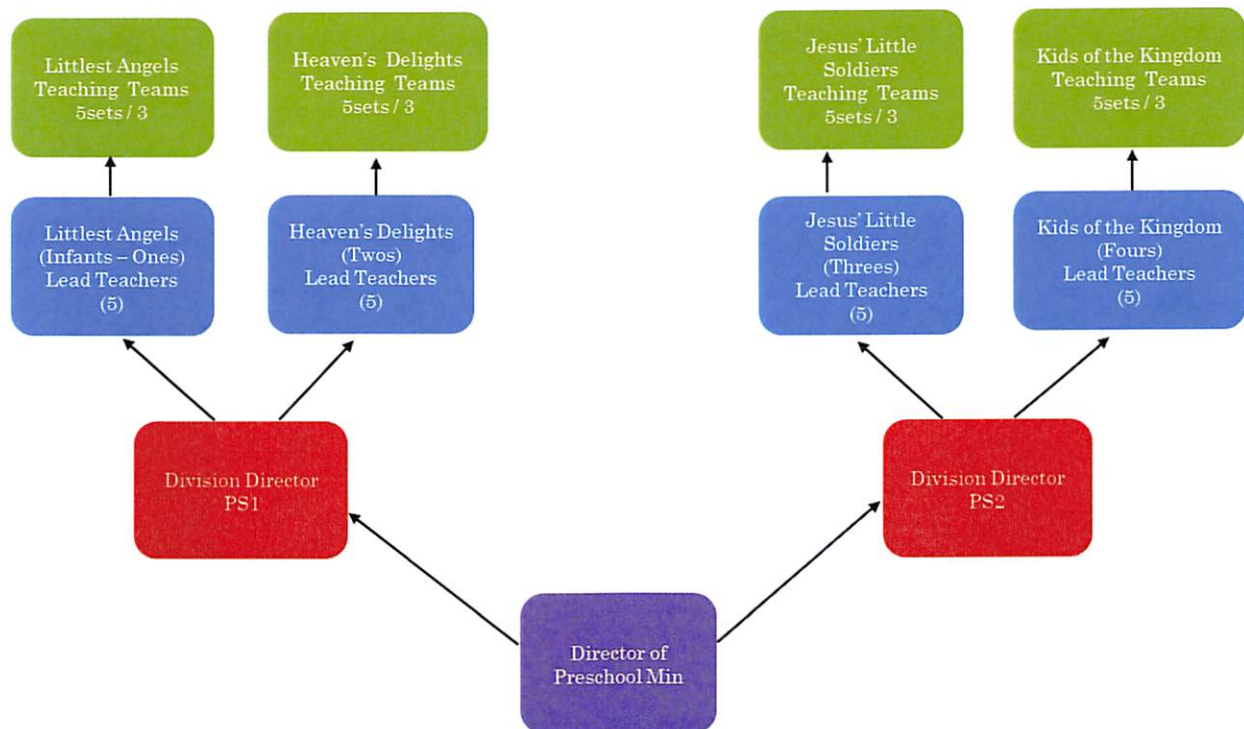
Our Values

We have established values that anchor our endeavor to meet our objectives. Essentially...

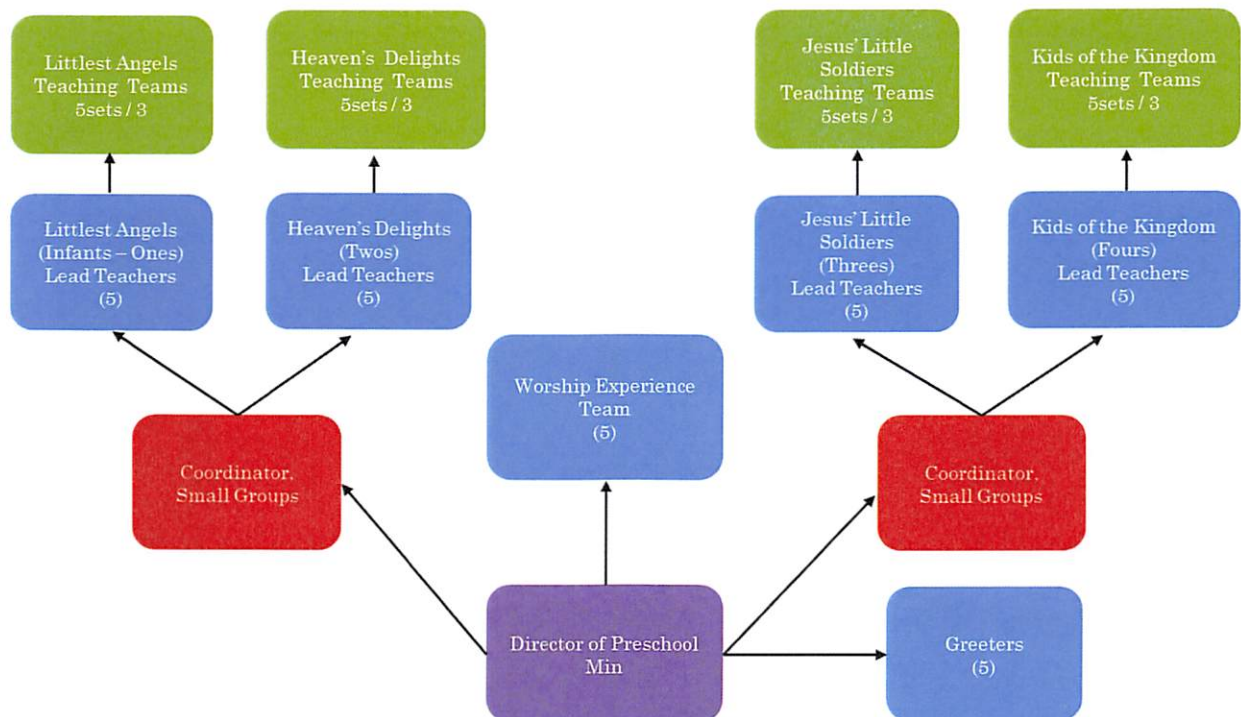
- ❖ Our TEAM will consist of men AND women who have trusted Christ as their personal Savior and desire to share the love of Jesus Christ with children. We will provide the materials, curriculum, facilities, and proper training to equip our team to successfully accomplish its goals.*
- ❖ Our FACILITY will be clean, safe and relevant; providing classroom designs, furnishings and equipment that are age appropriate for the children.*
- ❖ The AIM of our ministry will be Christ-centered; helping parents build a strong spiritual foundation in the lives of their children that will lead to a personal relationship with Jesus Christ.*
- ❖ The PROGRAM of our ministry will be focused on the child’s spiritual, relational, physical, and mental needs; stimulating growth and a sense of belonging.*
- ❖ Our METHODOLOGY will be experiential; encouraging children to be actively involved in the learning process; questioning, discovering, and evaluating: Play. Learn. Grow.*
- ❖ Our MATERIAL will be Bible-based. We believe the Word of God is sufficient for every need and practical to today’s child and adult. The curriculum we use will help the child develop a love for God’s Word, discover what the Bible says, and learn how to apply that truth to his/her life.*

Organizational Chart

Preschool Ministry VIPs (Volunteers in Preschool) Sunday AM



Preschool Ministry VIPs (Volunteers in Preschool) Wednesday PM



Preschool Ministry
VIP
Core Leader Group
(CLG)

Director of Preschool
Ministry



Action Plan

2023 - Growing Outward through Mobilization (Action); Transformation (Discipleship); Collaboration (Internal & External Joint Ventures); Multiplication (Growth) with a primary focus on Program Development and Parent Engagement

❖ **Programming**

Offer engaging classes that encourage discipleship and fun

Expand to three classrooms by Fall 2023 (Infants, 2yrs, & 3-4yrs)

Implement "Missions Friends"

Provide experiences that allow children to mobilize through fellowship & ministry

Coordinate events for preschoolers throughout the year:

Engage preschoolers in 2 ministry/mission projects

Engage in church-wide activities as available

❖ **Parent/Guardian Engagement**

Create a culture where parents' involvement is valued and sought

Create a Preschool Ministry informational brochure

Establish a Parent Group via social media to serve as communication and engagement tools

Involve parents in specific quarterly ministry activities

❖ **VIP Recruitment & Enlistment**

Build a dynamic team of VIPs by engaging safe and caring adults

Recruit and enlist 2 **new** VIPs each month!

Implement a strategic recruiting plan!

Invite prospects to Conversations

Offer Weekly "Come-See" experiences for prospects (tour the facility & see the ARK in action)

Offer monthly Orientations for new VIPs

❖ **Leadership Development & Care**

Offer meaningful training & fellowship experiences

Build relationships & create team synergy via regularly scheduled fellowship activities

Equip VIPs through quarterly Gatherings & Book Discussions/Studies

Involve VIPs in leadership responsibilities

Support and encourage attendance at Local (TBBA & FLBA) & National Conferences

Attend at least one national Children's Ministry Conference as a team (e.g., CPC22, Ridgecrest, ETCH)

Promote and attend local training events as scheduled & available

❖ **Facilities**

Provide a clean and safe facility that is appealing and relevant for the children who are entrusted to our care

Ensure exceptional standards of regular cleaning are met

Strip and clean floors in rooms 104 & 105 and the common areas OR install new flooring throughout

Replace baseboards & Re-do window sills

Update space, furnishings and equipment (Paint, 2 smart TVs, 1 Tablet, new child friendly furnishings, 6 new tables, 36 new chairs, 2 safe changing tables, 2 safe rocking chairs, mobile Check-in Station, refreshing décor)

❖ **Marketing & Promotion**

Promote the ARK!

Develop and implement a strategic marketing plan



MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Adult Ministry / Family Life Administration

LEADER: Minister Ralph Alderman, Jr., (Acting Director)

(NEW) ASSISTANT LEADER: Vacant

QUADRANT LEADER: Minister Ralph Alderman, Jr.

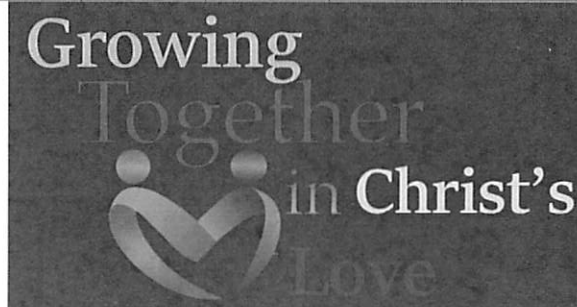
2023 Goals and Objectives:

1. Growth Oriented Small Groups strategy where members are challenged to take personal responsibility to grow in their relationship with Jesus Christ. Also, continue to facilitate time during small group sessions for testimonials about their relationship with God and discipleship opportunities with others outside of small group.
2. Adult Small Groups mobilizing members toward prayer, fasting and collaboration to find and nurture who's their one person to lead to salvation and personally disciple. (Mathew 28:18-20)
3. "1P49" Build & Strengthen Community in member host homes, "Be hospitable to one another without complaint." 1 Peter 4:9 – Establish 4 Host Homes where small groups weekly gather for lessons & fellowship.
4. Reestablish Young Adult Ministry Small Group on weekly on Sunday and off campus Huddle monthly
5. Collaborate with other ministries, organizations and churches to plan monthly small group fun activities for members to attend and invite others.
6. Continue focus upon growing marriages at Central and in our community with a kickoff Couples Valentine Dance Event to promote a new small group to Mentor Marriages.
7. Ministry Grid for personal "on demand" personal discipleship
8. Ministry Safe, child safety training, for all adult volunteers in ministries serving minors
9. Family Leader Development
 - a. Florida Baptist Convention - Challenge 2025 Gathering February 28, 2023
 - b. ECTBC Family Life Leader Summit with Worship, TBD
 - c. Florida Baptist Convention Black Multicultural Church State Conference, July 27, 2023 - July 29, 2023

DEPARTMENT Family Life
 MINISTRY NAME Adult Ministry
 LEADER Vacant
 FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees													\$ -
Bckgrd Chks	500.00												\$ 500.00
Prog Supplies													\$
Printing													\$ -
Literature	640.00			640.00			640.00			640.00			\$ 2,560.00
Transportation													\$
Meals				250.00			250.00						\$ 500.00
Food Service													\$
Uniforms													\$ -
Props/Sets													\$
Decorations													\$
Kid Kare													\$ -
Honorariums							250.00						\$ 250.00
Gifts & Recog													\$ -
Funerals	250.00			250.00			250.00			250.00			\$1,000.00
Lay Leader	120.00												\$ 120.00
TOTALS:	1,510.00			1,140.00			1,390.00			890.00			\$ 4,930.00





MINISTRY PLAN

FISCAL YEAR: 2023

MINISTRY: Women's Ministry / Family Life Administration

LEADER: Omeria Hinson (Director)

(NEW) ASSISTANT LEADER: Sharanda Hines (Assistant Director)

QUADRANT LEADER: Minister Ralph Alderman, Jr.

2023 Goals and Objectives:

Purpose of Ministry

1. To provide spiritual comfort and encouragement, assisting women climbing up from physical or emotional despair (2 Corinthians 1:7).
2. Strive to help new believers feel confident in their faith, in order to encourage replication of disciples (Matthew 4:19).
3. Encourage prayer and devotion, to build up and strengthen the entire woman
4. Ensure a safe, loving space for women to be vulnerable in their weakness, exemplifying God's grace and mercy (Hebrews 4:16).
5. Fellowship together in the spirit, connecting with a humble heart and purpose (Philippians 2:3-4).
6. Create a sense of community among us as sisters in Christ; desiring to be a beckon of light to produce like-minded Christians in Christ Jesus.

Goals & Objectives

1. Recognize that needs differ across age groups, season of life, stages in walk with Christ.
2. Engage with Excite and Missions ministries in fellowship and events/activities in order to promote a greater outreach opportunity.
3. Bible study discipleship, gaining a greater understanding and knowledge of the wonder of our Lord, growing in faith.
4. Assure fellowship is an integral part of programs and events, as we grow together in love for one to the other.

DEPARTMENT Family Life

MINISTRY Women's Ministry

NAME Omeria Hinson

LEADER

FISCAL YEAR 2023




	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$ -
Fees													\$ -
Background Checks													\$ -
Program Supplies		\$150							\$200.00			\$100.00	\$450.00
Printing													\$ -
Literature													\$ -
Transportation													\$ -
Meals	\$300.00	\$150.00	\$200.00	\$200.00	\$450.00	\$275.00		\$250.00	\$300.00	\$150.00	\$200.00	\$75.00	\$2550.00
Food Service													\$ -
Uniforms													\$ -
Props/Sets									\$125.00				\$ 125.00
Decorations					\$450.00								\$ 450.00
Childcare Charges													\$ -
Honorariums													\$ -
Gifts & Recognition													\$ -
Field Trips													\$ -
Equipment Rental													\$ -
TOTALS:	\$300.00	\$300.00	\$200.00	\$200.00	\$900.00	\$275.00	\$0	\$250.00	\$625.00	\$150.00	\$200.00	\$175.00	\$3,575

Action Plan:

1. **Sisters To Sisters Fellowship**- Quarterly outings activities, or express of love to a woman who is or have experienced recent loss, grief, loneliness, or general burden in life, in hope of lifting her spirits.
2. "It's All About Etiquette" brunch; opportunity to pour into our young ladies in a positive way, collaborating with the Excite ministry.
3. Planned group outings and activities in and around Tampa Bay area.
4. Welcome to Central new member "We're glad you're here love baskets" to be presented to women joining our church family
5. "This is How We Do It" virtual cook along and storytelling class,
5. Partner with Dress For Success Tampa Bay, in collaboration with Mission's ministry, by providing opportunity for exposure to the mission and message to assist women in the community, to empower them to reach their full potential.

Calendar

Activity	Preferred Date	Alternate Date
1. Let's Get Social-Ice Cream Social Kick-Off	TBD	TBD
2. When We Sit At the Feet OF Jesus-Alabaster Box	TBD	TBD
3. Fellowship Outing -Cross Bay Ferry to St. Pete	TBD	TBD
4. Bible Study	TBD	TBD
5. Changing Women Lives Exhibition (Dress For Success) Collab Missions Ministry (Mission Week)		
6. Mother's Day	5/14/2023	
7. Fellowship Outing -Top Golf	TBD	TBD
8. Open- No Activities		
9. When We Sit At the Feet OF Jesus-Topic TBD	TBD	TBD
10. It's All About Etiquette/Brunch. Collab. Excite Ministry	TBD	TBD
11. This is How We Do It! Cooking and storytelling together	TBD	TBD
12. Woman To Woman Christmas Fellowship-Secret Sister Reveal	12/2/2023	12/9/2023
13. Sisters To Sisters  Quarterly Fellowship	March, June, Sept, Dec.	

VOLUNTEER ROSTER

Name	Phone	Email
1. Priscilla Paneto		
2. Kelli Ford		
3. Pam Teal		
4. Charlene Hunter		



MINISTRY PLAN

FISCAL YEAR: 2023

Please use additional sheets/space as needed

MINISTRY: PRAYER MINISTRY:

LEADER: SHERRIE ANDERSON:

QUADRANT LEADER: PASTOR LENNOX ZAMORE

Purpose:

Make prayer a priority throughout Central by incorporating prayer in all the ministries and praying in the spirit of love. Remain committed to Jesus's words, "My house shall be called a house of prayer." Integrate prayer into homes and communities by growing together in our relationships with God and each other. Make prayer the force that brings on spiritual change.

2023 Goals and Objectives:

Draw near to God and he will draw near to you. James 4:8. Strengthen Prayer Ministry:

- 1) Corporate prayer events
- 2) More leadership involvement in prayer
- 3) Community prayer station

Action Plan:

1. Promote in-reach prayer by encouraging more of Central's members to focus on improving their personal prayer time.

a. Encourage Warriors to adopt a family by intentionally establishing relationships to promote prayer in every home. Connecting with families by showing love and getting to know them, listening to their issues, and making intercessions on their behalf.

b. Encourage the Emergency Prayer Team to take a more active role in the other components of the Prayer Ministry in order to increase numbers to reach Central's members and beyond.

c. Promote prayer and fasting for the entire congregation for ten days at the beginning of the New Year.

d. Plan a midnight to 6:00 a.m. prayer session.

e. Coordinate with small groups to restart weekly prayers on conference calls.

f. Encourage the congregation to use the Prayer Room, Prayerline, on line Prayer Wall, Prayer Box and Prayer Wall Mirror in the Welcome Center.

g. Plan a prayer summit.

h. Hold prayer training workshops.

i. Ensure Warriors are at the altar to pray as needed.

2. Promote out-reach prayer in surrounding communities and beyond.

- a. Pray with public officials as opportunities arise.
- b. Collaborate with prayer groups in other churches.
- c. Look for opportunities to partner with local organizations to promote prayer.
- d. Provide a community prayer station.
- e. Support Central's Food Ministry by praying for visitors in need of physical and spiritual healing.
- f. Prayer walks in surrounding communities and beyond as led by the Holy Spirit.
- g. Promote an out door prayer session with seven prayer stations.

3. Strengthen Prayer through the use of technology, Central's App, Realm, Central's website, and social media to gain support from the congregation.

- a. Increase use of Prayer and Praise Wall on Central's website
- b. Encourage participation on Prayer Wall Wednesday by praying and fasting.
- c. Provide real-time prayer requests to the Emergency Response Prayer Team.
- d. Resolve technical difficulties experienced by Prayerline callers.

FAMILY CARE

PRAYER MINISTRY

SHERRIE ANDERSON

2023

[illegible]

Calendar

ACTIVITY	Preferred Date	Alternate Date	
10-day Prayer and fasting	1/9 -/19	1/18-28	
Prayer Walk	3/11	3/18	
Prayer Summit	4/8	4/15	
Prayer training workshop	8/12	8/19	
Midnight to 6:00 a.m. Prayer Session	10/13	11/10	



MINISTRY PLAN

FISCAL YEAR: 2023

Please use additional sheets/space as needed

MINISTRY: Special Events & Decor Ministry

LEADER: Myra Richardson- Robinson/ Special Events & Decor Ministry Director

(NEW) ASSISTANT LEADER: N/A

QUADRANT LEADER: Senior Pastor Lennox Zamore

2023 Goals and Objectives:

Recruit ministry members to assist or lead on major events.

Manage the décor inventory for future level 1 or level 2 events.

Manage the church decor for four seasons annually.

Work or assist with other organizations to coordinate Central's involvement in major Kingdom, Conventions, and Association events, to include, but not limited to, Conferences, Community Outreach and Trade Shows.

Manage the event survey's data after all level one post events.

Participate in pre-launched and post events meetings, to give feedback on pros and cons of a major event.

Action Plan:

To assist the Senior Pastor and the ministry leaders in logistics management for Level One events.

To build and support the Special Events ministry team.

To motivate each Special Event Ministry member and practice leadership goals as well as demonstrate professionalism in decorating, promoting, budgeting, planning, and communicating with the Administration and Marketing team on major projects.

To work with and support the Worship Ministry, Kitchen Ministry, Tech

Ministry, Men's Ministry, Women's Ministry, Missions Ministry, Administration, Facility

DEPARTMENT Executive

MINISTRY Special Event & Decor Ministry

LEADER Myra Richardson- Robinson

FISCAL YEAR 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTAL
Donations													\$
Fees													\$ -
Background Chks													\$ -
Prog Supplies													\$ -
Printing													\$ -
Literature													\$ -
Transportation													\$ -
Meals													\$ -
Food Service		\$ 2000.00											\$ 2000.00
Uniforms	250.00												\$ 250.00
Props/Sets												\$3,000.00	\$ 3000.00
Decorations		\$700.00	250.00			250.00			350.00			350.00	\$ 1900.00
Childcare													\$ -
Honorariums													\$ -
Gifts & Recog													\$ -
Field Trips													\$ -
Equip Rental									6,000.00	3,500.00			\$ 9500.00
TOTALS:	\$ 250.00	\$2700.00	\$250.00	-	-	250.00	-	-	6,350.00	3,500.00	-	\$3,350.00	\$ -

Ministry to strategize on upcoming events and community projects.

Calendar

ACTIVITY		Preferred Date	Alternate Date	
Good Friday & Easter Program Decor		04/07/2023 04/09/2023		
Valentines Dinner/ Dance		02/11/2022	02/18/2022	
Jazz Festival		09/16/2023	09/09/2023	
Leadership Summit Conference		10/13/2023 10/14/2023	10/06/2023 10/07/2023	
Church Picnic		10/21/2023		
Christmas Program Musical (Dance/Orchestra Live)		12/22/2023 12/24/2023		
New Years Eve Decor		12/31/2023		