

**BRENTWOOD BAPTIST CHURCH**

# **ORGANIZATION MANUAL**

## **2016**

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### **SECTION II**

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# BRENTWOOD STAFF

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## **FACILITATORS**

|                 |  |              |
|-----------------|--|--------------|
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| Lillie Seals    | <a href="mailto:lseals@brentwoodbaptist.org">lseals@brentwoodbaptist.org</a>         | 713.852.1430 |
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| Kevin Williams  | <a href="mailto:kwilliams@brentwoodbaptist.org">kwilliams@brentwoodbaptist.org</a>   | 713.852.1416 |

## **ADMINISTRATIVE STAFF**

|                    |  |              |
|--------------------|--|--------------|
| Debra Jordan       | <a href="mailto:djordan@brentwoodbaptist.org">djordan@brentwoodbaptist.org</a>     | 713.852.1486 |
| Velekia Jordan     | <a href="mailto:vjordan@brentwoodbaptist.org">vjordan@brentwoodbaptist.org</a>     | 713.852.1415 |
| LaPorsche Morrison | <a href="mailto:lmorrison@brentwoodbaptist.org">lmorrison@brentwoodbaptist.org</a> | 713.852.1412 |
| George Micheaux    | <a href="mailto:gmicheaux@brentwoodbaptist.org">gmicheaux@brentwoodbaptist.org</a> | 713.852.1426 |
| Gloria Ruffin      | <a href="mailto:gruffin@brentwoodbaptist.org">gruffin@brentwoodbaptist.org</a>     | 713.852.1409 |

## **FINANCE STAFF**

|                   |  |              |
|-------------------|--|--------------|
| Dorothy Bey       | <a href="mailto:dbey@brentwoodbaptist.org">dbey@brentwoodbaptist.org</a>           | 713.852.1454 |
| Princess Chaisson | <a href="mailto:pchaisson@brentwoodbaptist.org">pchaisson@brentwoodbaptist.org</a> | 713.852.1456 |
| Angela Queen      | <a href="mailto:aqueen@brentwoodbaptist.org">aqueen@brentwoodbaptist.org</a>       | 713.852.1455 |

## **MAINTENANCE STAFF**

|                    |  |              |
|--------------------|--|--------------|
| Maria Chavira      | <a href="mailto:mtorres@brentwoodbaptist.org">mtorres@brentwoodbaptist.org</a> | 713.852.1488 |
| Grover Fortenberry | <a href="mailto:gforten@brentwoodbaptist.org">gforten@brentwoodbaptist.org</a> | 713.852.1488 |

## **BRENTWOOD RECEPTIONISTS**

|  |              |
|--|--------------|
| Bettye Connor, Brenda Johnson & Ethel Murray | 713.852.1400 |
|--|--------------|

## **LLC RECEPTIONISTS**

|                                     |              |
|-------------------------------------|--------------|
| Lena Davis                          | 713.852.1480 |
| Sean Porter ( <i>Recreational</i> ) |              |



# CHURCH PROGRAMMING

## Statement of Quality

*"Brentwood Baptist Church is committed to rendering ministry that is of the highest quality and in the best interest of the overall congregation. Our goal is to continually assess the needs of our congregation and develop programming that corresponds to those needs in ways that are well-planned, well-executed and spiritually uplifting."*

## Definition of Ministry

*We define ministry as meeting the physical, spiritual and social needs of people, in such a way that it causes the benefactor to assess the state of his/her relationship with Jesus Christ or the lack thereof. It is our mission that individuals come to know Jesus Christ as their personal Savior and grow in their relationship with Him.*

## Ministry Dissolution

*The Church reserves the right to dissolve existing ministries. This is for cases where the ministry ceases to serve its purpose and is rendered **ineffective and/or inefficient**. This may be caused by lack of interest, insufficient personnel or any other reasoning given by the Pastor or Facilitator.*

# ROLE OF THE FACILITATOR

*A Facilitator is a member of the Church Staff assigned to a particular organization to act as the liaison between the organization and the Pastor/Staff. This ensures that all organizations of the church are covered administratively and ministerially.*

## To The Organization

*Assists in the proper planning of ministry activities to ensure that each activity is*

- ♦ *In accordance with the vision of the church*
- ♦ *Adheres to the quality standards set by the church*

*Approves all necessary administrative forms related to planned events, such as Vouchers, Space Requests, Announcements, etc.*

**Note:** *Administrative forms will not be processed without the Facilitator's approval and signature.*

## In The TQM Process

*Gives preliminary approval to all Quarterly Proposals*

*Presents preliminary approved Quarterly Proposals to the TQM Review team for final approval*

*Informs the organization of the status of proposals (approved, disapproved, pending)*



# **SECTION I: GENERAL CHURCH INFORMATION**

## **CHURCH FORMS & DESCRIPTIONS**

The descriptions that follow provide information on the forms that are available to assist members, organizations and staff in transacting day-to-day business.

### **CLERICAL REQUEST**

This form is used to request any clerical duties to be performed by the church's administrative assistants. Clerical duties cover the following areas: typing, programs or flyer design, invitations, handouts, mailing labels, printing and general mailing. Special instructions must be written in detail.

### **CONSENT FORM**

This form must be completed by a parent or legal guardian for children 18 years and under participating in a Brentwood Off-Campus Event (Ex. Children On Tour) and some On-Campus Events (Ex. Youth Lock-In).

### **SERVICE REQUEST**

This form is to be used when requesting security, catering, maintenance or any other service related functions.

### **MONIES REPORTED**

This form is used when reporting any collected funds. Monies (cash or checks) accompanying this form are processed by the Finance Department.

### **QUARTERLY ORGANIZATION REPORT**

This form is used to outline the proposed activities for the upcoming quarter. Organizations are encouraged to use this form when planning their activities throughout the year.

### **VOUCHERS**

Vouchers are the internal mechanism for requesting funds. This form and supporting documents (*if applicable*) are to be completed and submitted to your Facilitator for approval. Once approved, processing will begin.

### **ADVANCE PAYMENT EXPENSE REPORT (New)**

This form is used to report expenditures from advance payments.

## **FORMS AVAILABLE ON OUR WEBSITE . . .**

- *Announcement*
- *Baby Dedication*
- *Death Report*
- *Membership Update*
- *Ministry Development Meeting*
- *Off Campus Events*
- *Organization Elections*
- *Organization Membership Update*
- *Prayer Request*
- *Quarterly Proposals (TQM)*
- *Services Requested*
- *Sick Report*
- *Sign Up to Serve*
- *Space Request*
- *Scholarship Application (seasonal)*
- *Transportation Request*
- *Voucher*
- *Website/Email Request*



BRENTWOOD BAPTIST CHURCH

# CLERICAL REQUEST

*Please allow at least 5 working days for completion.*

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Needed: \_\_\_\_\_

- ☐ Type Letter
- ☐ Copies - #of Copies: \_\_\_\_\_
- ☐ Design Program
- ☐ Design Invitation

- ☐ Design Flyer
- ☐ Congregational Insert
- ☐ Mailing Labels
- ☐ Other: \_\_\_\_\_

**Finishing:**

- ☐ Staple
- ☐ Print Front/Back
- ☐ Fold
- ☐ Other: \_\_\_\_\_

Additional Instructions/Comments: \_\_\_\_\_

---

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Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                |              |               |
|----------------|--------------|---------------|
| Date Received: | Received By: | Completed By: |
|----------------|--------------|---------------|

*White Copy – Office*

*Yellow Copy – Facilitator*

*Pink Copy – Originator*

*Revised 10.13.11*



BRENTWOOD BAPTIST CHURCH  
**CONSENT FORM**

Organization: \_\_\_\_\_

ACTIVITY INFORMATION

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Facilitator's Signature: \_\_\_\_\_

PARTICIPANT INFORMATION

Please Print

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

**PLEASE CHECK ONE OF THE SPACES BELOW**

In the event of an emergency, you have my permission to take the following action:

- ☐ Administer First Aid and secure medical assistance if needed. Call Parent/Guardian.
- ☐ Administer First Aid. Call Parent/Guardian immediately. Do not secure medical assistance.
- ☐ Secure medical assistance and do not administer First Aid. Call Parent/Guardian.

**Please state any restrictions or special needs of your child:**

\_\_\_\_\_  
\_\_\_\_\_

My child has permission to participate in the activity listed above. I understand that I will not hold Brentwood Baptist Church, Houston, Texas or any of its representatives responsible for any accidents, injuries or liabilities that might arise as a result of his/her participation in this activity.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS RELEASE MUST BE IN THE HANDS OF THE AUXILIARY LEADER RESPONSIBLE FOR ORGANIZING THIS ACTIVITY  
PRIOR TO THE ACTIVITY OR YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE.**



BRENTWOOD BAPTIST CHURCH

# SERVICE REQUEST

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Organization/Individual Making Request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

## SERVICE REQUESTED

- ☐ Audio Visual
- ☐ Music
- ☐ Catering: # of people \_\_\_\_\_

- ☐ Maintenance
- ☐ Security
- ☐ Other: \_\_\_\_\_

Description of service needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

☐ Request Approved

☐ Request Denied

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

*White Copy – Service Requested*

*Yellow Copy – Facilitator*

*Pink Copy – Originator*



BRENTWOOD BAPTIST CHURCH

# MEDIA SERVICE REQUEST

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Organization Making Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## MEDIA REQUESTED

| AUDIO REQUIREMENTS   | VISUAL REQUIREMENTS   |
|--|---|
| <input type="checkbox"/> Microphone: <input type="checkbox"/> Corded # ____ <input type="checkbox"/> Wireless # ____<br><input type="checkbox"/> CD Player<br><input type="checkbox"/> Are you providing playback device (MP3, iPod, etc.) | <input type="checkbox"/> Projector <input type="checkbox"/> TV <input type="checkbox"/> DVD Player<br><br><b>Laptop:</b><br><input type="checkbox"/> Please supply (only Windows based laptop available)<br>If Brentwood supplies PC, what software/connection device are you providing or need? (Flash drive, special software, etc.)<br><br>Explain: _____<br><br><input type="checkbox"/> I will supply my own<br><input type="checkbox"/> Windows <input type="checkbox"/> Mac (Please bring connection cable)<br>Display Connection: <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> Other _____ |
| <b>RECORDING REQUIREMENTS</b><br>Only complete if recording is desired<br><input type="checkbox"/> Audio <input type="checkbox"/> Video (Additional fee may apply)   |   |

Please give any additional information pertinent to set-up (Number of Singers, Musicians, etc. and attach set-up layout if possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Request Approved                      ☐ Request Denied

Comments:

\_\_\_\_\_

\_\_\_\_\_

Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_



# **GENERAL CHURCH INFORMATION**

## **BABY DEDICATION**

Dedicated is held the Third (3<sup>rd</sup>) Sunday of each month during the 10:45am worship service. Infants to be dedicated must be registered on the Second (2<sup>nd</sup>) Sunday at the designated table or online.

All participants must report directly to the Worship Center no later than 20 minutes prior to the start of the service. Reserved seating will be provided for all participants near the front of the church. A Baby Dedication Committee representative will be present to assist.

## **BAPTISM**

Baptism is every Second (2<sup>nd</sup>) Sunday at the 10:45am worship service. Baptism registration is every First (1<sup>st</sup>) Sunday. Each candidate is to bring a towel and a change of undergarments. All candidates should report to the Baptistry no later than 10:15am.

## **BULLETIN ANNOUNCEMENTS**

An Announcement/Article/Activity form must be submitted by the 5<sup>th</sup> of the month for items to be considered for the following month's bulletin (i.e. January 5<sup>th</sup> – for the February Bulletin).

## **CENTER FOR CHILD DEVELOPMENT (CCD)**

The Center for Child Development is available for children ages 0-5. The Center is open Monday-Friday from 6am-6pm. Registration forms and shot records are necessary before any child is admitted. If childcare is needed for your organizational event or meeting, please contact 713.852.1475 at least 24 hours in advance to check availability.

## **FIG LEAVES CLOTHING MINISTRY**

This ministry provides assistance for persons needing emergency and crisis clothing items. Figs Leaves is open the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of each month from 10:00am to 12:00noon. Please refer all persons to Rev. Carolyn Pickens at 713.852.1414 or Gloria Ruffin at 713.852.1409.

## **FOOD PANTRY**

Food assistance is available to persons in need of supplemental food aid. The Food Pantry is open every 2<sup>nd</sup> & 4<sup>th</sup> Monday from 10:00am – 11:00am.

## **MEDIA MINISTRY**

CD's and DVD's of all Sunday and special worship services may be purchased in the Media Room immediately after each worship service. CD's and DVD's may be ordered anytime thereafter by completing a **Media Order** form or by calling 713.852.1426. You may also purchase CD's, DVD's or MP3's online at [www.brentwoodbaptist.org/store](http://www.brentwoodbaptist.org/store).

## **NO LOAN POLICY**

It is the policy of the church not to loan or rent tables, chairs or any other equipment for Off-Campus Activities.

## **OUTREACH ASSISTANCE**

Crisis assistance is available as funds permit to persons in need of emergency financial aid. Should you or someone you know need such aid please call 713.852.1429.

## **SICK, SHUT-IN & DEATH REPORTS**

To report an illness or the death of a member or relative, call 713.852.1410 or 713.852.1415. You may also complete a report by visiting our website at [www.brentwoodbaptist.org](http://www.brentwoodbaptist.org).



# GENERAL CHURCH INFORMATION (continued)

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## USE OF CHURCH FACILITIES

The Maintenance Staff will move equipment and furniture as necessary and set-up rooms for scheduled activities, as outlined on the Space Request form.

The use of decorations, rearranging furniture, attaching of materials to the walls and activities of a similar nature shall be done only with written consent from the Minister of Facilities Management.

No temporary structure shall be built anywhere on the premises without the written consent of the Minister of Facilities Management. This refers to such structures as platforms, as well as devices attached to floors, walls or ceilings that may damage surfaces or surface coverings.

## USE OF FELLOWSHIP HALL / KITCHEN

Individuals and organizations requesting the use of the kitchen and its equipment are responsible for all related clean up. Failure to do so will result in the loss of kitchen privileges for that individual or organization. For Lifelong Learning Center Policy, please refer to pages 37-38.

## WEDDINGS

The Worship Center, Sanctuary, Lifelong Learning Center and Prayer Chapel are available for weddings. If you are interested in reserving one of these facilities for your ceremony, contact the Scheduler at 713.852.1486 to receive a copy of our Wedding Procedures/Fee Policy.

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## ANNOUNCEMENT FORM

This form is used when submitting announcements for the Church Bulletin and Pulpit Announcements. This form is to be submitted by the 5<sup>th</sup> of the month for items to be considered for publication in the following month's bulletin (i.e. January 5<sup>th</sup>– for the February Bulletin). Pulpit Announcements must be received two weeks prior to the Sunday they are to appear.

## SPACE REQUEST

Request for general meetings must be submitted via a **Space Request** form seven (7) working days in advance of the date requested. The form must have the Facilitator's approval prior to processing. All activities are to be scheduled between the hours of

- |                   |                 |
|-------------------|-----------------|
| ♦ Monday - Friday | 9:00am - 9:00pm |
| ♦ Saturday        | 9:00am - 3:00pm |
| ♦ Sunday          | 8:00am - 1:00pm |

The Space Request Form may also be used to reserve tables in the foyer on Sundays. Tables for events will be limited to six weeks. This six weeks may be used as deemed necessary. Space on both sides of the foyer is limited to 2 weeks prior to the event. Reservations are approved on a first-come, first-served basis.

## TRANSPORTATION REQUEST (Approval required for all Church-related travel)

This form is to be used when requesting the use of vehicles (bus, van or limousine) for church-related purposes. The requestor must complete the form providing the date, time, organization, type of activity, transportation type and quantity, description of use and destination-related information. Consent Forms are also required for all minors (children/youth).



BRENTWOOD BAPTIST CHURCH

# ANNOUNCEMENT REQUEST

Please fill out completely and return no later than 7 working days prior to date to be announced.

Check All That Apply:    ☐ Church Bulletin                      ☐ Pulpit Announcement                      ☐ Other: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

Announcement Title: \_\_\_\_\_

Wording for announcement (may be attached on a separate sheet) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

---

## CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facilitator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|                |              |
|----------------|--------------|
| Date Received: | Received By: |
|----------------|--------------|

*White Copy – Office*

*Yellow Copy – Facilitator*

*Pink Copy – Originator*



BRENTWOOD BAPTIST CHURCH

# SPACE REQUEST

Please submit 14 days in advance of event/meeting!

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Activity (Meeting, Fellowship, etc.): \_\_\_\_\_

Describe Room Setup (Classroom, Banquet, Reception): \_\_\_\_\_

Event Start Date: \_\_\_\_\_

Event End Date: \_\_\_\_\_

(Example: 2<sup>nd</sup> Tuesday of each month or 6/3, 5, 9, 12)

All activities must end by 8:30pm Monday, Tuesday, Thursday and Friday; 7pm Wednesday, 2:30pm Saturday and 2pm Sundays.

Event Set-Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Break Down Time: \_\_\_\_\_  
(You must exit the building 30 minutes prior to closing)

Number of Persons Expected: \_\_\_\_\_

Childcare Needed (Special Events Only): ☐ Yes ☐ No  
*Childcare is available for children 0-5 years of age upon request*

If yes, how many children are expected: \_\_\_\_\_

Check all equipment needed and indicate quantity:

|   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Tables _____     | <input type="checkbox"/> Chairs _____             | <input type="checkbox"/> Kitchen _____ | <input type="checkbox"/> Fellowship Hall _____ |
| <input type="checkbox"/> TV/DVD/VCR _____ | <input type="checkbox"/> Overhead Projector _____ | <input type="checkbox"/> Other _____   |  |

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Person Responsible: \_\_\_\_\_

By signing above you agree to complete reasonable clean up of the area used.

Quarterly Proposal Related: ☐ Yes ☐ No Quarterly Proposal #: \_\_\_\_\_

Facilitator's Signature : \_\_\_\_\_

Meeting Approved: ☐ Yes ☐ No

Scheduler: \_\_\_\_\_

Childcare Approved: ☐ Yes ☐ No

CCD Director: \_\_\_\_\_



# Business Administration

## Confirmation

### Customer

Jane Doe  
Jane Doe  
1234 No Street  
Houston, TX 77041

### Reservation

Event: Book Club  
Phone: 713.999.9999  
Fax:  
Event Type: Meeting

**6516 (Confirmed)**

### Bookings / Details

Quantity

Price

Amount

Saturday, November 08, 2014

9:00 am - 10:00 am Book Club (Confirmed) Room E334



BRENTWOOD BAPTIST CHURCH

# TRANSPORTATION REQUEST

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check transportation type requested and indicate number needed:

☐ Bus: \_\_\_\_\_

☐ Van: \_\_\_\_\_

☐ Limousine: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Description of Transportation Use:

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Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

Facilitator's Signature: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Comments: \_\_\_\_\_

---

Order Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

*White Copy – Administrator*

*Yellow Copy – Originator*

*Pink Copy – Facilitator*



# **MEDIA REQUESTS**

The Media Department is eager to assist you with your Media needs. Media services are extended to all ministries within the church. Each request will be handled on an individual basis whatever the request, Video, Audio, Publication, Photos or Website.

For consideration, please complete a Service Request form via our website or in person and submit to the Music Office (Attn: George Micheaux).

We will give each request our full consideration. Should you have questions or need more information please call 713.852.1426 or send e-mail to: [lalston@brentwoodbaptist.org](mailto:lalston@brentwoodbaptist.org) or [gmicheaux@brentwoodbaptist.org](mailto:gmicheaux@brentwoodbaptist.org).

*Please use this form to ask for help with a media-related issue or to make a request to reserve media equipment.*

## **DEADLINES**

Each organization of the church is to comply with the deadlines set forth as follows (*please allow time for your Facilitator to approve your requests*):

|                      |   |
|----------------------|---|
| Sunday Bulletin      | 5 <sup>th</sup> of the month - 30 days prior to applicable bulletin                   |
| Pulpit Announcements | Two weeks prior to the Sunday they are to appear                                      |
| Vouchers/Invoices    | Thursdays by 4:00pm. The check will be released the following Wednesday after 12noon. |



# ATTENDANCE



# ATTENDANCE UPDATING & REPORTING

## ORGANIZATION MEMBERSHIP UPDATE FORM & ROSTER PROCEDURES

The following steps are required of each Brentwood Baptist Church Organization, Committee and Ministry:

The President of each organization will be responsible for submitting each Organization Membership Update Form(s) to their Facilitator.

### 1. Organization Membership Roster / Membership Update Form

- a. The Organization Membership Roster will enable Brentwood to generate various reports and forecast for coming events and activities.
- b. Anytime you receive a new member, an Organization **Membership Update** Form should be submitted to your Facilitator. Be sure to check the ☐ **New** box at the top of the Organization Membership Update Form.
- c. If your member(s) information should change during the calendar year a new Membership Update Form is required. Be sure to check the ☐ **Update** box at the top of the Organization Membership Update Form and submit to your Facilitator.
- d. A current Organization Membership Roster will be placed in your organization mailbox based on your organization meeting frequencies. Please verify and update all information during each meeting.
- e. Organization Membership Roster should be submitted to your Facilitator after each meeting. Please make sure **A - Absent** or **P - Present** is clearly marked on your Organization Membership Roster.
- f. All corrections and changes will appear on your next month's Organization Membership Rosters.

### 2. Forms

Copies of all Organizational Forms are located in the Brentwood Information Centers.

- BBC Main – Across from receptionist desk.

### 3. Submittals

All Organizational forms may be left with the BBC Main Receptionist Desk or LLC Control Desk for your Facilitator. Please make sure your form(s) are enclosed in an envelope addressed to your Facilitator.

### 4. Request

If you have any questions, please contact your Facilitator or their administrative assistant.



DEPT./CLASS: \_\_\_\_\_

ORGANIZATION MEMBER: ☐ NEW ☐ UPDATE ☐ INACTIVE

**PLEASE PRINT**

Date: \_\_\_\_\_

Office Held: \_\_\_\_\_ Membership# \_\_\_\_\_  
Current

Name: \_\_\_\_\_

LAST FIRST MI

Name \_\_\_\_\_  
Change: \_\_\_\_\_  
LAST FIRST MI

## Current

Address: \_\_\_\_\_

STREET CITY/STATE ZIP

## New

Address: \_\_\_\_\_

STREET CITY/STATE ZIP

Employment:  
Company \_\_\_\_\_ Position \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Of Birth: (\_\_\_\_/\_\_\_\_/\_\_\_\_)      Gender: ☐ Male   ☐ Female  
                                 MM      DD      YY

The best way to contact me between the hours of 9:00AM – 5:00PM:

Other relatives who are members of Brentwood Baptist Church: (Use back of card if necessary)

| Last Name | First Name | Relationship |
|-----------|------------|--------------|
|-----------|------------|--------------|

| Last Name | First Name | Relationship |
|-----------|------------|--------------|
|-----------|------------|--------------|

Facilitator's Name: \_\_\_\_\_



# INACTIVE ORGANIZATION MEMBERS

---

The guidelines for placing an organizational member inactive are as follows:

1. The member has to have 90 days of non-participation.  
or
2. The organizational member notifies the organization's President in writing that they will be unable to participate for more than 90 days due to:
  - a. Personal Illness
  - b. Illness of a family member
  - c. Relocation



# FINANCE



# HANDLING OF MONIES WITHIN ORGANIZATIONS

---

Monies to be used by organizations fall into two categories:

- Operational or Budgeted Funds
- Organizational Expenditures

The following are guidelines to be used in handling each category of funds.

## COLLECTION OF ORGANIZATIONAL FUNDS

Organizations are permitted to collect funds for dues, benevolent concerns and ministry activities.

- All funds collected by organizations must be submitted to Financial Services via the **Monies Reported** form. A ledger account will be set-up specifically for the organization.
- All monies collected at tables onsite should be processed through the Receptionist for deposit the same day. Please follow the proper documentation procedure.
- Monies collected during the week (*Ex. Meetings, Rehearsals, etc.*) must be submitted within (3) working days. Monies should be processed through the Receptionist for deposit in safe. The Receptionist is available:

|                                    |                    |
|------------------------------------|--------------------|
| Monday, Tuesday, Thursday, Friday: | 9:00am – 7:00pm    |
| Wednesday:                         | 12:00noon – 7:00pm |
| Sundays:                           | 7:30am – 1:00pm    |

A report will be prepared monthly reflecting deposits, withdrawals and account balances for distribution to organizations.

**Questions regarding your account should be addressed to your Facilitator.**

***Note: Organizations are prohibited from establishing accounts outside of the church.***

## REQUESTING ORGANIZATIONAL FUNDS

Organizational funds may be requested by submitting a completed **Voucher** to the organization's Facilitator. Upon the Facilitator's approval, the voucher or invoice is then submitted to Financial Services for processing. Please allow five (5) working days for processing. Checks may be mailed or picked up at the receptionist desk:

|                                    |                    |
|------------------------------------|--------------------|
| Monday, Tuesday, Thursday, Friday: | 9:00am – 7:00pm    |
| Wednesday:                         | 12:00noon – 7:00pm |
| Sundays:                           | 7:30am – 1:00pm    |

## REQUESTING OPERATIONAL FUNDS

Operational funds are monies budgeted for program/educational ministries of the church. These expenditures are approved during the Quarterly Proposal process. **Vouchers** are the mechanism for requesting these funds.

Every expense item on the Quarterly Proposal must be accompanied by appropriate support documents, such as Vouchers, vendor-prepared quotes or cost estimates.

After the Quarterly Proposal has been given the final approval, **Vouchers** relating to the proposal may be submitted for processing.

Please allow five (5) working days for processing. Checks may be mailed or picked up at the receptionist desk:

|                                    |                    |
|------------------------------------|--------------------|
| Monday, Tuesday, Thursday, Friday: | 9:00am – 7:00pm    |
| Wednesday:                         | 12:00noon – 7:00pm |
| Sundays:                           | 7:30am – 1:00pm    |

***Note: Vouchers are the internal mechanism for requesting funds. Invoices are the mechanism for requesting funds from an external contractor.***



# BRENTWOOD BAPTIST CHURCH

# MONIES REPORTED

Organization: LLC FITNESS

Event: BOOT CAMP

| CHECKS       |          |        |          |
|--------------|----------|--------|----------|
|              | NAME     | CHECK# | AMOUNT   |
| 1            | M. Brown | 8547   | 12.00    |
| 2            | H. Hall  | 2839   | 36.00    |
| 3            |          |        |          |
| 4            |          |        |          |
| 5            |          |        |          |
| 6            |          |        |          |
| 7            |          |        |          |
| 8            |          |        |          |
| 9            |          |        |          |
| 10           |          |        |          |
| 11           |          |        |          |
| 12           |          |        |          |
| 13           |          |        |          |
| 14           |          |        |          |
| 15           |          |        |          |
| TOTAL CHECKS |          |        | \$ 48.00 |

| CASH/COINS       |               |          |
|------------------|---------------|----------|
|                  | NAME          | AMOUNT   |
| 1                | A. White      | 36.00    |
| 2                | D. Washington | 35.00    |
| 3                |               |          |
| 4                |               |          |
| 5                |               |          |
| 6                |               |          |
| 7                |               |          |
| 8                |               |          |
| 9                |               |          |
| 10               |               |          |
| 11               |               |          |
| 12               |               |          |
| 13               |               |          |
| 14               |               |          |
| 15               |               |          |
| TOTAL CASH/COINS |               | \$ 71.00 |

| CASH  |      |          | COINS    |      |         |
|-------|------|----------|----------|------|---------|
|       | # of | TOTAL    |          | # of | TOTAL   |
| 100's |      | \$       | Quarters | 4    | \$ 1.00 |
| 50's  |      | \$       | Dimes    |      | \$      |
| 20's  | 2    | \$ 40.00 | Nickels  |      | \$      |
| 10's  | 1    | \$ 10.00 | Pennies  |      | \$      |
| 5's   | 4    | \$ 20.00 | TOTAL    |      | \$ 1.00 |
| 2's   |      | \$       |          |      |         |
| 1's   | 1    | \$ 1.00  |          |      |         |
| TOTAL |      | \$ 71.00 |          |      |         |

## SUMMARY

|                    |    |        |
|--------------------|----|--------|
| TOTAL CHECKS       | \$ | 48.00  |
| TOTAL CASH         | \$ | 71.00  |
| TOTAL COINS        | \$ | 1.00   |
| TOTAL ALL RECEIPTS | \$ | 120.00 |

Submitted By (Please Sign): Alice Jones

Date: 8-20-15

Submitted By (Please Print): Alice Jones

Received By (For Finance Use Only): D. Bey

Date: 8-21-15

White – Finance

Pink – Facilitator

Yellow – Originator



# CRITERIA FOR VOUCHER PAYMENTS

---

1. Voucher Payment Requests must be signed by the organizations' facilitators before being submitted to the Finance Department. **Please Note: Approval for all expenditures must be received from your facilitator before making any purchases and receiving reimbursements. Failure to do so may result in personal financial loss!**
2. Vouchers must be submitted by 4pm Thursday in order for checks to be received on the following Wednesday. **FUNDS MUST BE AVAILABLE. EMERGENCIES CAN ONLY BE APPROVED BY THE BUSINESS ADMINISTRATOR.**
3. All original receipts for reimbursements must be attached to a voucher before submitting to the Finance Department.
4. A complete description (purpose, who, quantity of items, place, etc.) must be provided on the voucher when requesting funds. Pertinent information should also accompany the voucher for special events, i.e. invoices, quotes, and requests for sales tax exemptions.
5. For a voucher to be considered for payment, all data (payee name, address, telephone number, etc.) must also be completed. Complete all sections of the voucher except the "For Office Use Only" section.
6. Voucher type must be completed (this determines where the funds will come from i.e. church or organization)
7. Checks are released on **Wednesdays only**. The "Check Release to" information should be completed as well as how the check is to be delivered - "mailed or pick-up." If checks are not picked up by Tuesday of the next week, they will be mailed Wednesday morning unless notification or contact is made to the Finance Department.
8. Voucher requests for invoice payments are paid on a funds availability and priority type basis. Invoices must be signed by the facilitator and attached to the voucher. It should be noted that **sales tax charges** should not be included on invoices. A sales tax-exempt form may be obtained from the organizations facilitator; however, the Finance Department must be supplied with the vendor's name, address, telephone number and purpose of the purchase before submitting the voucher.
9. Sales Tax Exemption Forms are generally accepted by most vendors, however, it is the sole discretion of the vendor to accept or deny this form. Be prepared to use an alternative vendor whenever possible. **BRENTWOOD DOES NOT HAVE A SALES TAX I.D. NUMBER.** and is not a requirement on the sales tax exemption form.
10. **Vouchers for services rendered for \$600 or more to vendors who are not incorporated will receive a 1099 reporting from. (Example: speaker honorariums.)**
11. Stop payments will not be placed on checks until three (3) weeks from the date of issuance. Any bank fees incurred will be passed on to the organization requesting the stop payment. The three (3) week period will allow sufficient time for recovery of the check if misplaced or returned in the mail.
12. **Do not hold organizational monies (especially checks) for more than one week before submitting them to the Finance Department.** Holding checks for a long period of time could increase the chances of the organization having NSF checks, causing a negative impact on the organization's account and the Finance Department.
13. **Advance Payments**  
Receipts for advance payments must be returned to the Finance Department within 10 business days from the date of travel or event. Please make separate purchases for church expenditures; do not include personal purchases on the receipts.
  - Complete the Advance Payment Expense Report
  - Attach Receipts
  - Complete Monies Report if returning funds



BRENTWOOD BAPTIST CHURCH  
**VOUCHER**

Today's Date: 9-17-15

Organization: CHILDREN'S MINISTRY

Event: FALL FESTIVAL

Funds requested:

☐ ADVANCE

☒ EXPENSE ITEM

☐ REIMBURSEMENT

Description:

Fee for clown rental & face painting

Date Needed: 9-23-15

Date of Event: 10-10-15

Estimated Cost: \$ 150.00

Release Check To: Jane Lewis

☐ Mail

☒ Will Pickup

PAYEE NAME: Freckles the Clown

PAYEE ADDRESS: 123 Main Street

City: Houston State: TX Zip: 77050

Submitted By: Jane Lewis

Phone: 713-999-0123 Alt. Phone: \_\_\_\_\_

Voucher Type: ☐ OPERATIONS

☒ ORGANIZATIONS

Quarterly Proposal Related: ☐ Yes

☐ No

Proposal#: \_\_\_\_\_

Facilitator's Signature: Rev. B. Thomas

**FOR OFFICE USE ONLY**

A/P Vendor#: \_\_\_\_\_ G/L Account#: \_\_\_\_\_ Voucher#: \_\_\_\_\_

Project Code: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_

White – Finance

Pink – Facilitator

Yellow – Originator



BRENTWOOD BAPTIST CHURCH

ADVANCE PAYMENT EXPENSE REPORT

Please Print!

Name: Mary BrownTitle/Position: Treasurer

| TRANSACTION<br>DATE      | VENDOR/PAYEE | CHURCH<br>ORGANIZATION | DESCRIPTION<br>ACTIVITY/EVENT/GUEST | AMOUNT    | RECEIPTS<br>ATTACHED |    |
|--------------------------|--------------|------------------------|-------------------------------------|-----------|----------------------|----|
|                          |              |                        |                                     |           | Yes                  | No |
| 8-3-15                   | ABC Trophies | Youth Ministry - Boy   | 10 Trophies & 10 Badges             | \$125.00  | ✓                    |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     |           |                      |    |
|                          |              |                        |                                     | 125.00    |                      |    |
| Advance Payment Received |              |                        |                                     | \$ 125.00 |                      |    |
| Amount Spent             |              |                        |                                     | \$ 0      |                      |    |
| Amount to be Returned    |              |                        |                                     | \$        |                      |    |

Please Note:

1. Expense reports are due no later than 10 Business Days after travel or event.  
2. Attach receipts or written evidence supporting all expenditures.  
3. Complete a Monies Reported form on funds to be returned.

Submitted By: Mary BrownFacilitator Signature: Rev. Mary FrazierDate: 8-13-158-13-15

White – FinancePink – FacilitatorYellow – Originator



# OFF CAMPUS EVENTS



# BRENTWOOD BAPTIST CHURCH

## OFF CAMPUS EVENT PLANNING

*This form must be submitted no less than 6 months prior to engagement!*

Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_ Contact#: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Estimated Number of Meals Needed: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Guest Rooms Needed (If Applicable): ☐ Yes ☐ No If Yes, How many? \_\_\_\_\_

### PLANNING YOUR EVENT

*Do not contact resources Ex. Hotels, Restaurants, Caterers, etc. prior to meeting with Event Coordinator\*!*

#### PLANNING REQUIREMENTS

- Requests must be submitted no less than 6 months prior to engagement.
- The Event Coordinator will negotiate all contracts.
- The Event Coordinator will meet with the Facilitator and/or Contact Person for the event and review all plans prior to finalizing the contract.
- The Facilitator and/or Contact Person and Event Coordinator will make site visits.
- The **Church Business Administrator** \*\* will sign all contracts.
- The Event Coordinator will review the invoices with the Facilitator and/or Contact Person.
- The Facilitator will submit final invoices to the Church Business Administrator for payment.

### EVENT SCHEDULE

*Please attach your Proposed Event Schedule and Estimated Budget!*

#### Event Schedule Example:

|                 |                   |
|-----------------|-------------------|
| Breakfast       | 8:00am – 9:00am   |
| General Session | 9:00am – 10:30am  |
| Break           | 10:30am – 10:45am |

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

TQM Approval #: \_\_\_\_\_

*For Use by Event Coordinator Only!*

Received: \_\_\_\_\_

Date: \_\_\_\_\_

\* - Rev. Barbara Thomas, Event Coordinator

\*\* - Paul Jefferson, Church Business Administrator



**COMMUNICATION**



# COMMUNICATION GUIDELINES

## Public Relations Mission Statement

*“To effectively promote the activities of Brentwood’s total ministry to the church body and the general public to reach the saved and unsaved for Jesus Christ.”*

### Overview

The Church Office provides strategic 1) communications, 2) media relations and 3) community relations support to the total church body. The Church Office serves as the sole media contact and generates press releases as needed. In addition, the Church Office develops printed materials that enhance Brentwood’s brand and reputation and supports its programs related to corporate identity, sustainable development, human resources and other issues.

The Church Office maintains a knowledge-base of information and resource documents on all aspects of Brentwood promotion for general use by staff and lay leaders. Additionally, the office manages a portfolio of print and Web projects, related timelines and develops different communication strategies and plans to ensure that communication plans are effectively implemented.

These guidelines are intended to help define and clarify how Brentwood communications should be managed. They have been developed by the Church Office to assist staff and lay leaders in making communication decisions and use of their best judgment to ensure that Brentwood communications reflect the vision and goals of the Pastor and the church.

***No communication of participation is to be announced without prior approval through TQM!***

## 1. COMMUNICATIONS

### a. Publications

All communications being developed by a ministry or organization that is intended to reach the general public or congregation must be coordinated through your Facilitator. This guideline includes those communication projects being developed with the assistance of outside designers, writers and advertising agencies. Printed collateral materials included but not limited to:

- Brochures
- Flyers
- Press Releases
- Ministry Newsletters
- E-blasts
- Text alerts

### b. Community Bulletin Board

Brentwood maintains one bulletin board in the hallway near the Sanctuary. All articles, such as flyers and posters from ministries and the community must be submitted to the Church Office for approval and posting.

### c. Advertising

The Church Office will manage the purchase of print and broadcast advertising for Brentwood. Ministries and organizations will continue to pay for advertising they wish to place, but placement should be centralized to take advantage of volume discounts and expertise in media buying and placement that they can provide. Coordinating with the Church Office will also enable the messages and graphics to be consistent.

### d. Requesting Materials from the Pastor

The Pastor’s schedule, speaking engagements and correspondence are coordinated by his Executive Assistant. All requests for his time or for letters should be directed to LaPorsche Morrison at 713.852.1412. You will be expected to provide full information about the event or letter content. **Individuals requesting letters, greetings, speeches, congratulatory videos and other materials should give at least two (2) weeks notice.** If a job requires a large quantity of letterhead or special paper, please allow sufficient time for it to be ordered.



# COMMUNICATION GUIDELINES (continued)

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## 2. MEDIA RELATIONS

### a. Press Releases and Media Contact

Official press releases and media advisories are produced and submitted to religion and secular print and broadcast media by the Church Office. Topics range from church-wide events to human-interest stories. The Church Office serves as the sole media contact.

### b. Media Pitches and Inquiries

In a “Megachurch” like Brentwood, new media attention is often attracted. The Church Office can act proactively by “pitching” a positive story idea to promote the expertise of the church as well as ministry activities. Reporters interested in interviewing a Brentwood staff member or church member should contact the Church Office.

### c. Crisis Communications

In some cases, crisis situations may arise that require well-organized, positive and straightforward communication that will help defuse possible criticism or controversy in the minds of the public or church stakeholders. These situations call for rapid decision-making by administration and staff members who must be aware of the potential for damage to the reputation or image of Brentwood if they are handled incorrectly or inappropriately. Such situations might include those where some institutional wrongdoing has been alleged, some staff or church member has become involved in a controversial topic or situation, or where the media has launched an inquiry.

Brentwood members and staff should refer media representatives to the Church Office. Brentwood members and staff should not contact the media directly without the involvement of the Church Office. The Church Office will provide a detailed account of the situation. A crisis management team composed of institutional personnel with expertise relevant to the situation may be assembled to provide recommendations for a plan of action and assign a Brentwood spokesperson.

## 3. SUBMITTING MATERIAL FOR PUBLICATION

### a. Bulletin

An **Announcement** form must be submitted by the 5<sup>th</sup> of the month for items to be considered for publication in the following month’s bulletin (i.e. January 5<sup>th</sup>– for the February Bulletin).

### b. Website

If you would like your announcement placed on the Brentwood website, please submit a detailed request to your Facilitator a month in advance for approval. Your Facilitator will then contact the website team for placement on the website.



# COMMUNICATION GUIDELINES (continued)

## 4. GRAPHIC IDENTITY & BRANDING

One of the most important components in the success of Brentwood's identity program is the consistent implementation of the identity system across the Brentwood campus. Adherence to these guidelines will increase the effectiveness of the entire institution.

A graphic identity or logo has been developed to provide a consistent, unified look for Brentwood. The logo is a single unit as follows:



### a. Color

The official PMS color of the Brentwood logo is **Pantone Purple**.

### b. Size and Placement

Do not crop the logo or bleed it off of a page. Allow a reasonable amount of space around the logo.

### c. Usage

#### Do:

Show the logo as one color (purple, if possible; if not, in the strongest color available – i.e., in a brochure printed in black ink, show the logo in black)

Maintain the orientation of the logo

Keep the logo whole and intact

#### Don't:

Tint or screen the logo or make different elements of the logo different colors

Tilt or rotate the logo

Print type or images over the logo or use as a background element

## 5. PHOTOGRAPHY/CAMERAMEN/MEDIA

### a. Photography & Video Assignments

In an active church like Brentwood, the need arises to photograph or video ministry events for archiving and reporting purposes. The Church Office will coordinate photo shoots of church-wide events and secure photographs and videos whenever possible from ministry representatives for publication. The Church Office coordinates the hiring of professional photographers, cameramen and media.

For more information, please contact the Church Office at 713.852.1426.



# WEBSITE GUIDELINES

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1. Each ministry is required to submit a “Website Announcement/Email Request Form” with the signature of their facilitator and an editable electronic copy (CD, thumb drive, or digital upload via website) of their website announcement.
2. The announcement must be produced using Microsoft Word, Microsoft Publisher or Adobe Photoshop.
3. An editable electronic copy of the announcement (CD, thumb drive, or digital upload via website) and the “Website Announcement/Email Request Form.” Forms submitted by the 1<sup>st</sup> of the month will post on the 15<sup>th</sup> and materials submitted by the 15<sup>th</sup> of the month will post the 1<sup>st</sup> of the month.
4. Failure to meet deadline will result in a delay of the ministry’s announcement being posted on the website.
5. The Technology representative will review, and edit the website announcement using the ministry’s CD.
6. The representative will then allow the ministry/organization to review the edited announcement.

## SOCIAL NETWORKING

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The Website Administrator will be responsible for all social networking sites.

Brentwood Baptist Church will have one (1) Facebook page. Ministries are more than welcome to request postings on the church Facebook page. This is done by submitting a website request form. Individual “group” or “ministry” pages are not permitted.

## EMAIL ACCOUNTS

---

Any ministry desiring an email account must first complete a Website Announcement/Email Request detailing the reason for the account. Once the ministry’s Facilitator has approved the request, the Website Administrator will set-up the account. All email accounts will be set-up through “Gmail.” The administrator will contact the ministry liaison and Facilitator with the username and password for the account. The Website Administrator will keep a copy of information on all ministry accounts.

\*The ministry Facilitator must be cc’d on all emails sent through the ministry email account.\*

If a ministry has an email account already set-up, it is required that your Facilitator have the email address and login information for the account. This will allow the Facilitator to monitor the account while still giving the ministry the opportunity to communicate freely between its members.



Brentwood Baptist Church

# WEBSITE ANNOUNCEMENT & EMAIL REQUEST

Requests must be submitted by the 15th of the month!

Date: \_\_\_\_\_

Request is for: ☐ Website Announcement - BBC\*      ☐ Announcement - Facebook  
☐ Ministry Email Account

Organization: \_\_\_\_\_

Announcement Title/Subject: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Announcement Description *(Please print legibly)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please attach an electronic copy of your announcement if there is artwork\*

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facilitator's Name : \_\_\_\_\_

**FOR OFFICE USE ONLY!**

Facilitator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator Approve: ☐ Yes ☐ No

If no, why? \_\_\_\_\_

*White – Website Administrator*

*Yellow – Facilitator*

*Pink – Requestor*



# ONLINE FORMS

The following forms are available online:

**These forms are automatically forwarded to the Facilitator chosen. The Facilitator will approve and forward to the appropriate Staff member for processing.**

- Announcement/Activity Form
- Ministry Development Form
- Off Campus Event Form
- Quarterly Report (TQM)
- Services Requested
- Space Request
- Transportation Request
- Website Request
- Voucher

## **Other Available Forms:**

- Baby Dedication
- Death Report
- Membership Update
- Prayer Request
- Sick Report
- Sign-up to Serve
- Registration Forms (Customizable)

# ONLINE STORE

With approval of your Facilitator, every ministry has the ability to sell and accept donations via the online store.

1. Once an item/event has been approved for sale on the online store, the website administrator will post the item to the store.
2. The website administrator will provide the organization with a spreadsheet of the sales on a weekly basis as orders are received.
3. At the end of the month the website administrator will submit a summary of purchases received to the Church Business Administrator.
4. The Church Business Administrator will transfer funds to the organization's account.
5. A copy of the transfer of funds will be received by the organization and the website administrator.

# WIRELESS CAPABILITIES

The LLC has a secure Wi-Fi network. The Control Desk will have the key for individuals interested in using our wireless. Wi-Fi reaches throughout the building; however the signal may not be as strong as desired in some areas.

We also have Wi-Fi in the Worship Center area named "Brentwood Public." The key is "thewood1"



# FACILITY USE & EVENTS



## **SECTION II: ORGANIZATIONAL INFORMATION**

# **FACILITY USE**

---

## **JSR Lifelong Learning Center**

### **POLICIES AND PROCEDURES**

### **Hours of Operation**

|                 |                       |
|-----------------|-----------------------|
| Monday – Friday | 9:00 a.m. – 9:00 p.m. |
| Saturday        | 9:00 a.m. – 3:00 p.m. |
| Sunday          | 8:00 a.m. – 1:00 p.m. |

### **Control Desk**

1. The Control Desk is designed to disseminate information regarding the LLC Building and its activities.
2. Clerical Requests, Space Requests and Announcement Forms, etc., may be left at the Control Desk to be forwarded to your Facilitator.
3. Only JSR Lifelong Learning Center staff and personnel are allowed behind the Control Desk.

### **Room Reservation**

1. Room reservations must be made in writing fourteen (14) days in advance via Space Request Form. Requests received less than fourteen (14) days are not guaranteed approval. Verbal requests will not be accepted.
2. The organization's facilitator or designee must approve all space requests. Once processed by the Scheduler, a confirmation will be mailed/emailed to you. (Please include your mailing/email address on all requests.)
3. Scheduled activities will have exclusive use of designated room.
4. Group leaders should be sensitive to groups meeting in the next room.
5. Unused rooms will be locked. (Maintenance Staff may not unlock doors without approval from a LLC staff member).

### **Supervision**

1. It is strongly recommended that sponsoring groups, ministries or organizations provide adequate adult supervision for children and youth. Adult supervision is defined as anyone 18 years of age or older.

### **Storage/Keys**

1. Cabinet space will be assigned to organizations as deemed necessary. Requests are subject to approval by the Facilitator and LLC staff.
2. Do not leave valuables in cabinets. The LLC will not be responsible for lost or stolen items.



## Walls and Furniture

1. Please do not sit on desks, counters or tables.
2. Please do not pull or handle partitions/dividers in the classrooms or ballrooms. Dividers are closed (and opened) by request only.
3. No materials may be tacked, stapled or taped to the walls, windows, partitions or doors.
4. Please do not move furniture from one room to another.
5. Rooms must be returned to their original set up before leaving.
6. Markers for blackboards will be provided for you. Please do not use oil-based markers on blackboards.

## Supplies

1. Supply order forms must be completed and submitted to the organizations' Facilitator. The Facilitator will notify the organization when the order is available and the pick up location.

## Organizational Mailboxes

1. Mailboxes are located in the LLC Organizations' Resource Center which is Room E-306.

|                      |                         |                  |                       |
|----------------------|-------------------------|------------------|-----------------------|
| Alzheimers           | Cancer Support          | Girl Scouts      | Scholarship Committee |
| Baptist Women III    | Children's Choir        | Glory Ministry   | Sisters Who Care      |
| Beaus & Debs         | Children's Work         | Greeters         | STEW                  |
| Boys Rites           | Cheerleaders for Christ | Kids Pals        | Sunday School         |
| Boy Scouts           | Divorce Recovery        | Mission Outreach | Youth Parents         |
| Business Development | Girls in Action         | Noon Bible Study | Wellness/Fitness      |
| Challengers          | Girls of Grace          | Praise Dancers   | Widowhood with Faith  |

2. Mailboxes will remain in the Worship Center facility for the following groups:

|                              |                          |                   |                    |
|------------------------------|--------------------------|-------------------|--------------------|
| AIDS Ministry                | Criminal Justice         | LOVE Ministry     | Trustees           |
| Associate Ministers          | Deacons                  | MGM               | Usher - Adult      |
| Baby Dedication              | Deacon Wives             | Marriage Ministry | Usher - Children   |
| BEAM                         | Drill Team               | Media Ministry    | Voices of Praise   |
| Bronze Voices                | Decision Time Counselors | New Members       | Women's Conference |
| Center for Child Development | Fig Leaves Store         | Orchestra         | Youth Choir        |
| Chorale                      | Food Pantry              | Picnic Committee  | Youth Greeters     |
| Church Choir                 | Intercessory Prayerline  | RELAY             | Veterans           |
| Credit Union                 | Jewels of Brentwood      | Senior Adults     |                    |



## **Copying**

Please submit items to be copied to your Facilitator. The Facilitator's Administrative Assistant will process the request and notify the organization of its completion and pick up location.

## **Food**

The consumption of food and beverage is prohibited in the classrooms. Requests for meetings that require food will be reviewed on an individual basis and assigned an area suitable for the meeting.

## **Lost and Found**

Items found will be stored for fourteen (14) days. After fourteen (14) days items will be donated to a local mission.

## **Injuries**

Report all injuries to the LLC staff (Control Desk.). A complete report will be filed.



# Lifelong Learning Center

## VENDOR CONTRACTS AND PAYMENT PROCEDURES

*Please follow the procedures below for payment of VENDORS for both  
Catered and Non Catered Events in the Lifelong Learning Center*

1. **VENDOR CONTRACTS** – All contracts must be signed by the Church Business Administrator. Please submit a copy of the signed contract to the Lifelong Learning Center Manager. *(This will alert Maintenance and Control Desk Attendants of person authorized to be on the premises and the duties they are to perform. Example: Aztec, Spirit Expo, Media, DJ, etc.)*
2. **CATERING CONTRACTS** - Schedule a meeting with the LLC Manager to discuss setup and menu. Prices quoted are not guaranteed until a contract is signed. Once all components are agreed upon the **Catering Contract must be signed by the Facilitator.** **REMEMBER:** The guaranteed number may be raised, not reduced once the contract has been signed. Schedule a meeting with the LLC Manager **two (2) weeks** prior to the event to finalize all details. **FINAL PAYMENT DUE AT THIS MEETING.** The Facilitator must initial any changes to the contract.

**VOUCHERS** - Please follow the guidelines below regarding vouchers for your event:

- a. Voucher for **Caterer** will be initiated by the LLC Manager, signed by the Facilitator and submitted to Accounting for payment.
- b. Voucher for **Security** (*outside normal hours*) will be initiated by the LLC Manager, signed by the Facilitator and submitted to Accounting for payment.
- c. Voucher for **Maintenance** (*outside normal hours*) will be initiated by the LLC Manager, signed by the Facilitator and submitted to Accounting for payment. *(If you have made specific arrangements with Maintenance please inform the LLC Manager)*
- d. Voucher for **Control Desk Attendant** (*outside normal hours*) will be initiated by the LLC Manager, signed by the Facilitator and submitted to Accounting for payment.
- e. Vouchers for **additional vendors contracted by the LLC Manager** (i.e. decorators, dance floor) will be initiated by the LLC Manager, signed by the Facilitator and submitted to Accounting for payment.
- f. Vouchers for **additional vendors contracted by the Facilitator** (i.e. media, speakers, musical guest) will be initiated by the by the Facilitator and submitted to Accounting for payment.



# **Lifelong Learning Center**

## **CATERED AND NON-CATERED PROCEDURES**

*Please follow the procedures below when planning to host an event in the Lifelong Learning Center*

### **NON-CATERED EVENTS (no food)**

1. Complete and submit a Space Request to reserve the facility you desire to use, signed by your Facilitator.
2. Once space is Confirmed:
  - a. Schedule a **preliminary** meeting with the Manager to discuss details.
  - b. Meet with the Manager two (2) weeks prior to the event to finalize all details.

### **CATERED EVENTS (food)**

1. Complete and submit a Space Request to reserve the facility you desire to use.
2. Once space is Confirmed:
  - a. Schedule a preliminary meeting with the Director thirty (30) days prior to event (*when applicable*) to discuss setup and menu.
  - b. Schedule meeting with Director to select caterer and menu – Sign Contract. THE GUARANTEED NUMBER MAY BE RAISED, NOT REDUCED ONCE THE CONTRACT HAS BEEN SIGNED. THE GUARANTEED NUMBER MUST BE RECEIVED 72 HOURS PRIOR TO THE EVENT. IF A GUARANTEED NUMBER IS NOT RECEIVED, THE LAST NUMBER CONFIRMED WILL BE USED.
  - c. Meet with the Director two (2) weeks prior to the event to finalize all details. **FINAL PAYMENT (PAYMENT APPROVAL) DUE AT THIS MEETING.** (*VOUCHERS WILL BE SIGNED AT THIS TIME*)

**NOTE: DO NOT ADVERTISE YOUR CATERED EVENT UNTIL A CONTRACT HAS BEEN SIGNED AND YOUR SPACE HAS BEEN CONFIRMED!!**



*Joe Samuel Ratliff Lifelong Learning Center*  
**EXCLUSIVE CATERERS LIST**

**American Fusion Cuisine**

Contact: Leonard Donaldson  
Phone: 281-575-9803 Mobile: 713-204-8498  
Email: Chef\_leonard1@sbcglobal.net

**Bennie Ferrell Catering**

Contact: Renee' Ferrell  
Phone: 713-968-6515 Fax: 713-968-6523  
[bennieferrell.com](http://bennieferrell.com)

**French Corner**

Contact: Charlie Dunn  
Phone: 713-661-5324 Fax: 832-778-9974  
[thefrenchcorner.com](http://thefrenchcorner.com)

**Helen Woodard's Catering**

Contact: Helen Woodard  
Phone: 713-523-7186 Mobile: 713-876-2759

**Micheaux's Catering**

Contact: George Micheaux  
Phone: 832-724-6121 Fax: 281-657-6825  
[micheauxcatering.com](http://micheauxcatering.com)

**Patten's Deluxe Catering**

Contact: Lawrence Patten  
Phone: 713-721-9451 Fax: 713-721-9451

**Porter's Que Catering**

Contact: Sean Porter  
Phone: 281-667-543  
Email: coachseanporter@hotmail.com

**Ral's Fine Catering**

Contact: Lydia or Pamela  
Phone: 713-688-7257 Fax: 713-688-7236  
[ralsfinecatering.com](http://ralsfinecatering.com)

**Only approved caterers may be used at the Lifelong Learning Center.**



# **Brentwood Baptist Church**

## **REPAST PROCEDURES**

*(Dinner for Bereaved Families)*

The Lifelong Learning Center and Fellowship Hall are available to bereaved families and for dinner following services.

|   |
|---|
| <b>IF YOU WISH TO HAVE YOUR DINNER CATERED IN THE <u>FELLOWSHIP HALL</u> PLEASE FOLLOW THESE GUIDELINES</b> |
|---|

1. The **FELLOWSHIP HALL** is available Monday thru Saturday between the hours of 9am to 3:00pm. The **maximum capacity is 75**.
2. Contact the Church Scheduler or LLC Director, to verify availability of the **FELLOWSHIP HALL**.
3. Brentwood will provide **TABLES AND CHAIRS ONLY**.
4. Supply the church with the name of the person or church organization that will be responsible for the usages of the Fellowship Hall/Fellowship Hall and its contents. Our Maintenance Staff will assist you by setting up and emptying trash as needed. The floors will be clean upon your departure.

**Following your event:**

- a. Place all waste in the trash receptacles.
  - b. Make sure the stovetop and oven are off
  - c. Clear the Kitchen of all food and personal belongings
5. A list of Exclusive Caterers is available upon request.
  6. A fee of \$50 will be charged for members. (\$100 non-members) \*

|   |
|---|
| <b>IF YOU WISH TO HAVE YOUR DINNER CATERED IN <u>THE LIFELONG LEARNING CENTER</u>, PLEASE FOLLOW THESE GUIDELINES</b> |
|---|

1. The **LIFELONG LEARNING CENTER** is available Monday thru Friday 9am - 9pm and Saturday 9am-3pm.
2. Contact the LLC Director to arrange a meeting to verify availability of the facility, to discuss menus and to sign your catering contract.
  - a. All items will be provided by the caterer (table linen included.)
  - b. **FOOD ITEMS BROUGHT IN BY FAMILY OR FRIENDS WILL NOT BE SERVED.** (the caterer would become liable should your guests become ill by eating food other than that provided by the caterer).
  - c. Food brought by family and friends will be stored and given to the family at departure.
3. A list of Exclusive Caterers is available upon request.
4. A fee of \$250 will be charged for members. (\$500 non-members) \*

\* The terms Member and Non-Member refers to the Deceased.



# **Brentwood Baptist Church**

## **BEREAVEMENT FUNDING PROCESS**

*Should the death of an individual related to your organization occur, the following procedure will be followed:*

- 1) Your Facilitator will contact you to determine if your organization will contribute to the repast/family.
- 2) Once the donated amount is determined by the organization/Facilitator, a voucher will be submitted by your Facilitator to the Finance Department.
- 3) The Finance Department will withdraw the designated funds from your organizational account and transfer them to the Repast/Bereavement Account.
- 4) Monies transferred to the Repast/Bereavement Account will be paid either to the Family or the Vendor. This will be decided by the Family and the Catering Manager.

### **Example:**

- A) Repast cost \$1400. The Family pays the Vendor. Therefore all funds contributed by the organizations will be made payable to the family.

Or

- B) Repast cost \$1400. If the Family does not pay the Vendor, all funds contributed by the organizations will be made payable to the Vendor.

The Family will be responsible for paying any balance owed to the Vendor.

Or

If organizational donations exceed the cost of the Vendor, the balance will be made payable to the family.



**TQM & MDM**



# **ORGANIZATION GUIDELINES**

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## **ELECTION OF OFFICERS**

All Brentwood Organizations must elect officers **annually**. The only organizations exempt from the process are those that have officers appointed by the Pastor or Facilitator. Elections must occur during the month of September of each year. The term of office is January 1<sup>st</sup> – December 31<sup>st</sup>.

### **Officer Eligibility Requirements**

To hold office in an organization, the nominated person must be a Brentwood member who is willing to assume responsibility of the office and demonstrate accountability while serving.

Although non-members and inactive members may participate in the organization, an organization's elected officers are required to be **active members and financially in good standing**. It is understood that the Pastor is an ex-officio officer of all the organizations named and his leadership is to be recognized in them.

### **Interruption of Term due to a Sabbatical**

If for any reason an interruption of term occurs and an elected officer cannot fulfill the remainder of their term, this officer must submit a formal **"Letter of Resignation"** to the organization's Facilitator. The organization will then be allowed to hold a special election to elect a new officer to complete the remainder of that term. Special elections or any change in officers must have the prior approval of the Facilitator. Officers returning from sabbatical having given prior notice of resignation may not automatically return to the office previously held during that term.

Organizations must submit a list of officers for the upcoming year to the Church Office no later than October 1<sup>st</sup> of each year. The form to be used in submitting these names will be mailed to each organization head no later than August 31<sup>st</sup> of each year.

## **RECORD UPDATING**

Each organization of the church is encouraged to keep church records updated pertaining to officer's addresses, phone numbers and other changes. These changes are to be placed on the Membership Update Form.



# TOTAL QUALITY MANAGEMENT (TQM)

**Q: What is Total Quality Management (TQM)?**

**A:** Total Quality Management is a systematic process designed to take an overall look at the effectiveness of current and future ministry-related activities at Brentwood, in order to provide and implement quality enhancement techniques. The goal of TQM is to continue to assess the needs of the congregation and to ensure that our programming corresponds to those needs in ways that are thoughtful, interesting and spiritually uplifting.

**Q: How does TQM affect me?**

**A:** TQM provides the overall congregation the confidence in knowing that the ministry-related activities being conducted are of the best quality and in the best interest of the overall congregation. Administratively, this may mean a small departure from the way things have been done in the past, in order to accommodate “fresh” new ideas in ministry.

**Q: How will TQM be implemented?**

**A:** A TQM Review team has been established for the purposed of reviewing all ministry-related activities upon their inception and culmination (these events are those which mandate the use of church funds). This team will consist of the following persons:

- Facilitators
- Finance Department Representatives
- Administrative Staff Representatives

**Q: What are some of the responsibilities of the TQM Review team?**

**A:** This team is responsible for approving Quarterly Proposals, formulating a Master Calendar of Events for all approved activities and conducting an event “close-out” interview with members of the sponsoring organization. This interview will take place within thirty (30) days after the closing date of the event. The goals of this final interview are:

- To ensure all financial and contractual obligations have been satisfied
- To judge the events overall performance
- To discuss suggestions for future planning

## POINTS TO REMEMBER!

### Finalization of TQM Voucher Approvals

After approval by the TQM Committee, all funding requests for events are final. No additional funds from the Church Operation Account will be authorized. (For Example: *TQM Event approved \$600.00 from the Church Operation account and approved \$800.00 from the Organization account. The \$600.00 is the final amount to be paid by Church Operations for the event; additional funds will be the responsibility of the organization*).

If all funds requested for the TQM Event from Church Operations have not been used, funds cannot be reallocated to another event or for any other purpose.

### No TQM Approval

If the event has not been reviewed and approved thru the TQM process, no funds will be paid by the Church Operations account.



# ACTIVITY PLANNING

Each organization of the church is encouraged to plan activities throughout the course of the year that will enhance their particular ministry. Because of limited space and funds, organizations are required to plan in advance to ensure the most effective use of church resources.

The following guidelines should be followed when planning ministry-related activities.

1. Church activities are reviewed on a “Quarterly” basis. The details of these activities are outlined in Quarterly Proposals. A Quarterly Proposal consists of:
  - Quarterly Organization Report (Activity Overview)
  - Financial Analysis  
Every expense item on the Quarterly Proposal must be accompanied by appropriate support documents, such as **Vouchers**, vendor-prepared quotes or cost estimates.
  - All other church forms that relate to the event, such as **Space Requests, Bulletin/Pulpit Announcement, Clerical Request** etc.
2. The completed Quarterly Proposal must be submitted to the organizations Facilitator by the deadline for the quarter the event is to take place. Deadlines are as follows:

| <u>QUARTER</u>   | <u>SUBMISSION DEADLINE</u> | <u>TQM MEETING</u> |
|--|----------------------------|--------------------|
| 2 <sup>nd</sup> Quarter Activities ( <i>April – June</i> )       | February 28                | March 3            |
| 3 <sup>rd</sup> Quarter Activities ( <i>July – September</i> )   | May 29                     | June 2             |
| 4 <sup>th</sup> Quarter Activities ( <i>October – December</i> ) | August 28                  | September 1        |
| 1 <sup>st</sup> Quarter Activities ( <i>January – March</i> )    | November 27                | December 1         |

3. After review of the proposal, the Facilitator will present the preliminary approved quarterly proposal to the TQM Review team for final approval.
4. The TQM Review team will convene to review and approve all proposals for the quarter.
5. The Organization’s Facilitator will inform the organization head of the status of the proposal (approved, disapproved, pending) following the TQM meeting.
6. If a proposal receives a **pending status**, the Facilitator will contact the organization to retrieve additional information and/or make the necessary amendments to the proposal. The TQM Review Team will convene after 10 business day to review all pending proposals. The organization will be notified of the updated status.

**Note:** All pending proposals must be approved before the quarter begins. Failure to clear the pending status will result in cancellation of the activity. The activity must then be re-submitted at the following TQM for the next quarter.



BRENTWOOD BAPTIST CHURCH

# QUARTERLY ACTIVITY PROPOSAL

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Head: \_\_\_\_\_

Address: \_\_\_\_\_  
(Proposal Status Confirmation will be mailed to this address)

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ACTIVITY DESCRIPTION**  
(Attach Additional Sheet if necessary)

Describe Activity:

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Activity Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**ACTIVITY LOCATION**

Event Location: \_\_\_\_\_

Location Address: \_\_\_\_\_

Location Contact: \_\_\_\_\_ Location Phone: \_\_\_\_\_

**ADDITIONAL FORMS INCLUDED:**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Voucher  | <input type="checkbox"/> Services       | <input type="checkbox"/> Announcement  |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Transportation | <input type="checkbox"/> Space Request |

☐ Approved

☐ Denied

☐ Pending

Processed by: \_\_\_\_\_

QP#: \_\_\_\_\_

Date: \_\_\_\_\_

*White - Facilitator*

*Pink - Accounting*

*Yellow - Organization*



BRENTWOOD BAPTIST CHURCH

# RECAP SHEET

Event: \_\_\_\_\_

## DETAILED EXPENSES

Please explain income and expenses in detail!

| VENDOR/DESCRIPTION | AMOUNT | BBC | ORG |
|--------------------|--------|-----|-----|
|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |
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|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |
|                    |        |     |     |

Total: \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

*White - Facilitator*

*Pink - Accounting*

*Yellow - Organization*



BRENTWOOD BAPTIST CHURCH

# FINANCIAL ANALYSIS SUMMARY

Event: \_\_\_\_\_

## SOURCE OF FUNDS:

INCOME:      MONEY RECEIVED FROM BRENTWOOD                      \$ \_\_\_\_\_

                 MONEY RECEIVED FROM ORGANIZATION                      \$ \_\_\_\_\_

TOTAL INCOME: \$ \_\_\_\_\_

EXPENSE: (SEE RECAP SHEET)

TOTAL EXPENSE: \$ \_\_\_\_\_

SUMMARY:      INCOME              \$ \_\_\_\_\_

                 EXPENSE              \$ \_\_\_\_\_

                 DIFFERENCE              \$ \_\_\_\_\_

*White - Facilitator*

*Pink - Accounting*

*Yellow - Organization*



# MINISTRY DEVELOPMENT MEETING (MDM)

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## PROGRAM DEVELOPMENT/MINISTRY START-UP

Ministries are developed to meet the present needs of the congregation. In order to keep our program format current, new ministries are developed when the need arises.

To start a new ministry, one must submit in writing a formal proposal outlining the plans for the ministry. This proposal must be submitted to the Ministry Development Meeting Chairperson and the proposal must explain the following:

- The overall need the ministry will satisfy
- The target market
- Strategies in reaching the target market
- Opportunities for growth
- It's Biblical basis
- Long-range goals
- Any financial resources needed for start-up

The recommendation will then be submitted to the MDM staff for discussion. A subsequent meeting between the Pastor and/or staff with the requestor may be arranged if needed. The Facilitator will contact the requestor regarding the status of the proposal (approved, disapproved, pending) within thirty (30) days of its submission.

### Target Questions

1. What is the purpose of the proposed ministry/organization?
2. How will it benefit the congregation?
3. Is there a need for the proposed ministry/organization?
4. Who will lead the ministry/organization?
5. What are the costs for the proposed ministry/organization?
6. How will the program be marketed?
7. Is this a good stewardship of church monies?
8. Timeline to start the ministry/organization?
9. How will scheduled events affect the church calendar?
10. Will this ministry/organization replace an existing one?
11. What is the plan for long-term growth?
12. What are the plans for leadership structure?



# DEADLINES & DATES

| <u>REPORT</u> | <u>DATE DUE</u>                               | <u>COMMENTS</u>  |
|---------------|---|--|
| ATTENDANCE    | 5 <sup>th</sup> of each month                 | Organizations are responsible for submitting their attendance roster following each meeting.   |
| BULLETIN      | 5 <sup>th</sup> of each month                 | 30 days prior to applicable bulletin. You are encouraged to submit items early!  |
| VOUCHERS      | Mondays by 11am                               | Checks will be distributed Wednesdays after 12noon. Vouchers not received may result in a delay or non-payment that week.  |
| WEBSITE       | 1st of each month<br>Or<br>15th of each month | Requests received the 1st of the month will be posted the 15th of the month.<br><br>Requests received the 15th of the month will be posted the 1st of the month. |

## TQM DEADLINES

| <u>QUARTER</u>   | <u>SUBMISSION DEADLINE</u> | <u>TQM MEETING</u> |
|--|----------------------------|--------------------|
| 2 <sup>nd</sup> Quarter Activities ( <i>April – June</i> )       | February 22                | February 26        |
| 3 <sup>rd</sup> Quarter Activities ( <i>July – September</i> )   | May 24                     | May 28             |
| 4 <sup>th</sup> Quarter Activities ( <i>October – December</i> ) | August 30                  | September 3        |
| 1 <sup>st</sup> Quarter Activities ( <i>January – March</i> )    | November 29                | December 3         |



# 2016 CALENDAR OF EVENTS

## **JANUARY (FRAngelism)**

- 1 New Year's Day – Campus Closed/No Activities
- 2 Office Closed (Saturday)
- 3 Tithers Demonstration Sunday
- 4 Office Reopens - No Activities
- 6 Winter Bible Study
- 7-8 Elder Series
- 11 Weekday Activities Resume
- 13 Winter Bible Study
- 18 MLK Jr. Birthday – Office Closed/No Activities
- 20 Winter Bible Study
- 25 Quarterly Business Meeting
- 27 Winter Bible Study

## **FEBRUARY**

- 6 Sunday School Equipping Institute
- 10 Pre-Pastoral Anniversary - No Activities
- 14 46th Pastoral Anniversary Celebration
- 15 -18 Samuel DeWitt Proctor Conference
- 24 Youth Black History Program

## **MARCH**

- 3 TQM
- 6 Balm in Gilead – Black Church AIDS Awareness
- 13 Daylight Savings Time / Children's Easter Program
- 23 Pre-Easter Praise Worship Service
- 25 Good Friday Service @Noon
- 26 Easter Egg Hunt
- 27 Easter Worship (6am & 10am) & (Sunday School @ 8am)
- 28 Easter Monday - Office Closed/No Activities

## **APRIL**

- 3 Tithers Demonstration
- 16 MGM Prayer Breakfast
- 17 Credit Union Anniversary
- 18 Quarterly Business Meeting
- 24 Youth Lead Worship @10:45am

## **MAY (FRAngelism)**

- 8 Children Lead Worship @ 10:45am
- 15 Scholarship Fashion Show / New Member Marathon Class
- 29 New Member Graduation / TQM
- 30 Memorial Day – Office Closed/No Activities



## **JUNE**

|             |   |
|-------------|---|
| 2           | TQM   |
| 5           | National Cancer Survivors Emphasis                  |
| 6-9         | Hampton Ministers Conference                        |
| 6-10        | Vacation Bible School/No Activities                 |
| 17          | Juneteenth Observance – Office Closed/No Activities |
| 19          | Men's Day   |
| 20 - 22     | Youth Revival                                       |
| 21 - July 1 | Church Tour to Eastern Europe Begins                |

## **JULY (FRANgelism)**

|       |  |
|-------|--|
| 3     | Tithers Demonstration  |
| 4     | Independence Day – Office Closed/No Activities   |
| 13-17 | Children on Tour   |
| 18    | Quarterly Business Meeting   |
| 19-21 | Summer Revival   |
| 24    | Dr. Ratliff's Birthday / Prayer for College Students & Conversations with Dr. & Mrs. Ratliff |

## **AUGUST**

|      |   |
|------|---|
| 1-11 | Church Tour to Israel & Rome                            |
| 13   | Criminal Justice Ministry Back to School Event          |
| 17   | Jewels Crossover Celebration                            |
| 20   | Jewels Jazzy Brunch                                     |
| 21   | Women's Day   |
| 23   | 40-Day Prayer Journey begins                            |
| 30   | Dr. & Mrs. Ratliff's Anniversary/New Members Graduation |

## **SEPTEMBER**

|    |  |
|----|--|
| 1  | TQM  |
| 5  | Labor Day - Office Closed / No Activities                                      |
| 11 | Grandparents Day   |
| 18 | 51st Church Anniversary / Sunday School Commissioning /Scholarship Recognition |

## **OCTOBER (FRANgelism)**

|    |  |
|----|--|
| 1  | Prayer Breakfast   |
| 2  | Tithers Demonstration / National Breast Cancer Awareness |
| 16 | College Spirit Day/UNCF Offering                         |
| 24 | Quarterly Business Meeting                               |
| 25 | Holy Ghost Party   |



## **NOVEMBER**

|       |   |
|-------|---|
| 2     | Mrs. Ratliff's Birthday                             |
| 5     | Brentwood Organization Leadership Training          |
| 6     | Daylight Savings Time Ends / UNCF Offering          |
| 13    | Veteran's Recognition                               |
| 16    | United in Worship                                   |
| 20    | Criminal Justice Emphasis / Deacon Ordination       |
| 21    | Annual Business Meeting                             |
| 22    | Pre-Thanksgiving Worship                            |
| 24-26 | Thanksgiving Observed – Office Closed/No Activities |

## **DECEMBER**

|       |  |
|-------|--|
| 1     | TQM  |
| 4     | World AIDS Awareness Day                                     |
| 7     | Caring & Sharing Services/Communion                          |
| 10    | Angel Tree   |
| 11    | Last Day of Activities/Children's Ministry Christmas Program |
| 14    | No Midweek Worship   |
| 16-29 | Christmas Holiday - Office Closed/No Activities              |
| 18    | Christmas Concert@10:45am                                    |
| 25    | Worship Service @ 10:45am Only                               |
| 30    | Office Reopens - No Activities                               |
| 31    | Office Open/ Watchnight Worship Service                      |