

Clifford Baptist Church
Policies and Procedures Manual

Church Sanctioned/Self Governing Groups
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Women's Missionary Union

Throughout its history, WMU has been an auxiliary to the Southern Baptist Convention, which means that it acts as a “helper” to the SBC and the local church. The auxiliary status also means that WMU is self-governing. WMU organizations at Clifford are as follows: Women on Mission for women 18 and older, Acteens for girls in grades 7-12, Girls in Action for girls in grades 1-6, and Mission Friends for boys and girls aged 2 through kindergarten. (For further detail, see Constitution and Bylaws page 20-21.)

WMU Director(s)

- Responsible for all WMU efforts at Clifford Baptist Church
- Responsible to oversee all mission groups of the WMU
- Responsible to order all literature/materials for the mission groups
- Responsible to coordinate with the pastor(s) for special offering emphases throughout the year (i.e. Annie Armstrong Easter Offering, Lottie Moon Christmas Offering, visionvirginia Offering, Christmas in August collection, etc.)
- Responsible to oversee and maintain WMU budget and WMU Missions Fund
- Responsible for planning Focus on WMU Sunday in coordination with the pastor(s) and leadership
- Responsible for filling leadership roster and turning roster over to Nominating Committee by June 15 each year.
- Shall serve on the church Board of Directors (in case of co-directors, one shall serve on the Board)
- Shall plan and lead all WMU Council meetings (held periodically throughout the church year with all members on the leadership roster)
- Shall make quarterly reports to church via quarterly church business meetings

WMU Council

- Made up of all group leaders listed on Leadership roster and facilitated by WMU director(s)
- Meets periodically during the church year
- Hears reports of each age group
- Helps WMU director(s) with direction of WMU (i.e. helping set goals for offerings, planning Missions Expo, etc.)

Women on Mission Group Leader(s)

- Plans meetings/activities for ladies of the church to be involved in learning about missions, praying for missions, doing missions, and participating in the work of the church
- Each group should have a meeting/activity each month
- Reports progress to WMU Council

Acteens Leaders

- Plan and schedule Acteens meetings using WMU literature
- Provide a meal if meetings follow worship service on Sundays
- Plan and implement various mission-based projects.
- Plan and implement trips (e.g. “Shine” weekender at Eagle Eyrie) to help girls grow in their relationship with the Lord and in their missions awareness
- Promote and encourage participation in summer camp (either as campers or counselors depending on age)
- Report progress to WMU Council

Girls in Action Leaders

- Four to six leaders needed annually
- Age groups are split according to number of girls and leaders (currently two age groups)
- Teach girls using WMU literature
- Plan and implement Lock-ins and missions projects (e.g. nursing home visits)
- Plan and implement trips (e.g. “Mom & Me” at Eagle Eyrie)
- Promote and encourage participation in summer camp
- Report progress to WMU Council

Mission Friends Leaders

- Two age groups
- Use WMU literature and other materials as appropriate
- Help children to understand basics of missions and missionaries (this is the foundational level that the other groups will build on)
- Report progress to WMU Council

Van Ministry

Purpose: To give children and youth who do not have transportation the opportunity to participate in the weekly activities of the church. The secondary purpose is to disciple the children being transported. (Romans 10:14-15)

Responsibilities of the ministry: The ministry will be responsible for not only safely transporting the children to and from CBC, but it will also be responsible for making sure each child gets to and from their respective classes. The Van Ministry will become the guardian of the children while they are at church and will be responsible for their behavior and actions. It will be the

ministry's responsibility to ensure that the children understand what acceptable behavior is in their classrooms and in worship service. (Proverbs 22:6)

Age guidelines: This ministry will be for children and youth who have begun kindergarten but have not turned 18 years of age. The primary focus will be on elementary age children, but older children will be ministered to as needed. (Matthew 19:14)

Geographic area of service: This ministry will initially focus on the area of the county that is in the Central Elementary School district, namely Dulwich apartments and various mobile home parks because of the high density of children, which allows transportation to more children with less driving. The main reason for this is that we already have an established relationship with families in this area and have access to the children in this area through the Good News Club. As the ministry grows, there may be expansion into other areas. The goal is for the routes to be short enough that no child has to be on a van for more than one hour. (Acts 1:8)

Child Protection Policies: This ministry will follow all child protection policies set forth by Clifford Baptist Church. Anyone wishing to participate in this ministry will be required to sign documentation that they have read and understand the CAPP (including background check) and that they agree to follow it. (Matthew 10:16)

Van Ministry Roles: The same person may fill more than one role.

- **Director:** This person maintains all records for the ministry. This includes a list of available volunteers who comply with CAPP and current liability waivers for those children who ride the van. The director also coordinates the schedule for drivers and runners. The director will be responsible for the van ministry budget and will be the main contact person for the ministry.
- **Drivers:** These volunteers are responsible for safely operating the vans in order to transport children to and from CBC. They will check the vans before they are driven and make sure they are clean and filled with gas before they are returned to the church.
- **Runners:** These volunteers are responsible for going to the door to greet the children and then escorting them to the van. When returning the children to their homes, the runner will escort them to their door.
- **Escort:** These volunteers help get the children from the van to their classes and then back to the van at the end of services. They will sit with the children during the Sunday worship service and help maintain discipline, ensuring that the children understand what acceptable behavior is in their classrooms and in worship service. Escorts will be ones with the most direct contact with the children, so consistency in this role is necessary. They will be building the long term relationships with the children and discipling them in the faith.
- **Route Coordinator:** This volunteer takes the list of children who will be riding on a given week and decides on the routes for each van to take to pick the children up.
- **Attendance person:** This volunteer calls or texts the children's home each week to find out who will be riding the vans. They then relay this information to the Route Coordinator. This may need to be split between multiple people as the ministry grows.
- **Snack Packer:** This volunteer packs breakfast and lunch snacks for the children and distributes them to the appropriate vans.

- Visitation Team: This team will go out and visit with the families of children who ride the vans. They will also try to make contact with new families in an effort to recruit more riders.
- Clean-up Team: The drivers will be responsible for keeping the vans clean and free of trash, as well as vacuuming and washing the vans as needed.

Note: See Van Policy, Section 15, of the Policies and Procedures Manual for further information.

Cancer Support Group for Caregivers

Because of the need for caregivers' support for cancer sufferers, the Cancer Support Group will be made available to our congregation and the entire community. Focus verse: Romans 8:28. *We can be grateful, even during trials, because the Lord has promised to work everything for our good and his Glory.*

This group is a collection of people who meet because they share some of the same problems and find support in meeting regularly outside their existing social networks. The group may be led by a visiting speaker, someone within the group, or by the parish nurse, depending on the subject matter.

The Cancer Support Group is focused on personal growth beyond an immediate crisis. There is shared experience, education (not therapy), and self-governance of the group. Confidentiality and commitment to personal change are common goals.

Organizing principles of the Cancer Support Group leadership are: structure, group size, location, length of sessions, group roles, and leadership.

The Cancer Support Group offers a place for safe disclosure, confidentiality, and respect. The group recognizes its limitations and does not attempt therapy or to get involved in topics and processes that are beyond the abilities of the group. Each meeting is evaluated and determines the speaker and education that enables people to cope with cancer and provide care for cancer sufferers.

Clifford Cares

Clifford Baptist Church funds and supports the backpack ministry at Amelon Elementary School in Madison Heights, VA. This program provides food to students in need to eat over the weekend. Typically, food is provided to 25-30 students weekly.

Throughout the school year, members of Clifford Baptist Church either donate food items or make cash donations. Additionally, school supplies and tooth paste, toothbrushes, and dental floss are donated as they are made available.

- Approximately 3 weeks prior to the start of school, the Chairman contacts team members to let them know when the ministry should begin and of any changes from the previous school year.
- Approximately 2 weeks prior to the start of school, and as needed, the Chairman and members of the committee purchase food items at Sam's Club and/or Walmart. All receipts are copied for the chairman's records and the originals are turned in to the church Treasurer.

- Food items are kept in a locked cabinet. Items purchased typically include: Pop-tarts, oatmeal, cereal bars, cereal, applesauce, raisins, fruit snacks, fruit cups, pop-top canned pasta, soups, Ramen noodles, individual mac-n-cheese, drink boxes, and various snacks.
- Approximately 1 week prior to the start of school, the Chairman contacts the Guidance Counselor at Amelon Elementary to let him/her know Clifford wishes to continue the ministry. We normally agree to begin the 1st Friday in September and it is the Counselor's responsibility to inform the Chairman of the number of students to deliver to and of any allergies they may have. He/she has until the day we deliver (week to week) to provide the Chairman with a head count.
- The Committee meets at Clifford Baptist Church in the Social Hall at 10:00 a.m. on Fridays to pack the bags. Each bag contains 2 of each of the following: breakfasts, fruits, lunches, snacks, and drinks. For 3 day weekends, 3 of each are provided. If schools are closed on a particular Friday due to a holiday or bad weather, the committee meets/packs/delivers on Thursday or earlier in the week as necessary. After all of the bags are packed, they are prayed over prior to being delivered.
- At Thanksgiving, Christmas and Easter, a "basket" of items is distributed to each family rather than the typical backpack foods. For example, Thanksgiving: turkey breast, cranberry sauce, cereal, peanut butter, loaf of bread, jelly, dressing, sweet potatoes, mashed potatoes, green beans, pie, and rolls. Christmas: canned ham, canned chicken, cereal, sweet potatoes, paper towels, mac-n-cheese, cookie dough, loaf of bread, rolls, and green beans. Easter: large can of peaches, loaf of bread, peanut butter, jelly, large bag of chips, canned chicken, box of mac-n-cheese, box of cereal, powdered drink mix, and a box of Easter snack cakes.
- Once school has started, a list of items needed are given to the Ministry Assistant for publication in the church bulletin.
- Throughout the school year the Chairman keeps records of the number of students /families that receive deliveries, the number of deliveries made, and the monies spent. On a quarterly basis, this information is presented to the church during the business meeting.
- In addition to providing food for the school year, the Church provides for students needing assistance who attend summer school. All bags needed for delivery during summer school are packed and delivered on the last day of the normal school delivery. Typically, 3-4 students receive assistance in summer school.

Fall Festival

Purpose: To offer a positive, Christ-centered alternative to Halloween.

Fall Festival Coordinators are responsible for the following:

- Manage all aspects of the Fall Festival
- Manage workers
- Recruit, train and assign workers to run games, security, food services, set up and clean up
- Set up games and tear down
- Install signage and decorations
- Maintain existing games and generate new games and activities as needed

- Procure refreshments, candy, door prizes, etc. through donations or through budget allowances
- Coordinate with rental company regarding rental of bounce house(s) and light tower
- Coordinate clean up
- Other duties as needed

Food Pantry

Purpose: To provide food to an individual or family in need (member or non-member).

All requests are passed on to the coordinator who is responsible for contacting the individual and assessing their needs. At that point, the coordinator will prepare the food bags and set up a meeting with the individual. The coordinator is responsible for keeping records of those helped since the intent of the food pantry is to meet short-term needs. The coordinator uses his/her discretion on each need and can consult office staff for assistance on individual cases. The coordinator is also responsible for restocking the pantry.

Good News Club

Good News Club® is a ministry of *Child Evangelism Fellowship* in which trained teachers meet with groups of children in schools, homes, community centers, churches, apartment complexes, just about anywhere the children can easily and safely meet with their parent's permission. Each week the teacher presents an exciting Bible lesson using colorful materials from CEF Press. This action-packed time also includes songs, Scripture memory, a missions story and review games or other activities focused on the lesson's theme. As with all *CEF* ministries, the purpose of *Good News Club* is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and establish (disciple) them in the Word of God and in a local church for Christian living.

Positions:

Director

- Coordinates activities and meetings for the Good News Club volunteers
- Meets with school officials and makes sure all necessary paperwork is complete and submitted on time
- Handles communications between local Club and CEF
- Orders lesson material for Club
- Recruits new members and arranges for training
- Verifies that all Club volunteers have the necessary background checks complete
- Maintains record for the Club. This includes registration forms, contact information for students and volunteers, and weekly attendance log.

Shepherds

- Three or four three per grade are needed.
- In reality everyone who helps with Club is a shepherd. Some may have other responsibilities, but it is everyone's responsibility to spend time with and love on the kids.
- Sits with the students and maintains discipline and order

- Distributes snacks to students and gathers them up before the lesson begins
- Helps students with prayer requests at beginning of Club
- Listens to students recite memory verses
- Records memory verse results, Bibles brought, shirts worn, etc.
- Shepherds are the ones who have the most personal interaction with the students and a large part of their job is building those individual relationships with the students.

Teachers

- At least three are needed – one for each group plus back-up
- The primary responsibility is to present the weekly bible lesson to the students
- Each lesson is prepared in such a way that there is something to disciple those students that are already saved, and there is something to teach the unsaved about their need for salvation.
- At the end of every lesson the teacher will present the Gospel to the students and give them an opportunity to respond.

Memory Verse Presenter

- At least three are needed - one for each group plus a back-up.
- Reviews previous week's memory verse and recognize those who memorized it
- Presents the new memory verse to the students each week.
- Prepares memory verse rings or something similar to give to each student

Song Leader

- At least three are needed - one for each group plus a back-up.
- This person is the general MC for the club.
- Opens the club by having a student open in prayer
- Reviews Up Rules
- Introduces worship songs to the group, explains their significance and how they relate to the lesson.
- Leads the group in singing the songs and in doing hand motions when appropriate.

Snack Coordinator

- One coordinator is needed, but others will probably need to help week to week.
- Purchases or has volunteers make snacks for the students each week. This includes drinks and paper products.
- Prepares the snacks in such a way that each table receives a bundle that contains everything they need for snacks at their table

Prayer Partners

- One coordinator is needed and at least three others.
- Pick-ups all prayer requests and compiles a list of prayer requests to distribute to team.

- Pray for students and their families. Pray for volunteers. Pray for school staff.

Counselors

- At least three are needed.
- Take the group of students that responds to the invitation to a separate area
- Separate the group into two groups; one ready for salvation and the other that needs counseling.
- Use Wordless Book and other tools to ensure the students understand salvation and celebrate with those that make decisions
- Record which students make decisions so that we can follow up with them, and possibly their parents. We need to develop a way to handle this and make sure that the students can celebrate this decision.
- Counsel those who are not yet ready to make a decision.

Administrative Coordinator

- At least two are needed.
- Take roll of students at the beginning of Club
- Verify that new students have their permission slips signed
- Give new students a first club packet
- Record all of the information gathered by Shepherd for competition
- Give out T-shirts to students when appropriate
- Dismiss students at end of Club and obtain parent signatures for each student

Game Coordinator

- At least two are needed.
- Coordinate the games each week
- Keep track of team points for monthly prizes
- Recognize winning team

Life, Love, and Grace

Life, Love, and Grace ministers to young women in a crisis pregnancy - to do as Jesus would do: support, love, and restore them to fellowship within the body of Christ. All committee members need to have an established ministry with youth and be willing to use their testimony (good or bad) to reach out to those in crisis. It is also strongly advised that workers attend the Blue Ridge Pregnancy Centers training program.

Life-This component of the ministry has two parts:

- 1) To promote life. We do this by taking a stand as a church that life is precious, valued, and given by God. We use Sanctity of Life Sunday, the third Sunday in January, as a time to focus on the value of life and promote the need for all to be informed and take a stand. We inform the church body through literature, drama, and educational tools.

- 2) To protect life. To help a young, scared woman or man, and their parents, make a decision for life and not further compound their sin and pain by seeking abortion. We will pair them with a couple (who is a part of the LLG ministry and is best suited) who can minister to and walk with them through their time of need. We have partnered with the Blue Ridge Pregnancy Center who has given us valuable counsel, materials, and resources.

Love-

The Love component teaches youth God's design for relationships and intimacy, and His definition of love, not the world's. Committee members employ literature, media, conferences, and Bible studies.

Grace-

This component of the ministry helps restore relationships with the Lord and helps those in crisis understand God's unbelievable grace. This is part of the mentoring program and a healing process. This is for those who have chosen to keep their babies and also for those who are suffering from the pain of an abortion, women and men. The Blue Ridge Pregnancy Center offers counseling and healing classes for those who are post abortive.

Responsibilities of the Committee Coordinator:

- Organizes meetings with members when a need/crisis arises
- Communicates with the Youth Pastor to ensure that the youth are receiving abstinence teaching at least once a year and provides literature and assistance if needed
- Organizes Sanctity of Life Sunday on the 3rd Sunday of January to inform and promote to the church body the value God places on life
- Has Pro-Life literature and tools available to the church body
- Pairs those in need of the ministry with a couple involved in LLG who can best minister to their needs and concerns
- Be available to the Pastors if they need assistance when counseling a candidate for LLG
- Be a liaison between the Blue Ridge Pregnancy Center and Clifford Baptist Church

Committee members should be invited by the standing committee members and not by open invitation. Committee members should be youth workers so that relationship with the youth is already established. All those providing assistance in this ministry should have a healthy, Christ-centered, God-honoring marriage.

Prayer Warriors

Responsibilities of the Coordinator:

Recruits volunteers and schedules them in groups of three for each Sunday

- Prior to the beginning of the sermon, those assigned as Prayer Warriors on that particular Sunday quietly leave the sanctuary and go to the room behind the baptistry to pray. There should always be a wonderful spirit in the prayer room as the pastor and all who are

hearing the message our Lord has given him are lifted up in prayer. (This is not at time to pray for family, friends or situations in our own lives, but only a time to lift up the speaker and those hearing the message.)

- Each group has their own way of using the prayer time. Some pray silently while others take turns praying aloud. There are no set rule. However the Lord leads on a given Sunday is still accomplishing His purpose.
- On the Sundays we have communion, baptism or other special services, the team may pray from the pew, because it is best for warriors to stay in the sanctuary.
- If the warrior cannot fulfill his/her obligation to pray because of other commitments, it is their responsibility to find another team member who will trade Sundays. “Prayer Warriors” for each week are listed in the bulletin and in the email that is sent from the church office on Thursdays. A copy of the schedule should be kept in the warrior’s Bible for reference.

Seeds of Hope Infertility Support Group

Purpose: The purpose of this group is to offer support to women within our congregation and community that have dealt with or are dealing with infertility and associated issues (e.g. miscarriage, treatment, etc.) This group is founded on the verse: “Be joyful in hope, patient in affliction, faithful in prayer.” (Romans 12:12)

The group is comprised of women who meet to find biblical hope and truth as they handle the grief, circumstances, and the waiting that often come with infertility. The group meetings are centered on biblically based studies, resources, and discussion. The Infertility Support Group is focused on encouragement and emotional support.

Organizing principles of the Infertility Support Group: group structure, size, location, duration of meetings, and leadership.

The Seeds of Hope Infertility Support Group offers a place for safe disclosure, confidentiality, and respect. The leaders and participants do not provide therapy or entertain topics beyond the scope of the group and the expertise therein. The group meets once a month and the leaders are available to connect with members outside of monthly meetings as needed.

GriefShare

GriefShare is a friendly, caring group of people who will walk alongside others through one of life’s most difficult experiences – the loss of a loved one. It is a 13-week ministry, provided through CBC, which helps people heal from the pain of grief.

Through the use of video seminars, workbook exercises, and small group discussions, each participant will begin to explore their own grief with the support and encouragement of the group. The program uses biblical principles to bring healing that only comes through Jesus Christ. GriefShare helps people with loss begin the journey from mourning to joy.