



## **CHRIST BAPTIST CHURCH (CBC)**

### **SUNDAY SERVICES MINISTRY POLICY/ GUIDELINE**

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## **CBC SUNDAY SERVICES MINISTRY POLICY/ GUIDELINE:**

### **1. PREAMBLE:**

Christ Baptist Church (CBC) Sunday Services Ministry will always uphold the following CBC Statement of Faith in all its services and activities for the church, the body of Christ: CBC exists as a Biblical community to Glorify God by exalting His supremacy in all things, equipping one another for works of service and evangelizing all nations that we may present every person complete in Christ.

### **2. OBJECTIVES:**

- To facilitate for the word of God to be ministered without hindrances.
- To prepare for the gathering of people to be taught the Word of God and encouraged in their faith.
- To prepare for service of the Word of God in order to develop people to become matured in Christ and their sense of belonging to the Body of Christ.

### **3. SCOPE OF MINISTRY:**

#### **3.1. GATES**

- Open all gates between 7:30 and 8:00 am.
- Close all gates immediately after worship and open again immediately after morning service.
- Close the gates after all people have left the church premises unless someone responsible remains.
- Open only one main gate to hostels (5:00) for evening service unless under certain circumstances, all gates will be opened for evening services and close the gate after worship.
- Open the gate immediately after service and close it after all people have left unless someone responsible like an Elder needs to remain.

#### **3.2. KITCHEN**

- Open the kitchen in the morning, put the geyser on before the service and off after the service.
- Liaison with the group on duty to arrange all utensils for tea.
- In situations where the group is late, assist in putting out all tea utensils.
- Close the kitchen after everyone has moved out at the end of fellowship

#### **3.3. CHAIRS AND TABLES**

- Get someone to assist to clean the chairs and tables in preparation for fellowship after service.
- Pickup any form of litter around tables before the church service.

#### **3.4. CLASSROOMS FOR DIFFERENT SERVICES**

- Open all classrooms for morning services only.

- Close all classrooms after church service.

### **3.5. SANCTUARY**

- Open the front and glass doors before the morning church service.
- Switch on the lights in the Sanctuary before morning service, afternoon service and switch them off after every service.
- Open windows taking into consideration the weather conditions for that Sunday and close them at the end of the service when everyone is out of the Sanctuary.

### **3.6. BATHROOMS**

- Open all bathrooms in the morning and those at Sanctuary should be opened only for evening services.
- Switch on the lights before service and off immediately after church service.
- Check if all bathrooms are clean and assist in keeping them clean.
- Close all bathrooms after church services.

### **3.7. HOLY COMMUNION**

- Through the help of the Deacons, prepare the Holy Communion.
- Appoint men to assist in checking that relevant (adult) people get Holy Communion and collecting glasses immediately after serving it.
- Removing all utensils for Holy Communion to the kitchen before the Elder preaches.
- Deacon in charge shall liaison with the church administrator for the buying of all Holy Communion elements.

### **3.8. BAPTISM**

- The Elder in charge shall inform the chairperson of Deacons or Deacon in charge for Sunday services at least two days before the baptism in order that the baptistery can be prepared.
- Ensure that the water is warm in the morning.

### **3.9. SERVING SCHEDULE**

- Chairperson of Sunday Ministry will ensure that the two-month Deacon and Tea Group schedule is circulated timeously to all affected parties.
- The distribution of the Serving Schedule will be shared with all the Deacons, Senior Pastor, Church Secretary, Church Administrator, and other relevant stakeholders.
- See the attached **Annexure A**, example of a two-month serving schedule.

### **3.10. MONITORING AND COUNTING OF CHURCH SERVICES ATTENDEES**

- The deacon in charge will ensure that church attendees are counted every Sunday and provide the statistics to the Chairperson of Sunday Services Ministry or his designated or delegated person.
- Then every Monday, following the Sunday thereof, the Chairperson of Sunday Services Ministry or his delegate will submit the statistics or number of church attendees to the CBC Secretary and copy the Senior Pastor and the Deacons' Chairperson.

#### **4. PERSONNEL AND SERVICES:**

- People who are church members will be given opportunity to serve by opening church gates and preparing for the church services which are both morning and evening.
- These people will be appointed by the Deacon in charge and shall be assisted by the in-charge and other deacons who are available.
- It shall be the responsibility of the in-charge person to report all irregular matters found during the serving immediately to any available Deacon.
- All mentioned items in two (2) on the policy (above) shall be followed thoroughly to prepare for a fruitful service.
- The Deacon in charge or his/ her delegate shall appoint men to help in collecting offering.
- In case there is Holy Communion, the in-charge person shall through the help of a Deacon prepare it and arrange also for collection of cups immediately after serving of Holy Communion is done.
- It is the responsibilities of the in-charge person for that Sunday to close the gates immediately before the Elder starts to preach and open them immediately when preaching ends.
- The in-charge person should also ensure that the surrounding areas, especially the front of the Sanctuary and classrooms, is clean.
- The in-charge person shall with the assistance of a Deacon close the Sanctuary, toilets, classrooms, and kitchen when all people have moved out. The Sanctuary and classrooms must be armed.

#### **5. MONITORING AND REPORTING:**

The Ministry leader must facilitate and monitor the progress made and report back to the Deacons and Elders any concerns expressed by the committee members.

#### **6. APPOINTMENT OF CHAIRPERSON AND THE MINISTRY COMMITTEE:**

- The Chairperson of the Sunday Services Ministry and Committee is appointed by the CBC Elders and it will be one of the ordained Deacons of CBC.
- The Sunday Services Committee Members shall consist of all Ordained Deacons and shall serve with CBC Members approved by the Elders.
- See the attached **Annexure B**, with list of Committee Members.

## **7. FREQUENCY OF MEETINGS:**

The official meeting will be held once a month; however, briefings will be done on a regular basis to update members on the developments.

## **8. REVIEW OF POLICY OR GUIDELINE:**

The policy or Guideline will be reviewed every two years to afford the Committee members chance to make some inputs or adjustments if necessary.

## **9. DURATION AND DISSOLVING OF THE COMMITTEE:**

- The Chairperson/ Deacon of the Sunday Services Ministry Committee will serve indefinitely unless they resign from the committee or die or does not meet the qualifications of a deacon anymore (1 Tim 3: 8 – 13).
- The term of office for the Committee members is in line with the Ordained Deacons duration of service, which is indefinite, unless they resign from the committee or die or do not meet the qualifications of a deacon anymore (1 Tim 3: 8 – 13).
- The Sunday Services Ministry Committee can also be dissolved by the Elders based on strategic plans of Shepherding CBC or performing oversight duties.

**For confirmation that this Sunday Services Ministry Policy was approved by the CBC Elders, see the authorised signature below:**

**Approved by the Elders on:** 18 November 2022

**Date**

**Authorised Signature:** Pastor Joseph Mahlaola

**Full Name of Senior Pastor**



**Signature**

## ANNEXURE A

### SUNDAY DUTY CHECKLIST

Below is a check list to guide the Deacon in charge for Sunday services.

#### CBC DEACON IN CHARGE: SUNDAY DUTY CHECKLIST

NO.	ACTIVITY	TICK	COMMENTS
1	Disarm security alarm from Classroom 3 or chapel with your own code		
2	Unlock (main chapel, classrooms, toilets, two main entrance gates, Glass Door Admin entrance)		
3	Ensure the chapel and classrooms are conducive for worship and teaching respectively		Putting lights on, opening windows and switching on fans when required
4	Two glasses of clean drinking water are prepared and placed at the pulpit for the Preacher/Pastor and the Leader of Worship Service		
5	During Pandemics (such as Corona Virus), if any action ought to be taken, Elders will provide appropriate directive(s)		
6	Whenever the scheduled Lord Supper is served, the deacon in-charge is responsible to prepare and set it up properly for the indicated two Sundays per month		After serving the Lord Supper all the utensils should be removed from the church, taken to the kitchen; all used up glasses be placed in the soap watered sink, preserve the remaining grape juice and the bread/biscuits, if fresh, for the usage of the next Lord's Supper.
7	The Deacon in-charge is responsible to Co-ordinate effectively fellow "deacons" or assistants who will assist with the collection of the Lord Supper Items/glasses after the conduct of the Lord's Supper, and the collection of the Freewill Offering		Then, after the collection of Offering, the Deacon in-charge is expected to close or lock two main entrances/gates into CBC premises for safety purposes & close the front glass door entrance, likewise. Then towards the end of the worship service open the aforementioned.
8	The Deacon in-charge must ensure Visitors' Welcome Package is ready for distribution at the beginning of the Morning Service (directed by the Program Leader/ Pastor)		

9	After unlocking the premises, also unlock the kitchen – lift the geyser from the main switch, fill the Urn (container) with water and switch on to heat/boil water for tea & coffee in support to the Team that is on duty for Tea/ Coffee & Biscuits		
10	Then after church: Look for any lost items for safekeeping and lock everything that was unlocked and arm the security alarm with your personal code.		
11	Then for evening services: 'the deacon in-charge arrives at 16h30 to open the one side of parking main entrance next to CS students' hostels; unlock the chapel and the toilets next to the chapel only and the Glass door admin main entrance. Then, provide two glasses of fresh drinking water, as it was the case for the morning service; Deacon in-charge will be responsible for collecting the evening freewill offering or his/ her assignee. After the evening freewill collection, must lock the main gate and main front (glass) doors for security purposes. Likewise repeat the procedure of locking as per the morning service.		
12	Additional duties: always Ensure effective ushering of people; Ensure the distribution of Bulletins whenever available; Ensure the welcoming of church members and visitors happens at the main entrance before church service in the morning.		
13	Other duties as assigned by Elder(s)		

**N.B. The deacons schedule or roster ensures fair rotation of being the “Deacon in charge” or Key Co-ordinator on a particular day or date. Furthermore, note that Evening Services are as important as the Morning Services. Thus, need similar dedication and service as we do it unto the Lord.**