

UNION BAPTIST CHURCH



Ministry Handbook

A ministry
guide for
Union Baptist
Church
Members

“Moving people from where they are to where God wants them to be.”

Getting Started

Dear Member, Leaders and Guests,

Thank you for your service at the Union Baptist Church of Allentown! We pray that this Ministry Handbook will help you navigate the process of ministry operation and frequently asked questions at UBC.

This user-friendly guide is designed to assist in three ways:

1. Allow you to effectively engage in ministry without any confusion or impediments.
2. Create a seamless bond of spirit and unity between staff, servant leaders and members.
3. Provide the framework for delivering excellent customer service.

This Ministry Handbook includes detailed information from our church operations ministries – Media, Events, Facilities, Finance, Information Technology and other Pertinent Information – to aid in reaching ministry goals.

There is step-by-step guidance in several areas, including:

- Room/Meeting Requests
- Audio Visual Needs
- Check/Voucher Requests
- Congregational Care Matters (i.e., benevolence, hospital visits, sick/death notices)

We trust that this handbook will make ministry tasks easier and information more readily available. Please be aware that aspects of this information might be changed or updated from time to time.

Thanks once again for your faithful service to God's kingdom here at the Union Baptist Church. It is an absolute pleasure to serve with you!

Servants in Christ,

UBC Operations Team

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MEDIA





Please note that approval from your Ministry Servant Leader should be obtained prior to any requests being submitted to the Media Ministry

Media

MEDIA

The Media Ministry is responsible for all audio-visual services, including video production, radio advertisements, A/V technology, Kingdom Network News (KNN), the UBC website, UBC Mobile app, announcements shown in the bulletin and across monitors and notice boards.

Ministry Announcements for Services, Monitors, Marquee and Church Mobile App

Ministry announcements air on KNN during service and air between services on the screens in the sanctuary and other screens located throughout the church.

What are the criteria?

- Story/event is approved by ministry servant leader.
- All ministry announcements and media copy should be reviewed for accuracy within the ministry before being submitted to the Administrative Office.
- Submit approved ministry announcements and/or other information for church-wide events to Media for review at least 30 days prior to the event airing.
- Announcements for ticketed events can run 4 weeks prior to the event.
- Media Ministry/Design Team Artwork/Ads should be submitted as jpeg image.
- KNN News, which has a total running time of 5 minutes, is utilized to promote events that have church-wide impact (i.e. church-wide events such as Revivals, Anniversaries, Conferences, etc.)

Zoom Meeting Requests

Zoom Meetings hosted by UBC Ministries must be submit to the Church Administrative Office at ubc.matt610@ubcallentown.org 2 weeks before the desired meeting date to ensure the time slot is available.

Please provide the following details with your request:

- Ministry Name
- Meeting Host
- Topic of Meeting
- Preferred Date and Time of Meeting
- Number of People Attending
- Duration of Meeting (Start/ End Time)

If the desired time slot is available, you will be notified by email/text message of the Zoom Meeting credentials.

If the time slot is unavailable, you will need to submit an alternative date and time.

Bulletin Boards and Posting Sites

Bulletin Boards and posting sites are located throughout various areas of the church for the purpose of posting fliers for future ministry and community events.

Flyers and Ads

All flyers and ads MUST be created by the Media Ministry for any upcoming event and a copy of the flier should be provided to the Media team at least 4 weeks before promo is scheduled to begin. The Event must be approved by the Administrative Office prior to submission to the Media Team. Once promo items have been completed, they will be used to promote the Event on the church website and mobile app, as well as published in the church bulletin and posted on bulletin boards located in the hallway and various areas throughout the church. Events information can also be displayed on the church marquee if requested.

Church Marquee

If the church marquee is utilized for electronic promotion of an event, optimal submission time for content is six weeks prior to the event. The promotion should not exceed more than 39 characters.

Promotional Posting and Removal

When fliers are posted throughout the church by the ministry it is incumbent upon that ministry to promptly remove the flier after the event has taken place.

Submit approved ministry announcements to ubc.matt610@ubcallentown.org

All event fliers and promotional materials that are included in the bulletin will be automatically added on the Church Mobile App.

Requests for Push Notifications should be sent to ubc.media@ubcallentown.org

A/V Technology

Requests for AV Equipment should be made ONE Week in advance via email sent to UBC.Media@ubcallentown.org and cc: MinistryOperations@ubcallentown.org and also UBC.Matt610@ubcallentown.org Technology requests, ranging from microphones to laptops, should be indicated when submitting meeting/event requests with the Event Coordinating Ministry and / or Media Ministry.



NOTE: DUE TO A LIMITED NUMBER OF LAPTOPS AVAILABLE, LAPTOPS WILL BE DISSEMINATED ON A FIRST-COME, FIRST-SERVE BASIS. UBC ENCOURAGES THE USE OF PERSONAL LAPTOPS OR IPADS. IF USING A PERSONAL LAPTOP OR IPAD, WE RECOMMEND YOU PLAN TO ARRIVE 30 MINUTES IN ADVANCE OF YOUR START TIME TO INSURE THE DEVICE WORKS PROPERLY FOR YOUR SCHEDULED EVENT. IF ASSISTANCE IS NEEDED FROM THE MEDIA MINISTRY THIS SHOULD BE SCHEDULED AT LEAST TWO WEEKS IN ADVANCE.

Laptop Usage Procedures


The following procedures apply to all ministry events/activities taking place at Union Baptist Church Allentown.

- All members requesting the use of laptops will be required to report to the Ministry Operations or Media Ministry Servant Leader to sign-out/in for laptop units.
- Members should report to Ministry Operations or Media Ministry at least 30 minutes prior to their class or event.

- Should the Ministry leader/Instructor be unavailable to pick up the laptop, a Representative/teaching assistant must be able to retrieve the laptop. The Representative/teaching assistant will also be required to provide identification.
- Members will be required to leave a valid State or Government issued ID (i.e. driver's license, state ID, military ID or government employee ID) with the Ministry Operations staff who will store them in a secure location.
- Members will be required to sign out laptops using the "A/V – Laptop Retrievals & Returns" form. Information to be captured: current date, client's name, client's cell number, time of laptop check-out, laptop assigned number (located on laptop) and room number where laptop will be utilized.
- Once the laptop has been signed out, the member will be responsible for taking the laptop to their assigned room.

If experiencing problems with A/V equipment, contact Ministry Operations or the Media Ministry. If you are unable to contact either, please contact the church office to allow your issue to be escalated using the appropriate channel. The secretary will alert someone to the problem.

The member will be responsible for returning the laptop to the Ministry Operations or Media Ministry at the end of the meeting. Once the client returns the laptop, their state or government issued ID will be returned.

 **NOTE: THE UNION BAPTIST CHURCH IS NOT RESPONSIBLE FOR THE USE, OPERATION, LOSS OR ANY DAMAGE TO PERSONAL LAPTOPS OR EQUIPMENT USED DURING MINISTRY RELATED ACTIVITIES.**

Videos

Videos are generally developed to highlight UBC ministry days and church- wide events (i.e., Church Anniversaries, Men and Women's Day, church conferences, retreats, etc.). The videos are budgeted for in advance and therefore do not incur a charge. If there are requests for videos that fall out- side of these parameters, we encourage ministry leaders to have a consultation meeting with the Media Ministry to discuss your needs. Please contact your Servant Leader to set up a meeting with the Media Ministry.



EVENTS



Do not negotiate contracts or contact speakers before the event has been approved. ALL contracts should be handled by the Events Coordinating Ministry in collaboration with the Finance Department.

EVENTS

Events

The Events Coordinating Ministry (ECM) oversees the coordinating and event setup processes and services for events and meetings that take place at UBC. The primary goal of the Events Coordinating Ministry is to provide members with the necessities needed to engage in ministry activities and to support internal and external events.

Services Offered

Event Planning – The Events Coordinating Ministry utilizes an event planning guide and works with ministries to schedule events. The Events Coordinating Ministry also schedules and coordinates with external participants.

Space Requests – The Events Coordinating Ministry accepts requests to use UBC facilities for meetings, conferences, retreats and special events. The UBC Facility is available for use for approved ministry and special events as well as community events such as weddings, baby dedications, funerals, etc. Ministry Event approval is coordinated through the Church Office by use of the Event Planning Guide. Scheduling of Community Events is coordinated through the Church Office with planning assistance provided by the Event Coordinating Ministry. (See Application for Church Use)

Contracts and Proposals – Only the Business Manager is authorized to initiate contracts and proposals for events on behalf of UBC. This includes all outreach events, conferences and special events, onsite and offsite. This also includes contracts and proposals for hotels, buses, equipment and guest speakers/ psalmists.

Storage – The Events Coordinating Ministry maintains central storage space and inventory that is available for use by all ministries.

Catering – The Events Coordinating Ministry can plan for food, beverages, food setup and food orders from outside vendors for any event at UBC.

Catered Food Event/Food Contract- Ministry leaders cannot contract for goods and services on behalf of UBC. All contracts should be directed to the Business Manager with a copy to the Event Coordinator. Collectively they will obtain the appropriate signatures. No contracts should be obtained prior to kitchen use and event approval from the church office.

Events/External Clients

Persons or organizations unaffiliated with UBC that would like to rent space for their upcoming events may submit their request in writing to ubc.matt610@ubcallentown.org.

The following forms can be found at ubc.allentown.org/ubcforms:

- Room & Activity Request
- Special Event Proposal
- Vehicle Request

Requests for Events

The Event Coordinating Ministry works with Ministries to coordinate events but not all event occurrences require ECM coordination. ECM coordination is required for all major church wide events only. These types of Events are totally coordinated by ECM, with additional ministry collaboration as identified as necessary and assigned by ECM. ECM shall coordinate collaboration efforts for intra-church activities where applicable. All planned events should be presented at the calendar/end-of-year meeting to be added to the church calendar. Otherwise, your event will receive whatever date is available.

A ministry event is defined as “something that occurs at the Union Baptist or at an offsite location that is affiliated with any ministry activity for a particular interval of time.”

Community Events

Requests for Community events should be submitted 3-18 months prior to the event. Once your requested date is confirmed available with the Church Office your event will be penciled in, pending approval of your Community Event Planning Guide. Once penciled in, you will have 14 days to submit your event Planning Guide to the Church

Office for approval. If not received, your date may be released for alternative use by others. Community events that may be allowed at Union Baptist Church are:

- | | |
|------------------|--------------|
| Weddings | Funerals |
| Baby dedications | Baby Showers |



NOTE: PLEASE ALLOW 7 TO 10 DAYS AFTER YOU SUBMIT YOUR COMMUNITY EVENT PLANNING GUIDE TO THE CHURCH OFFICE FOR A REPRESENTATIVE OF THE EVENT COORDINATING MINISTRY TO CONTACT YOU. IF NECESSARY, YOU MAY REACH THE EVENT COORDINATING MINISTRY AT UBC.EVENT@UBCALLENTOWN.ORG.

- | | |
|--------------------|----------------------------|
| Community meetings | Birthday parties |
| Concerts | Performing arts rehearsals |
| Fundraisers | Town Hall Meetings |

Upon receipt by the Church Office, your Guide will be reviewed to confirm that all pertinent information has been provided. Once confirmed complete, your Guide will be forwarded to the Senior Pastor or Designee for approval. If approved, your Guide will be forwarded to a representative of the Event Coordinating Ministry who will contact you to answer any questions you may have regarding your event. The Event Coordinating Ministry will also assist in the coordination of your event with other UBC Ministries such as Culinary, Media, etc.

At Union Baptist Church we recognize that our facility belongs to God and we strive to honor Him in all that we do within its confines. Thank you for partnering with us as we move forward with every event in excellence and efficiency.

To make an event request, complete & submit the forms in the event planning guide. The guide will address the following areas of planning as well as the more detailed components of planning your event.

- Event Coordinators
- Event Type
- Event Purpose
- Event Location
- Event Cost

- Registration Required?
- Check request needed?
- Collaboration with other ministries required?
- Event Planning timeline
- Event Goals

Our goal is to provide acknowledgment of an event request within 48 to 72 hours. Requests for ministry events should be submitted 6-18 months in advance to allow UBC to secure space or to offer other dates when space may be available.

If the event requires money from your ministry budget, inviting a guest speaker or artist, securing event locations, hotel rooms, transportation, etc., a proposal and budget must be submitted.

Do not negotiate contracts or contact speakers before the event has been approved. ALL contracts should be handled by the Events Coordinating Ministry in collaboration with the Business Manager.



NOTE: EVENT REQUEST CONFIRMATIONS MAY TAKE LONGER IF ADDITIONAL INFORMATION IS REQUIRED. FINAL CONFIRMATION OF EVENT APPROVAL MUST BE PROVIDED FROM THE OFFICE OF THE PASTOR PRIOR TO PUBLICIZING OR EXPENDING FUNDS.

Church-wide Events

UBC church-wide events hold special significance because they have a broad appeal to the masses. These events require significant coordination through a mass pool of resources and promotion for successful execution. To date, there are several events that are categorized as "church-wide." Some examples include New Year's Revival, Health & Fitness Expo, Church Anniversary, Men's Conference and Women's Conference. When these events are place, no other event, meeting or offsite event will be scheduled.



NOTE: AUGUST IS DESIGNATED AS UBC'S VACATION MONTH. IN GENERAL, THERE SHOULD NOT BE ANY MEETINGS OR MINISTRY ACTIVITY DURING THIS TIME. ANY EXCEPTION TO THIS GUIDELINE MUST BE SUBMITTED TO YOUR RESPECTIVE DEPARTMENT HEAD. ONLY LIFE-SUSTAINING MINISTRIES, SUCH AS THE HELPING HANDS MINISTRY WILL STILL FUNCTION DURING THE MONTH OF AUGUST.

Request for Temporary / Staging Storage

To request temporary storage space, contact the Trustee/Event Coordinating Ministry with the following information:

- Ministry Name
- Time period for temporary storage
- Inventory list
- Any special storage needs

Request Supplies for an Event

To request supplies for an event please complete the UBC Event Planning Guide and meet with the Event Coordinating Ministry.

- Include an inventory of all supplies that will be required and the date the supplies are needed
- Submit a completed budget form and a check request form to the Finance Ministry
- Coordinate the purchase of supplies with the Church office/Event Coordinating Ministry/Trustee

Ministry Collection Box Policy (Donated Items - Food, Coats, etc.)

Ministries must comply with the policy for collection of approved items used for ministry outreaches and events.



NOTE: THE AREA DESIGNATED TO HOUSE THE COLLECTIONS MUST BE KEPT NEAT AND TIDY. IT IS THE RESPONSIBILITY OF THE MINISTRY TO REMOVE THE COLLECTION BOX BY THE ASSIGNED EVENT END DATE.

Procedures:

- Church-wide collections/donations must be planned through the Event Planning Committee
- The ministry/ individual must indicate the reason for the collection and provide the beginning date and end date for the items to be collected.
- A location to collect the items will be assigned
- It will be the responsibility of the ministry / individual to keep the collection area neat, and to remove the collection box by the end date provided.

Contributions / Donations

Ministries must comply with the policy for contributions and donations for ministry outreaches and events.

Procedures

- Ministries may receive monetary donations.
- All donations are to be reported to the Ministry Servant Leader and deposited with the Finance Ministry.
- These funds may or may not be added to the ministry budget. This decision is at the sole discretion of the Finance Ministry.

FACILITIES





**No UBC vehicle will leave the premise
without prior approval.**

FACILITIES & TRANSPORTATION

Shuttle Drivers for Ministry Events

UBC has vehicles that are available for ministry usage. All drivers are required to go through a certification test to be eligible to drive a UBC vehicle. All drivers must have a valid driver's license. A copy of the driver's license will be secured and provided to the insurance company for UBC records.

Facilities

- It is our goal that each ministry should have at least one person successfully complete the certification process and be eligible to drive for ministry events.

In the event a ministry does not have a driver, contact the Transportation Ministry at UBC.Transportation@ubcallentown.org and cc UBC.Matt610@ubcallentown.org

- Drivers are required to sign a log indicating the time the vehicle was picked up and returned. They should also confirm that the vehicle has been cleaned and is prepped for the next trip. A log is kept in each vehicle, copies can be found in the administration office.

Driver Age Requirements:

- Ages 25-64 are eligible to be certified to drive a UBC vehicle.
- Age 65 and over must complete a physician's certificate. Drivers over the age of 70 must have an annual medical report on file with UBC.
- All drivers of minors are required to complete a background check as described in the UBC Child Protection Policy.
- The Transportation Ministry will ensure all vehicles are ready for use and properly fueled.



NOTE: IF A TRAFFIC TICKET AND/OR MOVING VIOLATION IS SENT TO THE CHURCH, THE INDIVIDUAL RESPONSIBLE WILL BE CONTACTED DIRECTLY TO SUBMIT PAYMENT TO THE FINANCE DEPARTMENT.

Transportation Vehicle Requests

UBC “Vehicle Request” forms must be submitted to the administration office two weeks prior to the date the vehicle is needed. No UBC vehicle will leave the premise without prior approval. All UBC “Vehicle Request” forms must be filled out completely, indicating departure and return times (make sure to specify a.m. or p.m.).

Transportation Procedures

- Vehicles are available on a first-come, first-serve basis, however, those ministries with scheduled events in the UBC Church calendar will have priority.
- When submitting a request ALL trips should have an approved driver. If no driver is specified one will be appointed by the Transportation Ministry.
- Requests forms can be found online at ubcallentown.org/ubcforms or at the Administration Office.

PLEASE COMPLETE THE FORM AND EMAIL IT TO UBC.MATT610@UBCALLENTOWN.ORG OR DELIVER IT TO THE ADMINISTRATION OFFICE.

Key Pickup/Drop-off:

- Pickup: The UBC Transportation Ministry will identify the location and time the requestor can pick-up the vehicle keys.
- Drop-off: Vehicles should be dropped off in the designated area. Keys should be returned to the Administration Office or the designated drop box.

Request for Drivers

UBC’s Transportation Ministry Leader should be made aware of all destinations that require a driver. An itinerary should be provided for overnight trips. If there is an overnight trip that requires a UBC designated driver, the ministry will be responsible for the driver’s accommodations.

Work Request Form

The Trustee Ministry is committed to providing well maintained facilities. In our efforts to provide a high-quality environment, we must be diligent in taking care of items that have broken, need replacing, etc.

The Trustees have established a process to bring to our attention anything that needs to be repaired, moved, cleaned, replaced, etc. To complete the Facilities Work Request Form, visit ubcallentown.org or pick one up outside the Administration Office. Forms can be filled out online or delivered to the Administration Office.

Please note:

- No church furnishings can be removed from the church premises for personal use.
- If furniture requires movement or removal, please contact the Trustee Ministry two weeks in advance, stating the reason for the request.
 - Trustees will move or remove furniture to accommodate the request
 - After event/meeting, Trustees will set furniture back in its original positions

FINANCES





All procurement or purchases that requires disbursement of funds from the Finance Ministry require the approval of the requesting ministry's Servant Leader, and the Senior Pastor or Business Manager.

FINANCES

UBC and ministry finance related processes are governed by the Finance Ministry and the UBC Business Manager. Should you need direction regarding financial requests or submissions that your Servant Leader is unable to answer, please contact the Finance Ministry.

Budget Preparation

UBC has streamlined the budget review process. All budgets and event proposals are now submitted at the same time. The forms are available online at ubcallentown.org/ubcforms.

Budget and Event proposals must be submitted to the Finance/Budget Ministry by September 30th annually.

Budget forms

- Ministry Budget Request Form
- Ministry Conference Attendance Request Form
- Both forms are available online and at the Administration Office. The Budget Forms should be in the ministry mailboxes no later than June 1st.
- Ministries can expect to receive approved budgets by December 15th.
- Ministries will receive a "signature request" form, which must be completed and returned to the Finance Department indicating the approved signers for check requests. Signature Requests forms will be submitted to Servant Leaders annually, after officer installations have been finalized.



NOTE: NO CONTRACTS SHOULD BE OBTAINED PRIOR TO EVENT APPROVAL BY THE SENIOR PASTOR OR BUSINESS MANAGER.

Ministry leaders cannot contract for goods and services on behalf of UBC. All contracts should be directed to the Senior Pastor, Business Manager or Finance/Budget Ministry, which will review and obtain the appropriate signatures.

Funds Procurement and Spending

Ministry leaders' procedure for accessing money from their budget:

- Complete a "Check Request" form, which can be obtained from the Administration Office.
- Check requests should be made at least three weeks prior to the need.
 - For example, if you need the check in hand by May 15th, then the request should be submitted by April 24th.
- Ministry checks are issued from Finance
- After funds are spent, receipts and excess funds should be returned to the Finance Ministry with a copy of the original check request and a completed Check Request Reconciliation form (no more than two weeks after the event/activity). Reconciliation forms are available from the Finance Department or online; a copy is provided with the issued check.
- Requests that exceed a ministry's budget must be pre-approved by the Senior Pastor.

Reimbursement

All procurement or purchases that requires disbursement of funds from the Finance Ministry require the approval of the requesting ministry's Servant Leader, and the Senior Pastor or Business Manager.



NOTE: PURCHASES MADE WITHOUT PRIOR AUTHORIZATION / APPROVAL WILL NOT BE REIMBURSED.

To request a reimbursement for authorized purchases:

Complete a Check Request form, which can be obtained from the Finance/Budget Ministry or the Administrative Office.

All Check requests requires two authorizations/signatures:

- Ministry Servant Leader
- The Senior Pastor

NOTE: ALL CHECK REQUESTS FOR REIMBURSEMENT MUST BE ACCOMPANIED BY LEGIBLE, OFFICIAL RECEIPTS FOR ALL ITEMS PURCHASED AND A CHECK REQUEST RECONCILIATION FORM.

Member Supported Outreaches

There may be instances where ministries identify organizations they wish to financially support as an outreach outside of the approved ministry budget. In those cases, please follow these guidelines:

- The organization must be approved by the Servant Leader.
- Individual participation is strictly on a voluntary basis.
- All checks will be made payable to Union Baptist Church.
- Contributions will be submitted to the Finance Department.
- The ministry will access these funds by Check Request.
- Only UBC checks will be sent to the organization.

Special Offerings

Any Church-wide offering taken to assist anyone in need must be initiated or approved by the Senior Pastor.

Donations Received

Ministries may receive monetary donations. These donations are to be reported to the Ministry Leader and deposited with the Finance Ministry. These funds may or may not be added to the ministry's budget. The ministry will be notified of the disbursement of funds.

Servant Keeper Statements

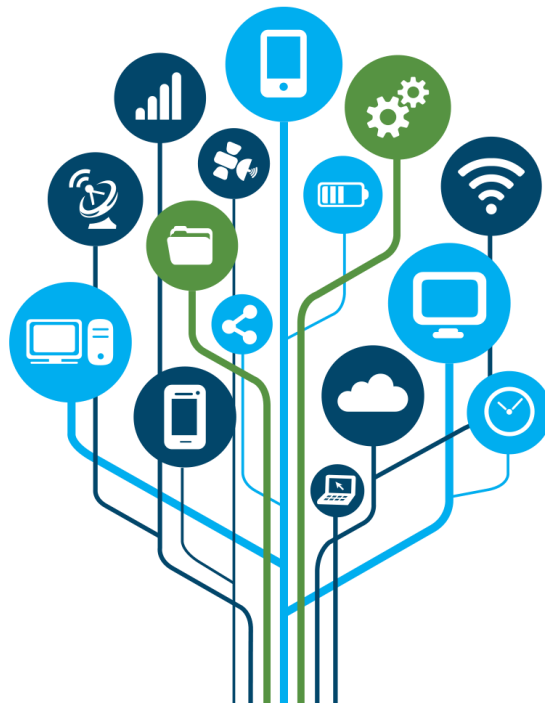
- Members may request financial statements for their personal use. This normally occurs during February and March for personal income tax preparation.
- Members can make their requests to the Administrative Office by email to ubc.matt610@ubcallentown.org, by phone (610-434-3161), or filling out the sign-up sheet outside the office.
- The Administrative Office will prepare the statements based on the information contained in the member's Servant Keeper file.
- An announcement will be made on Kingdom Network News when the statements are available for distribution.
- Members can pick up their financial statements at the Administration Office during office hours (Monday – Friday, 9:00am – 5:00pm)

NSF/Insufficient Funds (Bounced Checks)

First Offense: The Finance Ministry will inform the individual of the returned check, and the associated fees assessed by the bank. The bank fee, in addition to the original amount of the check/online payment must be paid before any other checks or online payments will be accepted. The individual will be given a warning.

Second Offense: The Finance Ministry will inform the individual of the returned check, and the associated fees assessed by the bank. The bank fee, in addition to the original amount of the check/online payment must be paid. The individual will no longer be able to make payments with a check, nor online.

INFORMATION TECHNOLOGY





Ministry leaders/members should NOT use non-UBC email accounts (Gmail, AOL, Yahoo, etc.) for ministry-related activities.

INFORMATION TECHNOLOGY

Information Technology

Conference Calls

From time to time, ministry leaders may require use of a conference call bridge for ministry meetings, etc. Requests for conference call setup should be submitted as follows:

- Submit a request to ministryoperations@ubcallentown.org within five business days before the scheduled conference call is needed.
- Indicate time, date and number of individuals participating in the conference call.
- Provide contact name, ministry email address and contact number of lead individual coordinating the conference call.
- A confirmation email will be sent to the lead individual one business day before the scheduled conference call.

NOTE: THE MAXIMUM NUMBER OF INDIVIDUALS WHO CAN PARTICIPATE IN THE CALL IS 16.

Phone Tree

To have a Phone Tree message created for a ministry event:

- Submit a request to ministryoperations@ubcallentown.org within five business days prior to the date the message is scheduled to go out.
- Indicate time, date and a brief overview of the message that needs to be recorded.
- Provide contact name, ministry email address and contact number of lead individual and coordinate schedules for when the message is to be recorded.

- A confirmation email will be sent to the lead individual within 48hrs of the initial contact.
- All phone tree message must be approved by the Senior Pastor prior to being initiated.

Ministry Email Addresses

This is a resource for ministry leaders to communicate with ministry members and volunteers, collaborate on events and outreaches and keep each other abreast of upcoming events.

NOTE: ALL EMAILS SENT MUST BE RELATED TO A UBC MINISTRY.

Ministry leaders/members should NOT use non-UBC email accounts (Gmail, AOL, Yahoo, etc.) for ministry-related activities. Each ministry has been assigned an email address. The Servant Leader (and his or her designee) has access to the ministry email. Please delete all junk mail and SPAM upon receipt. See the full ministry email listing in Appendix A.

Online Forms

Your Servant Leader must approve requests for the creation of online forms. Once approved by the Servant Leader, requests should be submitted to ubc.media@ubcallentown.org in electronic form (email, MS Word Doc, etc.). The Media Ministry requires at least 10 business days prior to the desired completion and/or posting date.



NOTE: ONLINE FORM REQUESTS WILL ONLY BE ACCEPTED AFTER YOUR EVENT HAS BEEN APPROVED BY THE ADMINISTRATIVE OFFICE.

Website

The UBC website is available to highlight church-wide meetings or events and major ministry and community announcements.

A consultation should be set up with the Media Ministry 30 days prior to when you want your event to be posted. Send an email to ubc.media@ubcallentown.org to schedule a consultation.

Online Registration

- For free events, the Media Ministry will set up the online registration link (outside links created by ministries are not allowed).
- Requests for online registration must be approved by the ministry Servant Leader.
- Approved requests must be submitted to ubc.media@ubcallentown.org at least 14 business days prior to the desired completion and/or posting date.
- If there is a registration cost, please see a member of the Finance Ministry to receive guidance on how funds received electronically will be accessed. Send an email to finance@ubcallentown.org for a consultation. Please contact the Media Ministry for additional details on this process.

MARKETING AND PUBLIC RELATIONS





All events must be approved by the Administrative Office, Senior Pastor or the Business Manager prior to the start of promotions.

MARKETING & PUBLIC RELATIONS

For the best results in promoting major events, ministry leaders are strongly encouraged to set up a consultation meeting (prior to your ministry budget submission) with a member of the Event Coordination Ministry to understand deadlines and approximate costs. To arrange a meeting, send an email to ecm.ubc@ubcallentown.org.

For events of a more general nature, the Media Ministry is available to assist in marketing and promotion in the following categories:

Advertising of Events (electronic & print)

There are several advertising options that can be explored based on ministry needs and target audience:

- Eblasts
- Facebook and Social Media Posts
- Flyers
- Website Banner Ads and Event Pages
- Church Mobile App



NOTE: ALL MEDIA AND PROMOTIONAL ITEMS - WHETHER CREATED THROUGH THE MEDIA MINISTRY OR OUTSIDE DESIGNERS - MUST BE APPROVED BY THE ADMINISTRATIVE OFFICE PRIOR TO GOING TO PRINT AND SHOULD INCLUDE "UNION BAPTIST CHURCH" TO SIGNIFY OUR CHURCH AFFILIATION.

MINISTRY SUPPORT





Immediately call 911 if an incident/injury is serious or life threatening. If a minor is involved, contact the parent(s) or legal guardian(s) immediately.

MINISTRY SUPPORT

Ministry Support

At UBC, safety is a priority. The procedures below should be followed in the event there is a safety concern or incident.

Ministry Emergency Response and Incident Reporting Procedure

An “incident” refers to any unplanned event resulting in personal injury or potential for injury to occur. Additionally, incidents requiring reporting include health related concerns, property damage incidents or other loss incidents.

IMPORTANT: IMMEDIATELY CALL 911 IF THE INCIDENT/INJURY IS SERIOUS OR LIFE THREATENING. IF A MINOR IS INVOLVED, CONTACT THE PARENT(S) OR LEGAL GUARDIAN(S) IMMEDIATELY.

UBC staff is available during normal business hours.

Onsite Incidents

If an incident occurs on church property, contact the Administration Office at 610 434-3161 and inform the UBC Administrative Office of the situation. The following information should be provided to the Office:

- Your Name
- Location of incident
- Contact phone number
- Brief assessment of the situation and description (Should an ambulance, police, fire department, UBC Safety and Welfare or UBC Health Ministry Representative be called.)
- If possible, please remain close by to provide information for the Incident Report form that must be completed. If it is not convenient, please go

to the church's website at ubcallentown.org/forms to complete the Incident Report.

- Incident Reports should be turned into the Administration office no later than two days after the incident.

Offsite Incidents

All incidents that occur off-site during an approved UBC event should be reported. The ministry Servant Leader or assigned designee should contact the church at 610 434-3161. If the incident occurs during non-business hours, call 610 434-3161 and leave a message.

- An Incident Report form should be completed within 24-48 hours after the incident occurs. Incident Report forms are available at ubcallentown.org/forms or available for pickup in the Administration Office. If the incident occurred while using an authorized UBC vehicle, a form is available in the emergency reporting kit in the vehicle's glove compartment.

IMPORTANT: A UBC INCIDENT REPORT FORM MUST BE COMPLETED IF IT OCCURS AT:

- Any property and/or facility of the Union Baptist Church of Allentown
- Any approved ministry event held at an off-site location

Ministry Mailboxes

Ministry mailboxes are located outside the Administration Office.

From time to time, ministry members leave packages or mail for other members at the Administration Office. Please take note of the following guidelines:

- The Ministry Support staff (Receptionists or Administration Staff) are not authorized to accept cash or checks.
- Packages/mail will be logged in and stored by the Administration Office. The sender is responsible for notifying the person that a package/mail is waiting for them.
- Packages/mail may be picked up at the Administration Office during regular office hours.
- Packages/mail may only be held for three days. Due to a lack of storage space, the sender will be called to retrieve the package/mail if it has not been picked up.
- Packages/mail disseminated between ministry members will only be held by the Administration Office for three business days. If the item is not picked up within three days, the package/mail will be returned to the sender.



NOTE: UBC PROVIDES UNSECURED MAILBOXES FOR ALL MINISTRIES. UBC ASSUMES NO LIABILITY AND HAS NO RESPONSIBILITY TO THE SENDER OR MAIL RECIPIENT REGARDING LOST CASH OR VALUABLES PLACED IN MINISTRY OR DEPARTMENTAL MAILBOXES.

Travel for Ministry Enhancement

Ministry leaders traveling to a conference or workshop must have Senior and/or Business Manager approval for the trip 45 days in advance. The delegate(s) will receive a travel packet two weeks prior to the departure date.

- The travel packet will contain a travel itinerary, advanced funds, expense report form, flight and hotel arrangements (if applicable), a conference survey form, car rental confirmations (if applicable) and travel advance instructions that will provide instructions regarding spending guidelines.

Upon return, each delegate who received a travel advance must account for the funds provided. The delegate must complete the Expense Report form (recording their actual expenses for each category giving as much detail as possible). The Expense Report form must be submitted to the Finance Department within two weeks of returning from the trip. Along with the report, all unused funds must be returned.

MINISTRY TOOLS & RESOURCES





Check the Ministry Planning Sheet for current information on UBC ministries that will be used for marketing, website development and review.

MINISTRY TOOLS & RESOURCES

Ministry Tools & Resources

Ministry Documents - Document Submission Deadlines

Ministry leaders should submit the following documents to their respective department head by the specified date:

- Ministry Quarterly Report – Check with your Servant Leader for the exact due date.
- Officer Nominations – Sept. 30
- Ministry Planning Sheet and Ministry Budget – Sept. 30
- Ministry Year-End Annual Report – Nov. 15



NOTE: MONTHLY REPORTS SHOULD BE MAINTAINED WITHIN THE MINISTRY AND SUBMITTED TO THE CHURCH ADMINISTRATIVE OFFICE NO LESS THAN ONCE PER QUARTER.

Ministry Quarterly Reports

Quarterly Reports provide regular updates on ministry events, activities, outreaches and concerns. Each quarter a report is to be submitted to the department head. The report should contain attendance at ministry meetings, membership retention & growth, activities, outreaches, testimonies and concerns.

Leadership Recommendations

The Leadership Recommendation process annually assesses all leaders in the areas of regular attendance at worship & prayer services, commitment

and involvement in ministry, active participation in a teaching ministry and full support of the ministry through tithes and offerings. See Appendix C for the Leadership Recommendation Process Overview.

Ministry Planning Sheet and Ministry Budget

The Ministry Planning Sheet provides current information on UBC ministries that will be used for marketing, website development and review. The planning sheet consists of the ministry's vision statement, mission statement, yearly goals, outreaches and activities, as well as a teaching calendar if the ministry is engaged in teaching. Each year, the ministry planning sheet is reviewed, updated and resubmitted.

Ministry Year-End Assessment

The Ministry Year-End Assessment evaluates the ministry's effectiveness and implemented mission/vision. At the end of the year, each ministry leader and department head will assess the following:

- Goal obtainment
- Membership retention
- Consistent monthly reporting
- Implementation of pastoral vision for the year
- Leadership development
- Budget

Leadership Retreat

This retreat is a time for UBC leaders to hear the Pastor's vision for the year and begin to tailor ministry activities around that vision. All leaders are expected to attend the leadership retreat. In addition, deacons, ministers and administrative staff should also be in attendance.

PERTINENT INFORMATION FOR MEMBERS





To update member profile information (address, name, marital status, etc.), complete and submit your online form at www.ubcallentown.org or see the Church Administrative Assistant to complete the form in person.

Pertinent Information for Members

PERTINENT INFORMATION FOR MEMBERS

Location and Parking

Union Baptist Church is in Allentown, PA at 302 N. 6th Street, at the corner of 6th and Chew Streets.

Parking

There are several parking areas available for use by UBC members and guests. Additionally, on street parking is permitted by the City of Allentown on Sunday mornings. During the week the UBC parking lot is available after 5:00 pm, Monday through Friday.

The UBC Parking Lot is located near the corner of 6th Street, just south of Chew Street. The Alliance Hall parking lot is also available for use during Sunday Worship hours and is located directly across the street from the UBC Lot.



NOTE: THE CHURCH ADMINISTRATIVE STAFF AND YOUR DEACON FAMILY SERVANT LEADERS ARE AVAILABLE TO ANSWER QUESTIONS AND PROVIDE GUIDANCE ON OPERATING PROCEDURES AT UBC.

Baby Blessings/Child Dedication

Union Baptist Church members, including parent, grandparents or other relatives, periodically request that a child be dedicated to the Lord. Children dedicated to the Lord must be 2 years of age or less. The church member requesting the child dedication must present a valid birth certificate or proof of age for the child and the name of the godparents. The Church

Administrative Assistant will receive all requests for child dedications. The Senior Pastor will approve and schedule the child dedication.

Child dedications are normally scheduled on the 4th Sunday at the end of 11:15 a.m. service. The Church Administrative Assistant will provide a certificate of dedication to the parents, grandparents or other relatives at the end of the child dedication.

For more information, call 610 434-3161 or email matt610@ubcallentown.org.

Baptism

Baptisms are scheduled to be held on the 1st Sunday of the month before the 11:15 a.m. service.

The Senior Pastor or his designee will meet, pray for and provide guidance and instructions to the baptism candidates before the baptism service. Baptism candidates should profess their faith in Jesus Christ for the remission of their sins and complete all required new member classes.

Baptism candidates should arrive no later than 30 minutes before the baptism and should bring a change of clothes and a towel. Please wear appropriate undergarments when being baptized. The church will provide appropriate baptism clothing. Baptism candidates will be asked to remove all jewelry prior to the baptism. Baptism candidate's family members and friends are welcome to attend the baptism services.

The Diaconate Ministry will handle all preparation and clean up related to the baptismal ceremony including linens, etc.

Church Counseling and Visitation

UBC members are encouraged to inform their Deacon Family, the Pastor of Family and Visitation or the Administrative Assistant when they or their relatives are sick, hospitalized, in a nursing home or incarcerated. UBC's Pastor of Family and Visitation will send a text message and email notification of members that should be contacted by personal visit, phone calls or mail.

All UBC members, especially Pastors, Ministers, Compassionate Care Ministry, Diaconate Family Ministry, Helping Hands Ministry, should remain proactive in prayer and consistently schedule visitations of the sick, hospitalized, in a nursing home or incarcerated church members and their relatives.

Update/Change Member Profile

To update any pertinent information (address, name, marital status, etc.), complete and submit your online form at www.ubcallentown.org or see the Church Administrative Assistant to complete the form in person.

Benevolence

The purpose of UBC providing benevolence is to distribute temporal aid to those in need. This aid is available to members who fall into one of the following categories:

- Widows, fatherless, the poor and the needy
- Assistance is provided to meet the following needs:
- Rent, utilities, (gas, water and electricity), food, clothing temporary shelter and required prescription medication.

To request information on benevolent disbursements please contact the Administrative office.

Lost & Found

To report lost items, take one of the following actions as soon as possible:

- Make a report in person with the Church Administrative Assistant.
- Visit www.ubcallentown.org and complete the form.
- Make a report on the phone by calling 610-434-3161.

Church Calendar

The church's calendar is posted online and can be found at www.ubcallentown.org.

Assistance Resource and Social Services Information

The Assistance Resources Ministry of UBC (ARM) is a Ministry of our Church. ARM provides information and direction related to goods and services to impact the quality of human life by assisting with temporal needs in the following areas: utility programs, temporary housing, social services, family and child welfare programs, etc.

ARM can also provide information and education on how to obtain a better quality of life. Clients are also referred to local food banks or pantries, as well as the Department of Social services for further assistance.

Volunteerism

UBC's involvement with the community we worship in relies on the active engagement of our members. There are many areas of service within the church

walls, extending throughout our community, including outreach, charitable support and community service.

Volunteering is a way to put the love of Christ into action, and we are blessed to dedicate our time and resources to our community. If you are interested in serving as a volunteer, please the Church Administrative Office.

Funerals

To schedule a funeral at UBC, please call the church at 610-434-3161 and speak with the Church Administrative Assistant.

General Funeral Policies

- The church relies on members to notify the church of any illnesses or deaths. The Church Administrative Assistant determines if the deceased or the deceased's family relatives are active UBC members.
- The Church Administrative Assistant will inform relatives, who are non-members or members not in good standing, of the deceased that UBC will permit funeral services to be held for a fee for use of the sanctuary and fellowship hall.
- The Church Administrative Assistant will have relatives of the deceased non-member or members not in good standing sign a contract agreeing to the terms stipulated for the use of the church facilities.
- Non-members will be responsible for the cost of the repast. The fee for the repast will vary depending upon the type of meal served, preparation of the meal and assistance of the servers.
- The Church Administrative Assistant will inform relatives of the deceased member and non-member that they are responsible for the Senior Pastor's and the musician's honorarium.
- The Church Administrative Assistant will collect the entire fee for the use of the sanctuary, fellowship hall and the repast at the signing of the stipulated agreement.
- The Church Administrative Assistant will collect the Senior Pastor's and musician's honorarium for the funeral service.
- The Church Administrative Assistant will promptly give all collected monies to the church Finance office, Senior Pastor and the musicians, as applicable.
- The Church Administrative Assistant will notify the Senior Pastor, Pastor of Family and Visitation, the Deacons Servant Leaders of the deceased member.
- The Senior Pastor, the Pastor of Family and Visitation, Deacons Servant Leaders will visit, call and pray with the family members of the deceased.
- The Senior Pastor and/or the Pastor of Family and Visitation will provide funeral planning guidance to the relatives of the deceased.
- The Senior Pastor and/or the Pastor of Family and Visitation will contact the funeral home to offer funeral services planning assistance.
- The Senior Pastor will determine the date and time that the viewing, funeral and repast will be held at the church.

The Event Coordination Ministry will ensure that the following ministries are notified of the viewing, funeral and repast:

- Diaconate Ministry
- Culinary Ministry
- Finance Ministry
- Music Ministry
- Media Ministry
- Nurse Ministry
- Safety & Welfare Ministry
- Usher Ministry
- Trustee Ministry

The Pastor of Family and Visitation will provide a funeral order of services standard format to the relatives of the deceased.

The church's standard order of service for funerals is detailed below:

- Opening Hymn
- Invocation
- Scripture Reading (Old/New Testament)
- Prayer of Comfort
- Musical Selection (optional)
- Reflections (optional)
- Tribute (optional)
- Obituary
- Musical Selection (optional)
- Eulogy – Senior Pastor or Designee
- Committal Service for Cremations
- Benediction – Senior Pastor or Designee
- Recessional

The Pastor of Family and Visitation and/or the Church Administrative Assistant will advise the relatives of the deceased that the Senior Pastor prefers to review a draft of the funeral bulletin before it is printed.

The Pastor of Family and Visitation and/or the Church Administrative Assistant will advise the relatives of the deceased that the church normally does not prepare or reproduce copies of the funeral bulletin.

- The Event Coordination Ministry will contact the relative of the deceased to assist with planning of the repast.
- The Event Coordination Ministry will request funds for the repast from the church Treasurer or Chief Financial Officer.

- The Event Coordination Ministry will request the Culinary Ministry to acquire, prepare and serve the food to the relatives and guests of the deceased attending the repast.
- The Event Coordination Ministry will request church members to donate food and other needed items for the repast.
- The Church Administrative Assistant will mail "Journeying Through Grief" book, series 3, 6, 9 and 12 months to the relative or relatives of the deceased.
- The Senior Pastor, Pastor of Family and Visitation, Deacons Servant Leaders will periodically, after the funeral, contact the relatives of the deceased.

Tithing

Members tithe and give to UBC in several ways:

- During service with assigned envelopes or the supplemental envelopes (located in the back of the sanctuary and provided by Ushers upon request.)
- In service giving moments via text to give or the Push Pay app.
- The Online e-giving system at Push Pay
- Online at www.ubcallentown.org

Weddings (Subject to Updates)

UBC members who desire to get married at the church are required to complete the following classes and meet the requirements outlined below:

- "So, You Think You Want to Get Married" (pre-requisite; held February, May and September)
- "Becoming One" (pre-marital classes held February, May and September)
- Register for these classes through The Institutes in person or online at www.ubcallentown.org.

Other criteria

- The bride and/or groom must be a member of UBC in good standing for one year after receiving the right hand of fellowship.
- Both the bride and groom MUST be saved.
- The bride and groom must have parental blessing.
- The ceremony must adhere to church guidelines regarding dress, music, etc.
- Second partner wedding ceremonies will be considered, if the previous spouse is remarried. These are handled on a case-by-case basis and approved by the Senior Pastor

For additional information, please contact the Administrative Office at 610 434-3161 or via email at ubc.events@ubcallentown.org.

Ministry Email List

Admin Office	ubc.matt610@ubcallentown.org
Assimilation	ubc.assimilation@ubcallentown.org
Assistance Resources	ubc.arm@ubcallentown.org
Bible Institute	ubc.bibleinstitute@ubcallentown.org
Budget	finance@ubcallentown.org
Christian Education	ubc.christianed@ubcallentown.org
Daughters of David	ubc.dodd@ubcallentown.org
Deacon Daniel Bosket	dbosket@ubcallentown.org
Diaconate	ubc.diaconate@ubcallentown.org
Event Planning	ubc.event@ubcallentown.org
Finance & Accounting	finance@ubcallentown.org
Fulfillment Hour	ubc.fulfillmenthour@ubcallentown.org
Health Outreach	ubc.healthoutreach@ubcallentown.org
Helping Hands	ubc.helpinghands@ubcallentown.org
Hospitality	ubc.hospitality@ubcallentown.org
LBC Children and Youth	ubc.lbc@ubcallentown.org
Mass Choir	ubc.masschoir@ubcallentown.org
Media	ubc.media@ubcallentown.org
Men's Fellowship	ubc.mensfellowship@ubcallentown.org
Ministry Operations	ministryoperations@ubcallentown.org
Pastor B. T. Hailey, Sr.	bhaileysr@ubcallentown.org
Pastor Earl Cary	ecary@ubcallentown.org
Safety & Welfare	ubc.safety@ubcallentown.org
Singles Ministry	ubc.matt610@ubcallentown.org
Soaring Eagles	ubc.soaringeagles@ubcallentown.org
STAR Biblical Counseling	ubc.starbiblical@ubcallentown.org
Ushers	ubc.ushers@ubcallentown.org
Vertical Measure	ubc.verticalmeasure@ubcallentown.org
Women's Fellowship	ubc.sisters@ubcallentown.org