

# 2015

## Pastor's Program

Prepared at the vision of  
**Rodney T. Morton, Senior Pastor**

For presentation at the Annual Church Conference  
**Saturday, January 24, 2015**  
10:00 am



[www.TheCentralBaptistChurch.org](http://www.TheCentralBaptistChurch.org)

## TABLE OF CONTENTS

<b>GREETINGS</b>		<b>3</b>
<b>PART I</b>	<b>About Us</b>	<b>4</b>
	Theme, Mission, and Vision	5
	Staff and Leadership	6
	How We Are Organized	7
	2015 Step-Up Plan for Moving Forward	8
	2015 Victory Stewardship Campaign	9
<b>PART II</b>	<b>New and Improved</b>	<b>10</b>
	Baby and Child Dedications	11
	Black History Month	13
	Focus on Family	13
	Funerals and Memorials	14
	Leadership Training	18
	Need Music?	19
	Photos and Recordings	20
	Printed Materials	21
	Sunday Bulletin	21
	Newsletter	22
	Annual Day Activities	24
	Robocalls	28
	Use of the Kitchen and Multi-Purpose Room	29
	Visitors	30
	Weddings	32
<b>PART III</b>	<b>2015 Church Calendar</b>	<b>36</b>
<b>PART IV</b>	<b>2015 Pastor Appointments</b>	<b>41</b>

## *Greetings and Happy New Year!*

### ***Moving forward together!***

Philippians 3:12-16

We are celebrating yet another opportunity to do the will of God and for this, we give true praise to the name of Jesus the Christ. As Christians, we should be continually grateful to God. So, this New Year we sing, "Now thank we all our God, with hearts and hands and voices..."

This past year would not have been successful if not for your commitment and sacrifices, thus, I express my thanks and appreciation to you all. My special thanks to those men and women who have sacrificed their time, talent, and treasure to make sure that our church family is adequately served with the love of Christ. In addition, my sincere appreciation goes to all our staff, leadership, core ministry directors, those who make certain that ministry and mission is ongoing, and to each member of our fellowship. I pray God to bless and reward you for your dedication and devotion to our church.

While we rejoice in what He alone has done, we must continue His work. Jesus said: "*I must work the works of Him that sent me, while it is day: the night cometh when no man can work.*" (John 9:4). Our focus is still upon the great mandate given by our Lord and the goal of making disciples is still an urgent priority. Yes, our mission, vision, theme, and focus remains the same and we trust that these will be a catalyst to bring unity in the body of Christ and be the spark that ignites life-changing prayer within our church and throughout the outside world.

Again this year, the journey ahead begs our commitment, faithfulness, and obedience. We must be innovative, creative, and daring; we must use new methods, means, and every form of technology available to us for the furtherance of ministry. We must pray daily for God's guidance and blessings upon all we do. We who bear the name of Christ must be concerned with carrying on God's work in this present world and into the future. This concern means "*moving forward together*" in our prayers, in our study of the Scriptures, and all phases of our lives. My prayer is that we be committed and faithful to fostering the warmth, friendliness, and fellowship of our congregation; building each other up in the Body of Christ and helping each other grow and stand strong in the faith; ministering to the sick and homebound; serving the widow and single parents; helping the broken-hearted; and, reaching out to the community and to the world. As Abraham did, we must move forward with a sincere desire to be faithful and to be an extension of the tender blessings of God on the earth.

In closing, I do give thanks to God for all of you and for your commitment and faithfulness and God-given abilities. May we continue to strive together to fulfill God's divine plan. I pray that we remain open to God's direction, *moving forward together*. God bless each and every one of you and God bless us all.

In Christ,

*Rodney T. Morton*

Senior Pastor

**Part I**

# **About Us**

# Annual Theme and Scripture

## “Moving forward together!”

Philippians 3:12-16

### Focus Areas

**Discipleship • Fellowship • Leadership • Stewardship**

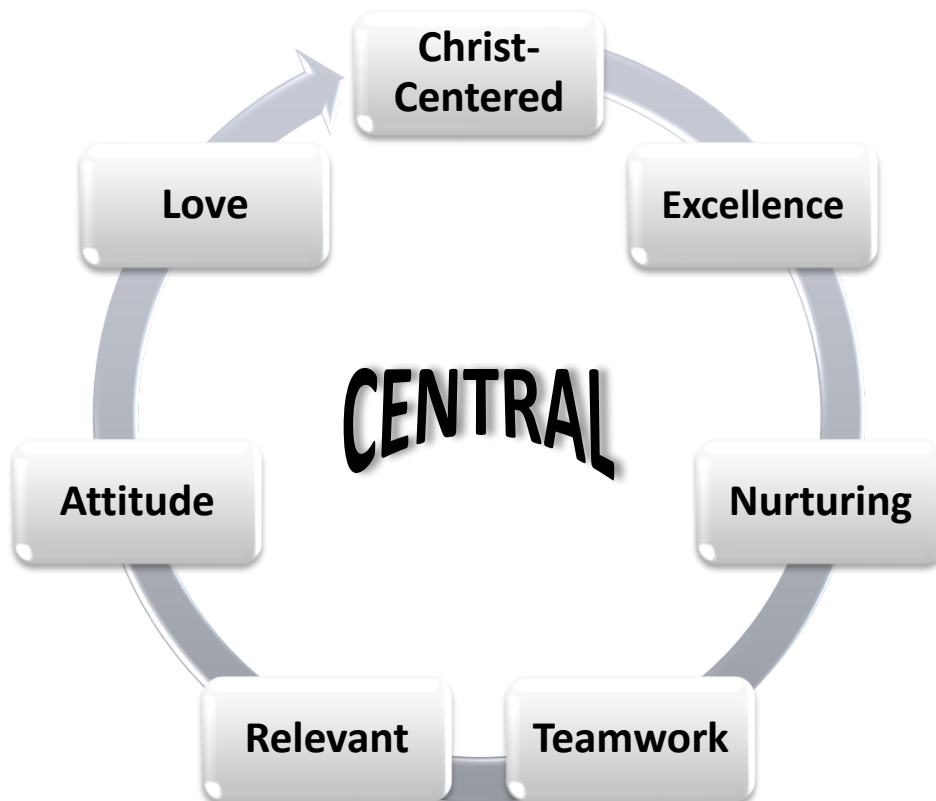
#### Our Mission

We are a Christ-centered church dedicated to winning the lost and building strong disciples of Jesus Christ. We exist to love and glorify God and to make known His love throughout the world.

#### The Vision

To glorify God, reach the lost, equip the saints, edify the Body of Christ, and transform lives and community.

### Core Values



## Pastoral Staff

**Rodney T. Morton**  
Senior Pastor

**Dr. Diane S. Craig**  
**Min. Cornell M. Johnson, Sr.**  
**Rev. Kendall R. Shoats**  
**Rev. Jerry Woahtee**  
Associate Ministers

## Church Staff

**Deacon Ossie Tate, Jr.**  
Administrator

**Edith V. McCracken**  
Director of Communications

**Joyce M. Quick**  
Church Secretary

**Esther F. Pope**  
Pastor's Administrative Assistant &  
Church Calendar Clerk

**Dr. Winston R. Gray**  
Director of Music

**Barbara James**  
Food Manager

**Gilbert Serrall**  
Custodian

## Leadership

**Deacon Roy Shoats, Chairman**  
Deacon Ministry

**Deacon Estee Bulluck, 1<sup>st</sup> Vice Chairman**  
Deacon Ministry

**Deacon Kenneth Suggs, 2<sup>nd</sup> Vice Chairman**  
Deacon Ministry

**Trustee Marcia R. Tuck, Chairwoman**  
Trustee Ministry

**Trustee Kelvin L. Harris**  
Treasurer

**Trustee Denise Fowler-Moott**  
Financial Secretary

**Lois McLaughlin, Director**  
Christian Education Ministry Department

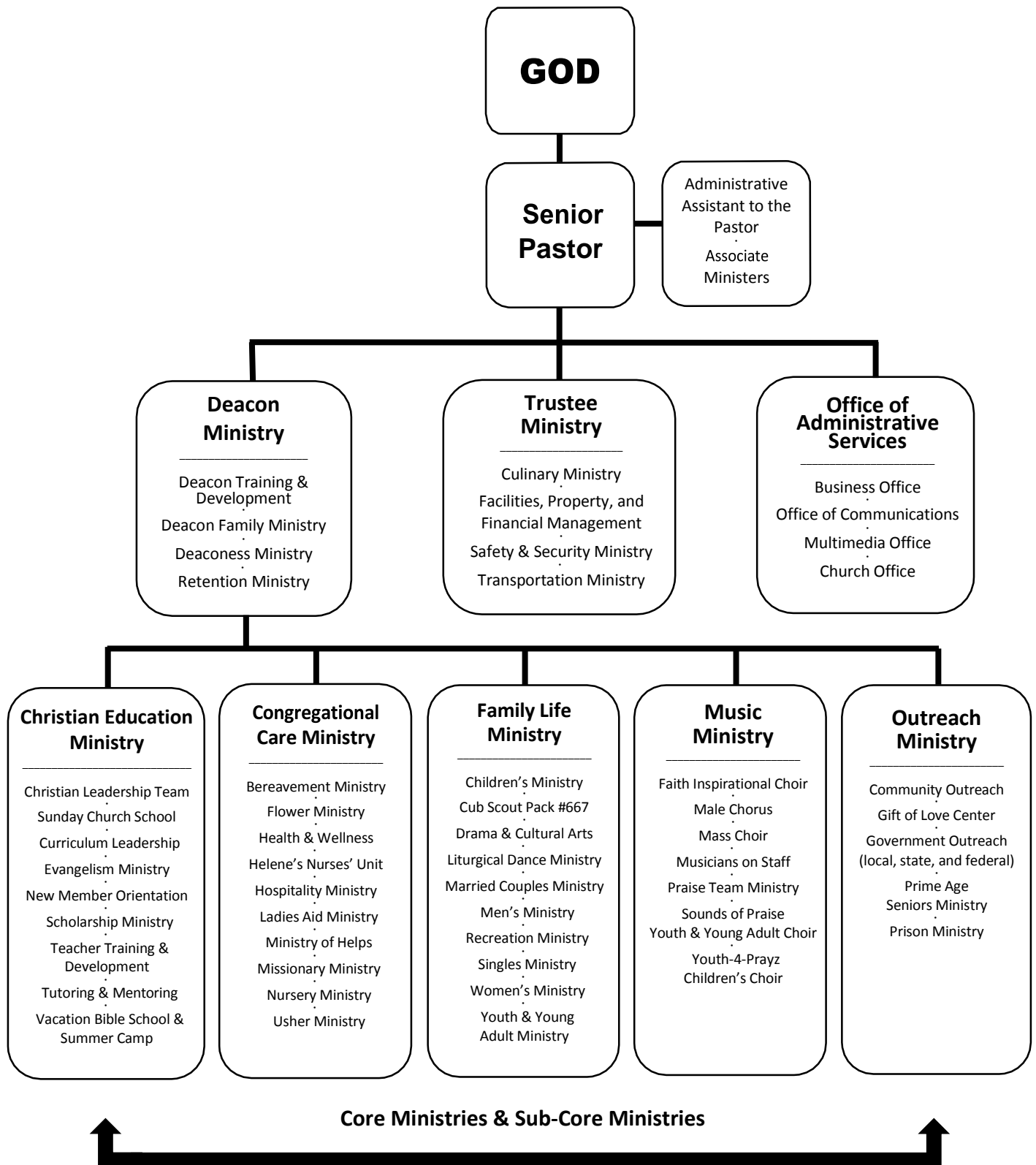
**Deaconess Edith C. Fulmore, Director**  
Congregational Care Ministry Department

**Angela N. Tates, Director**  
Family Life Ministry Department

**Dr. Winston R. Gray, Director**  
Music Ministry Department

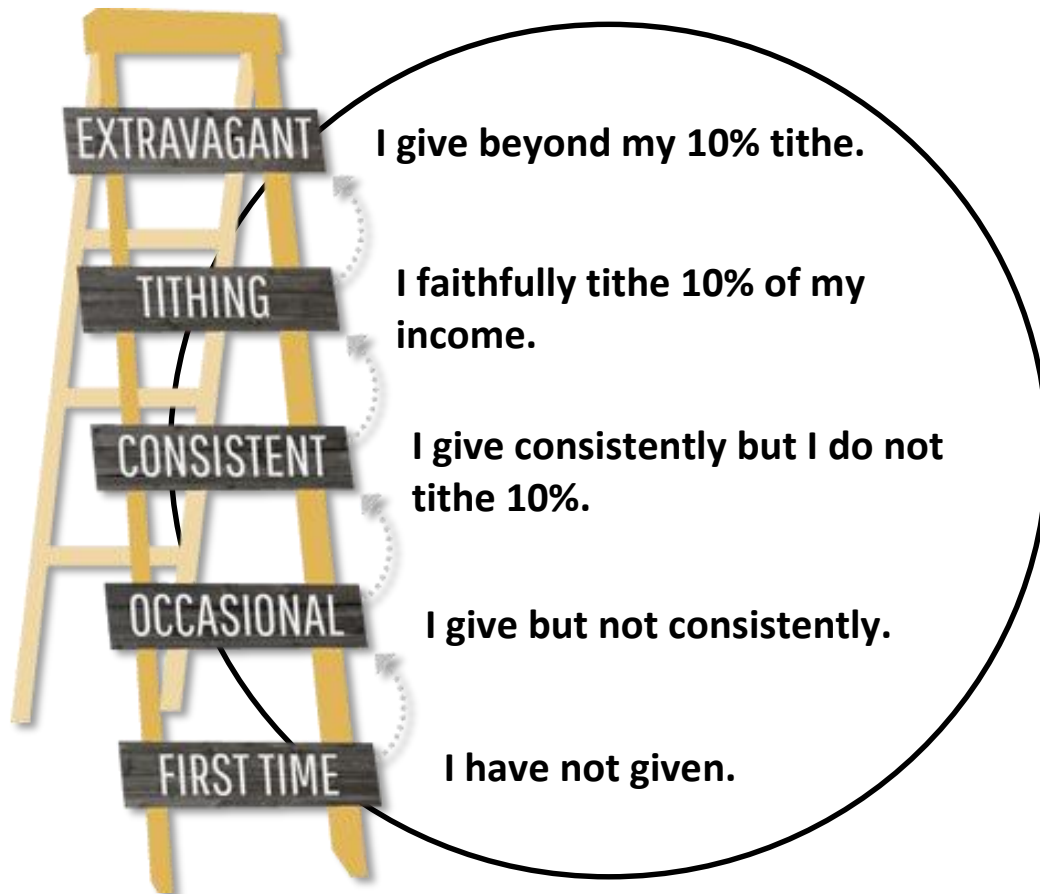
**Dr. Gail N. Edmonds, Director**  
Outreach & Community Resource Ministry  
Department

# How We Are Organized



## Commit to Step Up

Greater things in our faith family won't be accomplished because the wealthiest gave or because the ones who always give gave more. Greater things will come if every one of us takes a sacrificial, generous step of faith. Where are you on the Giving ladder? Can you commit to move up one rung on that ladder?



First Quarter (Jan, Feb, Mar)	Second Quarter (Apr, May, Jun)	Third Quarter (Jul, Aug, Sep)	Fourth Quarter (Oct, Nov, Dec)
<b>Step Up</b>	<b>Step Into</b>	<b>Step Out</b>	<b>Step Higher</b>
Faith	Reading	Compassion	Purpose
Family	Relevance	Communication	Praise
Finances	Relationships	Community	Prayer





## 2015 Victory Stewardship Campaign GOAL - \$100,000

For many of us, a new year means the opportunity to establish new habits. Some people will make it a priority to focus on transforming their physical appearance and overall health with nutrition and exercise. However, let me encourage you to also establish goals that lead to a healthy spiritual transformation. Spiritual formation is vitally important to all we do.

Our church has stood as a beacon of hope and a pillar of the Christian economy in Baltimore City for nearly a century. We have a rich tradition and history, that with your help, we hope to keep alive for generations to come. Your support of the Central Church has not gone unnoticed. With your unwavering commitment and generous support this past year, we were able to:

- Purchase four (4) air conditioning units, a new boiler heating system, and two (2) LED signs;
- Purchase 25 new PTAC units for classrooms, kitchen, and front lobby;
- Minister to the sick, homebound, and incarcerated;
- Provide food and clothing monthly through our Gift of Love Center;
- Send 40 youth to summer camp;
- Make monetary donations to support the efforts to eradicate the Ebola virus;
- Make monetary contributions in support of Lott Carey, and the state and national conventions ;
- Award scholarships to deserving high school students aspiring to attend college;
- Continue our charge to support education by making donations to Morgan State University and the United Negro College Fund;
- Strengthen our community partnership by hosting monthly meetings and community programs; and,
- Minister to and provide for over 350 children through our adopted school, Mary Ann Winterling Elementary School #150.

I pause to say thank you for your past support and pray that we can count on you again this year. The time has come for us to **“Step Up!”**

The deacons and trustees join with me in a commitment to give \$350 each, above and beyond our tithes and offerings, to the 2015 Victory Stewardship Campaign. We are asking you to **“Step Up”** by giving only \$250.00 each, above and beyond your tithes and offerings. All of us will formally pledge our commitment, using a commitment card, on **“Commitment Sunday,” February 1, 2015**. Thank you in advance for your continuing support.

**Suggested Giving Table** (Rounded to the nearest whole dollar)

One-time Payment	52 Weekly Payments	26 Bi-weekly Payments	12 Monthly Payments	4 Quarterly Payments	2 Semi-annual Payments
\$250	\$5	\$10	\$21	\$63	\$125

## **Part II**

### **New and Improved**

*(Listed alphabetically)*

## Baby and Child Dedications

The decision to publicly dedicate a baby or child rests solely with the senior pastor. To request a dedication, you must be:

1. A member in good standing, actively participating in the worship and Christian educational life of the church, and
2. The parent or legal guardian of the baby or child for dedication.

### A. About the Dedication

Baby and child dedications are held on the second or fourth Sunday between 9:20 and 9:40 am in the Multi-Purpose Room. The dedication gives parents, grandparents, and guardians an opportunity to publicly offer a baby or child to God (I Samuel 1:27-28; Luke 2:22).

A baby or child dedication:

1. Is not the same as an infant baptism;
2. Does not guarantee that the child will grow up to follow Christ; and,
3. Does not reflect the faith the child may choose as he or she grows, matures, or reaches adulthood.

The dedication is a commitment on the part of the parents, grandparents, other participating relatives, and the congregation, through positive witness and influence, to raise and encourage the child to grow and one day accept and live for Christ. It is a promise to God that the parent or guardian will do everything within his or her power to raise the child in accordance with the teachings of Jesus Christ prayerfully until, he or she makes his or her own decision to accept and follow Christ. Some of the responsibilities of the parent or guardian include:

- Teaching and training the child in God's Word;
- Demonstrating examples of godliness;
- Disciplining the child according to God's ways; and,
- Praying earnestly for the child.

The members of the congregation who enter into covenant with the parents and guardians of the dedicated child are bound by the same commitments.

### B. Scheduling the Dedication

The Church Office schedules all baby and child dedications. The form, "Request for Baby and Child Dedication" may be secured from the Church Office or online from our website. The following procedures apply:

1. Complete and return the request form to the Church Office at least 4 weeks in advance of the desired date for the dedication ceremony.

2. The Church Office schedules an appointment for the requester to meet with the senior pastor to discuss:
  - a. The purpose of the dedication ceremony;
  - b. The scriptural basis of the dedication;
  - c. The family members or other persons who will be involved in the dedication; and,
  - d. The date and time of the dedication.
3. All persons participating in the dedication should arrive at the church promptly at 9:00 a.m. on the scheduled date to meet with the senior pastor and or deacon(s) for a final review and questions.

### **C. Encouragement for Parents and Guardians**

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deuteronomy 6:6-7).

1. God’s Word challenges us to biblically guide and educate our children and to lay a foundation of knowledge about God. We must do this during the Sunday Worship Service, Church Sunday School, and during the fellowship life of the church.
2. We must recognize that we cannot decide salvation for our children. Each individual must make his or her own decision about a relationship with Christ.
3. “Behold, children are a heritage from the Lord, the fruit of the womb, a reward. Like an arrow in the hand of a warrior are the children of one’s youth.” (Psalm 127:3-4).
4. In Luke 2:22, the parents of Baby Jesus take Him to the temple “to present Him to the Lord.” The Gospel also tells us that little children were brought to Jesus for Him to touch and bless them.

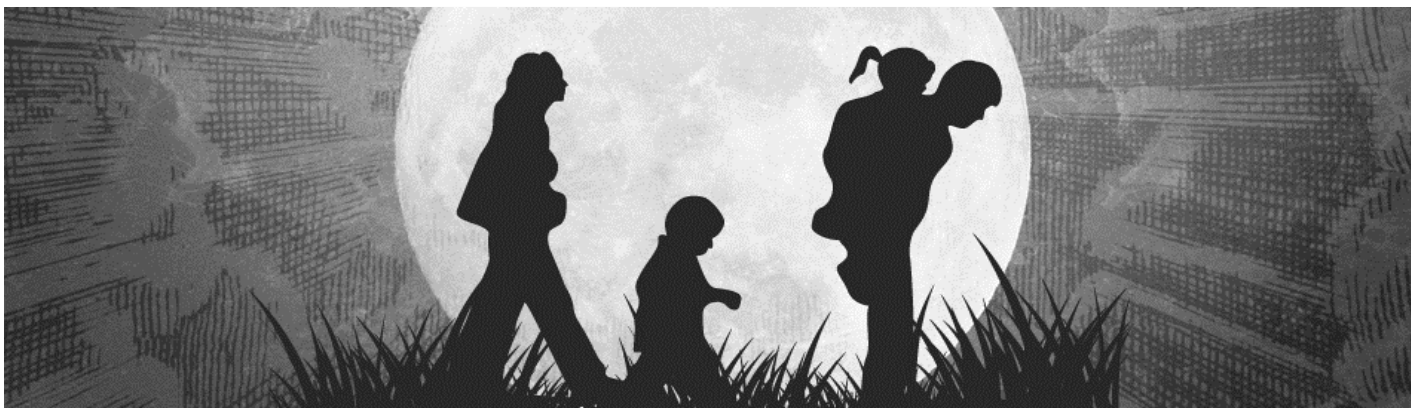
## Introducing...



## Black History Month Sunday Celebrations

Beginning this year, we will celebrate our rich heritage every Sunday throughout the month of February. All ministries are requested to participate. The celebrations will be incorporated into the Sunday worship service and can include, but are not limited to:

- Invited speakers and storytellers
- Dramatizations and poetry
- Special music and dance
- Showcases of Blacks in the Bible, government, and business
- "I Have a Dream" speeches by children and youth



## Focus on Family

We are dedicated to helping families thrive as God intended. In support of this effort, time has been set aside for families to come together and engage in Christian activities, study, and prayer.

Focus on Family will be held on the 4<sup>th</sup> Wednesday evening monthly, from 6:00-8:00 pm.

## Funerals and Memorials

The Christian funeral or memorial service is a service of worship and should be planned as such. Thought should be given to planning the service with the expectation that those present will participate in corporate worship. The singing of hymns, reading of scriptures, preaching of the gospel, prayers, and the invitation to the Body of Christ are all appropriated parts of a funeral or memorial service. All aspects of the service must be consistent with the church's standards for worship, including special tributes, music, fraternal and society rituals, and dancing and must be approved by the senior pastor.

Because the primary purpose of the funeral and memorial service is the worship of God and the consolation of the living, the body of the deceased is not required at the service. If the body of the deceased is present, the casket may be open during the wake, but closed during the actual service of worship.

We are committed to meeting the obligations of the congregation and the entire church community, including ministering to the bereaved family. There will be occasions, however, when the pastor and or the church may not be available. However, we will make every effort to accommodate the bereaved family.

The following guidelines are not new. They are being published to inform you of the obligations of the church, the senior pastor, and affiliated ministries and to ensure that the guidelines are being applied uniformly. The Bereavement Ministry is the direct liaison between the church and the bereaved family and is responsible for planning, scheduling, and coordinating all funeral and memorial services held at the church.

See also our guidelines for requesting robocalls.

### A. Who can be funeralized at CBC?

#### 1. Members in good standing

Whenever possible, the church will hold the funeral or memorial service for all members in good standing. A member in good standing is a baptized believer on the church membership roll who:

- a. Participated regularly in Worship and Communion services;
- b. Contributed regularly to support the expenses of the church (as received and recorded by the Church Office); and
- c. Participated regularly in fellowship and program activities.

**A member shall not be considered in "good standing" if any of the above conditions lapsed for six (6) months and longer.**

#### 2. Non-Members

For the purpose of these guidelines, members not in good standing and all other individuals are considered "non-members."

The Church will conduct services for non-members only by approval of the senior pastor and based upon the availability of church facilities and staff. Services for non-members shall not be scheduled to conflict with regular, ongoing programs or previously scheduled church calendar activities.

## **B. Notifying the Church**

A member of the decedent's family should notify the Bereavement Ministry as soon as possible. If services will be held at the church, notify the Bereavement Ministry before making any final arrangements with the funeral home. Do not delay proper care or transport of the deceased to a funeral home while waiting to contact the church.

## **C. Fees**

For members in good standing, all contributions and services rendered by the church will be exactly the same as outlined below. With the approval of the senior pastor and or the deacon and trustee ministries, special considerations shall be made for the:

- Pastor;
- Pastor's wife;
- Pastor's minor children;
- Deacon Ministry Chairperson; and
- Trustee Ministry Chairperson.

### **1. Musician**

The Musicians Guild of Baltimore & Vicinity sets the fees for musicians. The current fee is \$150.00 per funeral or memorial service. For all funerals and memorials held at Central, persons making funeral or memorial service arrangements on behalf of both, members and non-members, must contact the Director of Music directly by phone to (410) 233-8558 ext. 18 or (410) 978-1353.

### **2. Officiating Minister**

Usually, the senior pastor or a member of the ministerial staff will officiate over the funerals and memorials held at Central. To engage the service of an outside officiating minister requires the approval of the senior pastor.

For members in good standing, there is no fee for the services of the officiating minister. However, donations and honorariums are appropriate. In the event that the senior pastor cannot officiate, the church will provide a donation for a member of the church's ministerial staff or an outside minister approved by the senior pastor. For non-members, the fee for the officiating minister is \$150.00.

**3. Church Facilities**

No fees are charged for the use of the church facilities for members in good standing. For non-members, the following fees apply:

<b>Sanctuary</b>	<b>\$250.00</b>
<b>Multi-Purpose Room</b>	<b>\$150.00</b>
<b>Custodian</b>	<b>\$140.00</b>
<b>Kitchen</b>	<b>\$150.00</b>
<b>Multi-Purpose Room &amp; Kitchen</b>	<b>\$275.00</b>

**4. Meals and Repasts**

The church contributes \$150.00 toward a meal or repast (serves approximately 75 people) held in the Multi-Purpose Room immediately following the funeral or memorial service only for members in good standing.

The Food Coordinator organizes all food preparation and serving and has full discretion over selecting the menu. If the bereaved family specifies a special menu or requests food for an additional number of people, an additional fee determined by the Food Coordinator must be paid. All fees are payable in advance.

Special food serving arrangements must be made in consultation with the Food Coordinator. All families taking advantage of the meal or repast at the church must follow the Maryland State Food Safety Regulations. These regulations severely limit contributions of food and restrict the removal of food from the premises unless carryout waivers are signed.

No monetary donation shall be made toward the meal or repast on behalf of non-members.

**5. Funeral and Memorial Service Programs**

The church does not provide printed programs of any kind for funeral or memorial services for members or non-members.

**D. Times for Funeral and Memorial Services**

Funeral and memorial service times are scheduled by the Bereavement Ministry in consultation with the senior pastor. Funeral and memorial services will not be scheduled on Sunday during the time of the regular worship service.



## **E. The Bereavement Ministry**

The senior pastor appoints the members of the Bereavement Ministry. The responsibilities of the Bereavement Ministry include:

1. Meet with the bereaved family;
2. Review the church funeral or memorial service guidelines with the family;
3. Schedule the date and time for the requested service;
4. Inform the senior pastor of special requests and or exceptions;
5. Consult and coordinate with the pastor;
6. Advise the deacon and trustee chairpersons;
7. Contact the music director and other ministries, as appropriate;
8. Contact the Bereavement Food Coordinator, if necessary; and,
9. Conduct post-assessment evaluations for funeral and memorial services.

## Leadership Training

Members serving in leadership positions are required to attend leadership training. The senior pastor schedules, conducts, or otherwise arranges for all leadership training sessions. Members serving in the positions listed below are required to attend leadership training.

These individuals will be notified of the date, time, and place of the leadership training session(s) they are to attend.

- Administrator
- Church Office staff
- Communications Director
- Core Ministry Directors (Christian Education, Congregational Care, Family Life, Music, and Outreach)
- Deacons
- Ministers
- Trustees

## Need Music?

The Music Ministry serves the church in accordance with the pastor's program for the church and the annual church calendar. Therefore, you do not have to request music for these activities. However, you must request musical support, including the performance of a choir or soloist, for dates and events not previously scheduled on the church calendar. All requests are subject to availability.

A request for musical support, including the performance of a choir or soloist, is required for:

- Any event or activity not sponsored by the church; or,
- Any event or activity not scheduled on the church calendar at least 60 days in advance.

Send your request by email only to: **CBC\_Communications@comcast.net**. Include **"Request for Music Ministry"** in the subject line of your email. You may also make your request online by using the **"Request for Music Ministry"** form at [www.TheCentralBaptistChurch.org/Forms](http://www.TheCentralBaptistChurch.org/Forms).

All requests must be received no less than 60 days in advance of the date of the activity and include the information shown below.

1. Name, date, and time of activity;
2. Name of the activity sponsor;
3. Supporting theme and scripture, if applicable;
4. Name of preacher, church, choir, or other group invited to participate, if applicable;
5. Name of musician, soloist, or choir you are requesting to perform;
6. Name of song(s), if you have a preference; and,
7. Name, phone number, and email of contact person.

A timely request does not mean that your request will be filled. All requests are subject to availability. Late requests, however, will not receive consideration.

**NOTE:** Inviting outside guests, groups, speakers, and preachers must be approved by the senior pastor and coordinated through the Church Office.

## Photos and Recordings

### A. Photos and Recordings Disclaimer Policy

Occasionally, we take photos and recordings (audio and video) of members, including children, while engaged in church activities, with the intent of using selected photos or recordings in promotional materials and on our website. Your attendance at any Central Baptist Church worship service, event, program, or other church-sponsored activity (solely or in part) constitutes your consent to being photographed or recorded. To protect your privacy, however, we will not identify the photo or recording using your full name or any other personally identifiable information without your signed written consent. According to Maryland state law, the following individuals may consent:

1. The individual who is the subject of the photo or recording;
2. A birth or legally adoptive parent or legal guardian of a minor child (under age 18), who is the subject of the photo or recording; or,
3. The legal guardian of an incompetent adult who is the subject of the photo or recording.

You may be asked to submit proof of your relationship to the subject individual.

### B. Photos and Recordings Disclaimer Release Form

If you give us your consent to use a photo or recording of you with identifying information such as your full name or other personally identifiable information, you must sign an **Indemnity & Release Form-General Use** or **Indemnity & Release Form-Minor Child**, whichever is applicable. These forms can be obtained from the Church Office or downloaded from our website at [www.TheCentralBaptistChurch.org/Forms](http://www.TheCentralBaptistChurch.org/Forms).

## Printed Materials

### I. Sunday Bulletin

The Office of Communications produces the Sunday bulletin. Before sending announcements for publication, you must:

- Ensure that the Core Ministry Director is aware of the activity;
- Verify that the activity appears on the church calendar;
- For new, first-time activities, obtain the approval of the senior pastor; and
- For new, first-time activities, include the senior pastor's approval with the bulletin announcement you send for publication.

#### A. Bulletin Announcements Deadline

All announcements for the Sunday bulletin are due on Wednesday of each week by 12:00 noon.

#### B. How to Submit Announcements

We no longer accept bulletin announcements by fax or paper. You may send announcements by email to: [CBC\\_Communications@comcast.net](mailto:CBC_Communications@comcast.net). Include "Sunday Bulletin Announcement" in the subject line of your email.

If your announcement does not require the approval of the senior pastor, we prefer you submit your announcement using the "Sunday Bulletin Announcement Form" online at [www.TheCentralBaptistChurch.org/Forms](http://www.TheCentralBaptistChurch.org/Forms). If you need help with submitting your announcement, the Core Ministry Directors or the Church Office can help you.

#### C. Announcements Sent by Email

If you send your announcement by email, include the information listed below.

1. The senior pastor's approval of the activity if it is a new, first-time activity;
2. The activity name, description, contact person, date, time, and location;
3. Name of the activity sponsor;
4. Cost and payment information, if applicable; and,
5. Contact information of the submitter (name, phone, and email).

#### D. Duration of Announcements

Generally, announcements run two weeks. Longer run times are reviewed on a case-by-case basis.

## **E. Bulletin Inserts & Flyers**

To reduce printing costs, bulletin inserts and flyers are distributed on a discretionary basis.

## **F. Posters**

The use of poster and banner displays are encouraged. One large poster (16" x 20") or oversize poster (24" x 36") can be produced for a fraction of the cost to print 250-300 color flyers.

## **G. Materials Received from Outside Sources**

Materials received from outside sources and placed on display in the church lobby or any other area of the church implies that the senior pastor and the church supports the activity or information. The Office of Communications has responsibility for reviewing materials received from outside sources before placing them on display.

# **II. Newsletter**

The Office of Communications produces the church newsletter. The newsletter is an abbreviated news source which includes articles about the church, her ministries, and the community. We proudly announce the publication of the **"FAITH Central"** newsletter beginning this year.

## **A. Vision Statement**

A world bathed in the Love of God through the knowledge of the Gospel of Jesus Christ.

## **B. Mission Statement**

The Newsletter Ministry is composed of people who are called by Jesus Christ to be His ambassadors in the world. We strive to:

- Report Christian-based news, activities, and programs to the church and community.
- Provide a lifeline to everyone in the church.
- Share the gospel through brief stories and meditations.
- Encourage and uplift the sick and the shut-in.
- Teach doctrinal truths.
- Foster a community of prayer.
- Share the vision of the church and her ministries to the community.
- Promote and advertise the church.
- Shape a community based upon love and understanding.

## C. Rollout Dates

### 1. February 2015

Distribution will include:

- **Online**  
Accessible from our church website: [www.TheCentralBaptistChurch.org](http://www.TheCentralBaptistChurch.org).
- **Hardcopy Print**  
Hand-delivered to sick and shut-in members and a limited number of printed copies available in the church lobby until exhausted. We encourage email delivery.
- **E-mail**  
E-mailed to persons who signed up online to receive an electronic copy of the newsletter.

### 2. September 2015

Distribution will include delivery by postal mail (Every Door Direct Mail (EDDM)) to selected zip codes.

## D. How to Submit Articles

We encourage articles of Christian interest or celebration only. You may submit articles for publication **consideration** using the “Newsletter Article Submission Form” online at [www.TheCentralBaptistChurch.org/Forms](http://www.TheCentralBaptistChurch.org/Forms). If photos or other documents accompanies your article, send by email only to: **CBC\_Communications@comcast.net**. Include **“Newsletter Article”** in the subject line of your email. If you need help with submitting an article, the Core Ministry Directors or the Church Office can help you.

## E. Guidelines to Submit Articles

News about church events, faith-based organizations, communities, human interest stories, and ministry good news stories are welcome. Please note the following guidelines before writing and submitting your article:

1. **Submit articles, stories, and similar writings that edify Christian life.** This includes articles about ministry activities; articles that explore theological themes from a biblical, historical, or application-based perspective; articles about Church worship and related topics, such as music, worship leadership, celebrations, pastoral insights, and fellowship activities. Personal interest inspirational stories are also welcome. **Beware of copyright laws.**
2. **Submit articles of 300 words or less.**
3. Ensure your article is about current issues that are relevant to today's church.
4. Be certain your writing focuses on a specific topic. Write so the information can be easily read and understood, moving from an introduction to conclusion.

5. When quoting material, refer to sources (such as books, magazines, or articles) and include a footnote with full reference.
6. Identify the Bible version(s) you use, and include this information in the text.
7. Label all photos submitted with your article by identifying who, what, when, where.
8. Submit article(s) and related photo(s) (if any) by the specified deadlines.

**NOTE:** The Office of Communications reserves the right to edit all articles without prior notification.

## **F. Newsletter Advertising**

Newsletter advertising opportunities are available for a small donation. All donations go toward the newsletter publishing costs. For more information about advertising in the newsletter, send your inquiry to: **CBC\_Communications@comcast.net**. In the subject line of your email, type: **"Attention: Newsletter Ads Coordinator."** General donations are also acceptable.

## **G. Deadlines for Submitting Newsletter Articles and Advertising**

The deadline for submitting newsletter articles and advertising is:

- The 14<sup>th</sup> day of January and March through December.
- The February deadline is February 10.

Articles received after the deadline dates must be resubmitted for future publishing consideration. Submitters will be notified.

# **III. Annual Day Activities**

## **A. Programs & Events**

The senior pastor appoints the chairperson(s) for annual days and other churchwide events such as listed below.

- Christian Education Day
- Church Revival
- Fallfest
- Goodwill Fellowship
- Homecoming & Family and Friends Day
- Men & Women's Day
- Youth & Young Adult Day



## 1. Chairperson(s)

The responsibilities of the chairperson(s) are to:

- a. Select an annual day theme and supporting scripture together with the other committee members;
- b. Establish a communication strategy (e.g., bulletin announcements, posters, banners);
- c. Contact the Food Manager regarding the meal and dining arrangements for the annual day, if applicable (the Food Manager will prepare the food requisition);
- d. Submit requisitions to the Trustee Office for decorations, honorariums, and other items, as necessary;
- e. Contact the Flower Ministry to request special floral arrangements for the pulpit and corsages and boutonnieres for guests, if applicable;
- f. Submit requests for preachers and speakers to the Church Office (the Church Office will secure the pastor's approval of suggested preachers and speakers and if approved, prepare and track the necessary invitational correspondence);
- g. Maintain a complete knowledge and status of the planned activities for the annual day; and,
- h. Oversee the activities of the program committee to ensure that the Church Office receives the annual day program in a timely manner.

## 2. Program Committee Chairperson(s)

The Program Chairperson is responsible to review the final draft program and provide his or her approval to send the final draft for publication. All information, photos and write-ups for the program should be submitted together at one time. **Do not send an incomplete program to the Office of Communications.**

The responsibilities of the program Chairperson are to:

- a. Submit requests for any special paper or other materials needed for the program to the Church Office;
- b. Submit recommendations for outside preachers, singers, or other persons to the Church Office;
- c. Contact the Director of Music to recommend or obtain hymns for the service;
- d. Gather and provide information regarding the person who will respond to the welcome such as, full name, title, and name of the church or other affiliation (city and state, if outside Maryland), ensuring that all information is accurate and spelled correctly;
- e. Gather and provide information regarding any soloists, dancers, or other performance groups such as, full name, title, and name of the church or other affiliation (city and state, if outside Maryland), ensuring that all information is accurate and spelled correctly;
- f. Work together with the program committee to select the responsive reading;
- g. Work together with the program committee to select person(s) to act as worship leader(s), read the scripture, deliver the children's message and prayer, deliver memorial messages and special presentations, and appeal for the tithes and offerings.

### 3. Program Secretary

The Program Secretary has responsibility for sending the final draft program to the Office of Communications for publication. The Program Secretary should submit all information for the program, including photos, write-ups, and any other information, at the same time. **Do not send an incomplete program to the Office of Communications.**

The responsibilities of the Secretary are to:

- a. Maintain a copy of the committee meeting notes and a copy of the final draft program in the event of question or discrepancy;
- b. Send a copy of the complete final draft program, including all photos and other write-ups by email only to: CBC\_Communications@comcast.net; and,
- c. Provide the name, phone number, and email address of a contact person who can answer questions about the program.

### B. Role of the Office of Communications

**The Office of Communications is not responsible for securing missing program information. Incomplete programs will be returned to the sender.** Upon receipt of a completed draft program, the Office of Communications will:

1. Verify that the program is complete;
2. Obtain (a) the pastor's approval to print the program and (b) the pastor's congratulatory message, if applicable;
3. Notify the contact person of the pastor's approval;
4. Draft the program design and layout and include the regular weekly bulletin announcements and the sick list;
5. Share a completed draft design of the program with the chairpersons and resolve any last minute changes before printing, if the program has been received by the due date; and,
6. Submit the final design program for printing.

### C. Role of the Church Office

**The Church Office is not responsible for securing missing program information.** The Church Office has responsibility to:

1. Obtain the pastor's approval for inviting guest speakers and preachers;
2. Initiate and follow-up all correspondence for inviting guest speakers and preachers;
3. Obtain special paper or other materials requested by the program committee for the printed program; and,
4. Print the final draft, unless referred to an outside printer.

## D. Due Dates for Printed Materials

<b>Publication</b>	<b>Due Date</b>
<b>Annual Day Programs</b>	Four weeks in advance
<b>Afternoon Programs</b>	Three weeks in advance
<b>Tickets, Invitations</b>	Three weeks in advance
<b>Posters, Banners</b>	Four weeks in advance

## Robocalls

Robocall technology uses computers to deliver pre-recorded messages. We have adopted the use of robocalls to contact members with need-to-know information. Because this technology is a budgeted expense, we will use it only to deliver emergency or essential information that cannot be provided timely by placement in the Sunday bulletin or other group setting.

The Office of Communications processes all robocalls. The calls are distributed to member phone numbers recorded with the Church Office. Each member has responsibility to ensure that the Church Office has his or her correct contact phone number. We may use robocall technology to notify you of:

1. Activities in which the senior pastor has personal involvement, acting on behalf of the church, and publicly requests membership attendance or support.
2. The death and or funeral arrangements of a member with the permission of the decedent's family.
3. The death and or funeral arrangements of an immediate family member of a member, whether or not the deceased individual was a member of the church, and with the permission of the decedent's family.

**NOTE:** The Privacy Act does not apply to deceased individuals. However, there may be privacy rights and concerns of surviving family members which are protected by law. Therefore, before we release any information about the deceased individual, we must ensure that we have the permission of decedent's family.

For our purpose, immediate family members include:

- b. Spouse
  - c. Parent
  - d. Grandparent
  - e. Natural, adopted, half, and step siblings
  - f. Natural, adopted, half, and step children
  - g. Grandchildren
  - h. In-laws
4. Life-threatening emergencies involving a member;
  5. Closings due to inclement weather;
  6. Emergencies prohibiting the use of the church or any of her properties; and,
  7. Any issue affecting the health and safety of individuals.

## Use of the Multi-Purpose Room and Kitchen

In accordance with the Baltimore City Fire Department regulations, 150 people may be seated in our Multi-purpose Room. Following is a combined list of church and Health Department guidelines.

1. Contact the Food Manager to learn of the availability of the Multi-Purpose Room and kitchen at least 60 days in advance.
2. Obtain and use the Kitchen Ministry form to list your menu and select a color scheme (optional) for your event. Return the form to the Food Manager or Church Office within 2-5 days.
3. Notify the Food Manager if your activity requires monies being held by the Trustee Ministry. Be sure to confirm the amount. The Food Manager obtains all food and prepares the requisition for any monies held by the Trustees.
4. The Multi-Purpose Room and Kitchen are not usually available on the day preceding an annual day.
5. Members may only bring prepared foods (e.g., McDonalds, home-cooked) into the church for yourself to eat. You may not bring prepared food into the church for others to eat. See the Food Manager for more details.
6. Familiarize yourself with the posted Health Department policy and procedures signs.

## Visitors

Visitors are an opportunity for us to grow our church. Therefore, we must always strive to make a good “**first impression**” whenever God sends visitors our way. Our goal is to give first-time and regular visitors, a friendly greeting so they may experience the presence of God’s Spirit through us.

### A. Services We Provide

We provide direct and indirect services to all visitors. The four ministries listed below primarily provide direct services.

#### 1. **Safety & Security Ministry**

Members of the Safety and Security Team Ministry will most likely be first to greet the visitor. A security team member assists with locating available parking, and directs the visitor to a member of the Usher Ministry.

#### 2. **Usher Ministry**

Most often, the Usher Ministry is the first to recognize and greet the visitors with a friendly smile, hug, or handshake. The Usher Ministry usually distributes a welcome packet containing a Visitor Card and instructs the visitor to complete the card and deposit it on the offering table.

#### 3. **Hospitality Ministry**

The Hospitality Ministry delivers the welcome greeting during the Sunday Worship service and instructs the visitor to complete the visitor’s card and return it to us during the offering time.

#### 4. **Congregational Care Ministry**

The Congregational Care Ministry has responsibility to follow-up with visitors. They make telephone calls to learn if the visitor enjoyed our service, if they have prayer requests, or if they have other questions about our church.

### B. The Visitor Card

The Visitor Card contains personally identifiable information about the visitor that helps us to stay in contact with the visitor and to service any need. We restrict access to the personal information contained on the visitor card only to those members who have a need-to-know the information in the performance of ministry-related duties and responsibilities for providing church products or services.

## **C. Handling the Visitor Card**

We maintain safeguards that meet or exceed federal and state requirements for handling personally identifiable information to ensure that the visitor feels welcome and comfortable with supplying his or her personal information to us. Use the procedures listed below for handling the visitor card.

### **1. Usher Ministry**

- Hands out the Visitor Packet to visitors;
- Ask visitors to complete the Visitor Card located inside the Visitor Packet; and,
- Instructs visitors to deposit the card in the designated box on the offering table.

### **2. Trustee Ministry**

- Removes the Visitor Card box from the Offering Table along with the tithes and offerings;
- Leaves the Visitor Card box on the desk behind the pulpit.

### **3. Hospitality Ministry**

- Retrieves the Visitor Cards from the box;
- Leaves the Visitor Card box on the desk behind the pulpit.

## Weddings

The Church Wedding Coordinator oversees and manages all weddings held at the church. The “**Schedule of Fees**” table below displays the fees the wedding couple must pay for the use of our church, including the services of the Church Wedding Coordinator. The following guidelines also apply.

### A. Church Wedding Coordinator

The Church Wedding Coordinator is the primary point of contact for weddings. The Church Wedding Coordinator provides the following services:

- Coordinates the date and time of the rehearsal, ceremony, and reception, if applicable;
- Facilitates communication between the wedding couple and the church staff;
- Provides access to the church at the designated time for the rehearsal, wedding ceremony, and reception;
- Provides available options for the order of service, vows, and decorations;
- If necessary, advises the bridal party on available space to dress before the wedding; and,
- Provides guidance on the set-up of the sanctuary and reception area (wedding parties are responsible to physically set-up and take down and return chairs, tables, and decorations).

The Church Wedding Coordinator is present and available during the rehearsal and wedding to ensure that things run smoothly. Wedding couples are welcome and encouraged to engage your own Wedding Coordinator. For more information about scheduling a wedding, you may obtain a copy of our wedding packet from our website at [www.TheCentralBaptistChurch.org/Forms](http://www.TheCentralBaptistChurch.org/Forms) or contact the church and request to speak with the Church Wedding Coordinator.

### B. Scheduling the wedding

Although we schedule weddings on a “first-come, first-served” basis, they do not supersede the scheduling of regular church activities. In addition, we do not hold wedding dates on our calendar. Wedding dates are placed on the church calendar only after we have received the good-faith deposit. We will only schedule one wedding per day.

Weddings are not scheduled on:

- Any Sunday
- The week between Christmas Eve and New Year's Day
- Easter Weekend
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend
- Sunday before through Saturday on the week of Vacation Bible School



## **C. Pre-marital counseling**

Pre-marital counseling consists of four (4) counseling sessions with the senior pastor. We require pre-marital counseling for every couple getting married at Central. If you prefer outside pre-marital counseling, you must submit a letter on official letterhead from a licensed counselor certifying that you have received or are scheduled to receive such counseling.

## **D. Senior Pastor**

The senior pastor will be present at the wedding rehearsal and on the day of the wedding service to lead and perform the wedding. Most likely, the senior pastor will be unable to attend or participate in the rehearsal dinner and or the wedding reception.

## **F. Wedding rehearsal**

Out of respect for everyone's time, we require that the entire wedding party be present and ready to start at the set time of the rehearsal.

## **G. Marriage license**

The wedding couple should deliver the marriage license to the Church Wedding Coordinator at, or prior to, the rehearsal.

## **H. Church use**

1. Rental of the church facility will begin and end at the times agreed upon and arranged with the Church Wedding Coordinator.
2. All rooms are to be left in the same condition and arrangement as found.
3. Decorations must not be fastened to the woodwork or furniture with screws, nails, or wire. Masking tape, removable clips, and removable 3M hooks are acceptable. The wedding couple is responsible for removing all decorations and fasteners within the contract time frame.
4. No smoking or alcoholic beverages are allowed in the building or on the church grounds at any time.
5. The wedding party must provide all food, drinks, and serving items for the reception, and containers and bags for left-over food items.
6. The wedding party is responsible to cover the cost of professional cleaning, as the result of food and drink spills.
7. The wedding party is responsible to remove litter and debris from the parking lot and church grounds left by wedding guests.
8. No food or drinks are permitted beyond the kitchen and dining areas.
9. The sound, lighting, and video equipment may only be operated by a church technician.
10. The church nursery and child care providers are not available for weddings.
11. Throwing rice, birdseed, or confetti is not permitted.
12. Cellular phones may not be used during the wedding service.

13. The church does draft or print wedding programs. However, we can refer you to someone. In all instances, the senior pastor must approve the order of service before printing.
14. No flash pictures may be taken by guests or professional photographers during the actual ceremony until after the benediction. Photographers and guests may take time exposure photographs.
15. Videos may be recorded only if additional lighting is not necessary.
16. The Central Baptist Church is not responsible for theft or damage to wedding gifts or other items brought on church property by the wedding party or guests.

## **I. Church Equipment**

The following equipment is available in the main Sanctuary:

- Organ
- Piano
- Sound system
- Lighting system
- Video system
- Chairs and pews

The following equipment is available in the Multi-purpose Room:

- Sound system
- Video system
- Tables and chairs

Only a Central technician may operate technical equipment. See the "Schedule of Fees" table below for the applicable costs.

## **J. Musician**

We prefer that you employ one of the church's musicians to play for your wedding. Outside musicians, if used, must be trained musicians approved by Central's Director of Music.

## **K. Music**

The senior pastor and the director of music must approve all wedding music. The selection of vocal, instrumental, and organ music should be worship centered. Popular secular music, which does not have a divine-religion dimension, is more appropriate for the wedding reception. Taped music is discouraged. If used, however, an additional fee may apply.

## L. Reception

The Multi-purpose Room is available for small wedding receptions. It seats 150 people. Smoking and drinking alcohol are not allowed on the church properties. Please discuss your particular desires with the Church Wedding Coordinator.

## M. Cancellation

If you are required to pay the "facility usage fee," this fee is non-refundable if you should cancel the wedding date reservation.

## N. Late fee

A late fee of \$75 accrues every 30 minutes for the late start of the wedding service. Late fees are paid in cash only, directly to the Church Wedding Coordinator.

## O. Schedule of Fees

<b>Costs</b>	<b>Non-member</b>	<b>Member</b>
Facility User Fee (non-refundable)	\$250.00	\$0.00
Church Wedding Coordinator	200.00	175.00
Pastoral Services & Counseling	300.00	150.00
Musician	300.00	150.00
Lighting, Sound, Video Technician	70.00	0.00
Sanctuary	400.00	0.00
Multi-purpose Room & Kitchen	600.00	425.00
Custodian (1)	150.00	125.00
Security (1)	30.00	30.00
<b>Total</b>	<b>\$2,300.00</b>	<b>\$1,055.00</b>

## P. Payment of Fees

A good-faith deposit (one-third ( $\frac{1}{3}$ )), is payable at the time you sign the wedding contract. The balance is due within 20 days of the date of the wedding. We will only accept payments in cash or by cashier's check or money order made payable to "The Central Baptist Church."

**Part III**

**2015 Church Calendar**

## First Quarter 2015

### *January*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sun</i>	25	1:30p	Scholarship's College & Careers Brunch
<i>Tue</i>	27	5:30p	Community Forum
<i>Wed</i>	28	6:00p	Focus on Family
<i>Fri-Sat</i>	30-31		GWCEA, National Capital Christian Education Conference
<i>Sat</i>	31	8:30a	Churchwide Prayer Breakfast

### *February*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sun</i>	1	9:45a	Commitment Sunday
<i>Sat</i>	7	3:30p	Health & Wellness Seminar
<i>Sun</i>	8	9:45a	National Wear Red Sunday & Installation of 2015 Officers
<i>Fri</i>	13	6:30p	Evangelism's Movie Night
<i>Sun</i>	15	9:45a	COMMUNION
<i>Tue</i>	24	5:30 p	Community Forum
<i>Wed</i>	25	6:00p	Focus on Family
<i>Sat</i>	28	11:00a	Scholarship's Black Awareness Luncheon

### *March*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Mon-Fri</i>	2-6		UBMC, Statewide Institute
<i>Sat</i>	14	11:00a	New Members Fellowship
<i>Sun</i>	15	9:45a	COMMUNION
<i>Fri</i>	20	6:00p	Mentoring Workshop
<i>Tue</i>	24	5:30p	Community Forum
<i>Wed</i>	25	6:00p	Focus on Family
<i>Sat</i>	28	11:00a	Church School's Resurrection Luncheon
<i>Sun</i>	29	9:45a	Palm Sunday

## Second Quarter 2015

### *April*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Wed</i>	<b>1</b>	<b>6:00p</b>	<b>Second Quarter Prayer Service</b>
<i>Thu</i>	<b>2</b>	<b>6:00p</b>	<b>Holy Thursday Service</b>
<i>Fri</i>	<b>3</b>	<b>12:00n</b>	<b>Good Friday, Location TBA</b>
<i>Sun</i>	<b>5</b>	<b>9:45a</b>	<b>Easter Sunday</b>
<i>Fri</i>	<b>10</b>	<b>6:30p</b>	<b>Evangelism's Movie Night</b>
<i>Sun</i>	<b>19</b>	<b>9:45a</b>	<b>COMMUNION</b>
<i>Wed</i>	<b>22</b>	<b>6:00p</b>	<b>Focus on Family</b>
<i>Tue</i>	<b>28</b>	<b>5:30p</b>	<b>Community Forum</b>

### *May*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sun</i>	<b>3</b>	<b>9:45a</b>	<b>Annual Christian Education Day</b>
<i>Sun</i>	<b>10</b>	<b>9:45a</b>	<b>Mother's Day</b>
<i>Sat</i>	<b>16</b>	<b>3:00p</b>	<b>Flower Ministry's 16<sup>th</sup> Annual Birthday Gala</b>
<i>Sun</i>	<b>17</b>	<b>9:45a</b>	<b>COMMUNION</b>
<i>Mon</i>	<b>18</b>	<b>7:00p</b>	<b>UBMC, Pre-Convention Concert, Location TBA</b>
<i>Tue-Fri</i>	<b>19-22</b>		<b>UBMC Annual Session, Location TBA</b>
<i>Tue</i>	<b>26</b>	<b>5:30p</b>	<b>Community Forum</b>
<i>Wed</i>	<b>27</b>	<b>6:00p</b>	<b>Focus on Family</b>
<i>Sun</i>	<b>31</b>	<b>9:45a</b>	<b>Missionary Sunday</b>

### *June*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Mon-Fri</i>	<b>8-12</b>		<b>Hampton University Ministers' Conference, Hampton, Virginia</b>
<i>Fri</i>	<b>12</b>	<b>6:30p</b>	<b>Evangelism's Movie Night</b>
<i>Sun</i>	<b>14</b>	<b>9:45a</b>	<b>Annual Children's Day</b>
<i>Tues</i>	<b>16</b>	<b>6:00p</b>	<b>UBMC, BCCE Delegates' Bon Voyage Fellowship</b>
<i>Sun</i>	<b>21</b>	<b>9:45a</b>	<b>COMMUNION   Father's Day</b>
<i>Mon-Fri</i>	<b>22-26</b>		<b>National Baptist Congress of Christian Education, Detroit, MI</b>
<i>Mon-Fri</i>	<b>22-26</b>	<b>9:00a</b>	<b>Vacation Bible School</b>
<i>Tue</i>	<b>23</b>	<b>5:30p</b>	<b>Community Forum</b>
<i>Wed</i>	<b>24</b>	<b>6:00p</b>	<b>Focus on Family</b>
<i>Fri</i>	<b>26</b>	<b>6:00p</b>	<b>Vacation Bible School Closing Program</b>

## Third Quarter 2015

### *July*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sun</i>	5	9:45a	Cap & Gown Day
<i>Mon-Fri</i>	6-10		UBMC, BCCE, Annual Session, Wayland Baptist Church
<i>Wed</i>	8	6:00p	Third Quarter Prayer Service
<i>Sat</i>	11	11:00a	New Members Fellowship
<i>Sun</i>	12	9:45a	Youth & Young Adult Day
<i>Sun</i>	19	9:45a	COMMUNION
<i>Wed</i>	22	6:00p	Focus on Family
<i>Sun</i>	26	9:45a	College Day
<i>Tue</i>	28	5:30p	Community Forum

### *August*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Mon-Fri</i>	10-14		118 <sup>th</sup> Annual Lott Carey Convention, Greensboro, NC
<i>Sun</i>	16	9:45a	COMMUNION

### *September*

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Mon-Fri</i>	7-11		National Baptist Convention, USA, Memphis, TN
<i>Sat</i>	12	10a-3p	Annual Fallfest
<i>Sun</i>	13	9:45a	Pastor Appreciation Sunday
<i>Sat</i>	19	10a-3p	Annual Community Fallfest
<i>Tue</i>	22	5:30p	Community Forum
<i>Wed</i>	23	6:00p	Focus on Family
<i>Fri-Sat</i>	25-26		Christian Education Weekend, Friendship Baptist Church
<i>Sun</i>	27	9:45a	Homecoming & Family and Friends Day

## Fourth Quarter

### October

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sun</i>	4	3:30p	Ushers' Afternoon Celebration Service
<i>Wed</i>	7	6:00p	Quarterly Prayer Service
<i>Thu</i>	8	7:00p	Revival, Mt. Zion Baptist Church, 520 Lewis St, Havre de Grace
<i>Fri</i>	9	6:00p	Mentoring Workshop
<i>Fri</i>	9	6:30p	Evangelism's Movie Night
<i>Sat</i>	10	3:00p	Flower Ministry's Hats Tea Party
<i>Sun</i>	25	9:45a	31 <sup>st</sup> Annual Men & Women's Day
<i>Tue</i>	27	5:30p	Community Forum
<i>Wed</i>	28	6:00p	Focus on Family
<i>Sat</i>	31	11:00a	Children's Harvestfest

### November

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Sat</i>	7	5:00p	Annual Scholarship Concert
<i>Sat</i>	14	11:00a	New Member Fellowship
<i>Sun</i>	15	9:45a	COMMUNION
<i>Sat</i>	21	8:00a	Churchwide Institute
<i>Tue</i>	24	5:30p	Community Forum
<i>Wed</i>	25	6:00p	Focus on Family
<i>Thu</i>	26		Thanksgiving Day

### December

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
<i>Wed</i>	2	7:00p	Pre-Deacon, Deaconess, and Trustee Day Worship Service
<i>Sun</i>	6	9:45a	Deacon, Deaconess, and Trustee Day
<i>Mon-Thu</i>	7-10		Sunday School Publishing Board Conference
<i>Sat</i>	12	1:00p	Goodwill Fellowship
<i>Sun</i>	20	9:45a	COMMUNION
<i>Tue</i>	22	5:30p	Community Forum
<i>Wed</i>	23	6:00p	Focus on Family
<i>Fri</i>	25		Christmas Day
<i>Thu</i>	31	6:30p	New Year's Eve Service



**Part IV**

**2015 Pastor Appointments**

*(Listed alphabetically by Ministry)*

***Bereavement Ministry***

<b><i>Coordinator</i></b>	Margaree Lee
<b><i>Co-Coordinator</i></b>	

***Children's Ministry***

<b><i>Coordinator</i></b>	Rita Ford-Farmer
<b><i>Co-Coordinator</i></b>	Sharon Baldwin

***Christian Education Ministry Department***

<b><i>Director</i></b>	Lois McLaughlin
<b><i>Assistant Director</i></b>	Deacon Kenneth Suggs

***Church School***

<b><i>Superintendent</i></b>	Myra Staples
<b><i>Assistant Superintendent</i></b>	

***Communications Ministry***

<b><i>Director</i></b>	Edith V. McCracken
<b><i>Projects Coordinator</i></b>	Deaconess Mildred Suggs

***Congregational Care Ministry Department***

<b><i>Director</i></b>	Deaconess Edith C. Fulmore
<b><i>Assistant Director</i></b>	

***Culinary Ministry***

<b><i>Food Manager</i></b>	Barbara James
<b><i>Assistant Food Manager</i></b>	Annie Gregg

***Curriculum Leadership Ministry***

<b><i>Coordinator</i></b>	Edith Dowdell
<b><i>Assistant Coordinator</i></b>	Martha Turner

***Evangelism Ministry***

<b><i>Coordinator</i></b>	Clara Carroll
<b><i>Assistant Coordinator</i></b>	Carrie Williamson

***Family Life Ministry Department***

<b><i>Director</i></b>	Angela Tates
<b><i>Assistant Director</i></b>	

***Flower Ministry***

<b><i>Chairperson</i></b>	Irish McNeill
<b><i>Co-Chairperson</i></b>	Mildred Fletcher

***Gift of Love Center***

<b><i>Coordinator</i></b>	Deaconess Glenda Fulmore
<b><i>Co-Coordinator</i></b>	Deaconess Merian Bates

***Health and Wellness Ministry***

<b><i>Coordinator</i></b>	Malvenia Cox
<b><i>Co-Coordinator</i></b>	Velma Brooks

***Homecoming and Family & Friends Day***

<b><i>Chairperson</i></b>	Gwendolyn Taylor
<b><i>Co-Chairperson</i></b>	Judith Scott

***Men & Women's Day, 31<sup>st</sup> Annual***

<b><i>Chairperson</i></b>	Maurice Mayo
<b><i>Co-Chairperson</i></b>	Deaconess Diane Yelverton

***Men's Ministry***

<b><i>Coordinator</i></b>	Rev. Kendall R. Shoats
<b><i>Co-Coordinator</i></b>	Deacon Kenneth Suggs

***Missionary Ministry***

<b><i>President</i></b>	Claudia Dock
<b><i>Vice President</i></b>	Deaconess Darlene Taylor

***Music Ministry Department***

<b><i>Director</i></b>	Dr. Winston R. Gray
<b><i>Assistant Director</i></b>	

***New Member Orientation Ministry***

<b><i>Coordinator</i></b>	Margaret Robbins
<b><i>Co-Coordinator</i></b>	Deacon Joseph L. Edmonds

***Nursery Ministry***

<b><i>Coordinator</i></b>	Bernice Diggs
<b><i>Co-Coordinator</i></b>	Rhonda Jackson

***Outreach & Community Resource Ministry Department***

<b><i>Director</i></b>	Dr. Gail N. Edmonds
<b><i>Assistant Director</i></b>	Deborah Winfield

***Recreation & Activities Ministry***

<b><i>Coordinator</i></b>	Deacon William Tates
<b><i>Co-Coordinator</i></b>	Lolietta Braxton

***Retention Ministry***

<b><i>Coordinator</i></b>	Horace Love, Jr.
<b><i>Co-Coordinator</i></b>	

***Revival Committee***

<b><i>Coordinator</i></b>	René Owens
<b><i>Co-Coordinator</i></b>	Deacon Kenneth Suggs

***Safety & Security Ministry***

<b><i>Coordinator</i></b>	Deacon Johnny Dabney
<b><i>Co-Coordinator</i></b>	

***Scholarship Ministry***

<b><i>Coordinator</i></b>	Barbara Robinson
<b><i>Co-Coordinator</i></b>	

***Singles Ministry***

<b><i>Coordinator</i></b>	Gwendolyn Taylor
<b><i>Co-Coordinator</i></b>	

***Sister Keepers Women's Ministry***

<b><i>Coordinator</i></b>	
<b><i>Co-Coordinator</i></b>	

***Vacation Bible School & Summer Camp***

<b><i>Coordinator</i></b>	Joyce Pretlow
<b><i>Co-Coordinator</i></b>	

***Wedding Coordinator***

<b><i>Coordinator</i></b>	Dr. Winston R. Gray
<b><i>Assistant Coordinator</i></b>	Emma Richardson

***Youth & Young Adult Ministry***

<b><i>Coordinator</i></b>	Terry Long
<b><i>Co-Coordinator</i></b>	Carolynette Snowden