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# PASTORAL MINISTRY TEAM POLICY AND PROCEDURES

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## **Newington Baptist Church Pastoral Ministry Team Consists of Six Teams: Leadership Action Team, Fellowship of Deacons, Publicity Team, Baptism Team, Lord's Supper Team, and Senior Pastor's Team**

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Mike Grey	10/19/2020
2021	No Review due to COVID	
2022	Gerald German	3/09/2022
2023	Pastor Chris Grella	5/04/2023
2024	Pastor Chris Grella	7/11/2024
2025	Pastor Chris Grella	5/13/2025

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

## **Pastor Ministry Committee: Six Teams**

The responsibilities of the Pastor Ministry Committee/Teams are as follows:

Page 1: Leadership Action Team

Pages 1-2: Fellowship of Deacons

Pages 2-4 : Publicity Team

Pages 5-6: Baptism Team

Page 6: Lord's Supper Team

Page 7: Senior Pastor Policy

### **Leadership Action Team:**

The responsibilities of the Leadership Action Team are to aid in coordinating the work of all church programs and services. It leads the church to study and state clearly the vision, values, and mission of the church, to discover church and community needs, and to recommend a plan of action to meet these needs. They evaluate program achievements in terms of the church's objectives to maintain efficiency. It is responsible for scheduling and evaluating all church activities for building usage. They meet monthly and make quarterly reports to the church.

The Leadership Action Team consists of the Pastor, who serves as Team Leader; Ministerial staff (Youth Leader and Music Leader); Directors of Sunday School, Women's Missionary Union leader, Chairman of the Fellowship of Deacons, Properties Team Leader, NBC Kids Representative, and the Prayer Leader may be invited to regular meetings to discuss calendar events or relevant policies and procedures.

### **Fellowship of Deacons:**

The responsibilities of the deacons are to serve in cooperation with the Pastor(s). They will give aid to such members of the congregation that may seek financial assistance, and endeavor through the church, to help them. They will act, along with the Pastor(s), as distributors of the Benevolence Fund. As well, the deacons, working in partnership with local churches (Jubilee), will distribute some of the deacon Benevolence Fund to help those in need in our community, on a quarterly or on an 'as-need' basis.

The responsibilities of the deacons, in cooperation with the Pastor, are to visit the membership of the church, particularly the sick and distressed; to care for the members of the church; to facilitate the distribution of the elements of the Lord's Supper; to facilitate the receiving of the offering of the church; and to cooperate with the Pastor(s) in every department of church work. They will faithfully attend services of the church and other appropriate activities of the church and will covenant to at least tithe.

Nominations for candidates for the Fellowship of Deacons may be submitted by the congregation to the Chair of Deacons two (2) months prior to the third quarter business meeting.

The Deacons will be elected by the church upon recommendation of a committee appointed by the present Fellowship of Deacons for that purpose. This committee is guided by scriptural qualifications for deacon as stated in I Timothy 3:8-13. No names will be submitted to the church, by this Team or from

the floor, until the candidate's willingness to serve in agreement with Biblical concepts is secured. The deacon candidate must also have been a member of the church for at least one year. Upon election, each candidate will be ordained by NBC unless the candidate in question has been ordained by another Baptist church of like faith and order.

The Fellowship of Deacons will consist of up to eighteen (18) members. One third of the members will be retired each year and one third new members will be elected for a three-year period. A deacon will be eligible for re-election after being off for at least one year. The number of Deacons is defined by the needs of the church.

Unchristian conduct on the part of a deacon will be handled in accordance with Article 2, Section 4.

A deacon who has faithfully served the church as deacon, and who no longer desires to be in active service, may, upon recommendation of the Fellowship of Deacons, be elected by the church as a Deacon Emeritus.

Each deacon elected or re-elected is required to participate in an in-depth study of the office of a deacon led by the Pastor.

#### **Publicity Team:**

#### **NBC Connect Policies and Procedures**

Role: To facilitate communication between the church leadership and the congregation, between fellow congregation members, and between other community organizations/efforts and the congregation of Newington Baptist Church through email. To keep the congregation informed about events, news, prayer requests, information, and more through email communication.

#### **Procedures:**

- Monitor and keep up to date with the NBC Connect email address:  
NBCCconnect@newingtonbc.org
- Maintain the NBC Connect email list on MailChimp or other email provider, adding new subscribers as requested, removing/cleaning subscribers as necessary to keep the list up to date
- Receive requests for messages to be posted from church members in person, in writing, via email, text message, etc. Be proactive when possible about posting church events/news.
- Write messages and edit received messages when necessary for:
  - Grammar
  - Confidentiality (when applicable)
  - Clarity
  - Message focus (Is it encouraging, Christ-like, and does it build up the body of Christ?)
- In case of any questions about whether to send a message or how to phrase difficult messages, contact the pastor or other relevant church leadership for input and guidance.
- Send a monthly email to the congregation with the church newsletter attached.
- Send email messages to the church to help them be informed about prayer needs, service and event times/changes, helpful community info and events, and other relevant church news.

**\*If needed, as a backup, use Breeze to contact members via email or text regarding urgent announcements.**

## **Webpage and Social Media**

Role: Currently the role of Publicity is primarily to inform our members about upcoming events and to report on past events (via pictures on Facebook). Publicity also uses various forms of media to reach out to the community, welcoming people to Newington with the hope of ultimately introducing them to Jesus Christ.

### Website / Social Media

- 1) Following the appropriate instructions in the Admin Asst office manual, make weekly or as needed updates on website and app re: sermon, Bible study, events, calendar, etc.
- 2) Update photos and content on website as needed to show appropriate seasonal and ministry changes
- 3) Facebook and Instagram: Update content and photos as needed in order to promote events, report on past events, encourage the church Body or notify of changes in schedule.
- 4) Facebook Live and YouTube: services will be posted weekly by the worship team and added to the website by Admin Asst.

### Gazette Journal

- 1) Send the Newington service info and upcoming weekly events to appropriate contact at the Gazette each week.
- 2) Take out ads featuring Church events as needed.

### Sign Outside the church

- 1) **Road sign:** Updated approximately once a week with a Scripture verse or quote related to the sermon or to announce a significant church event.
- 2) **Bulletin Board Sign:** Keep stocked with fresh, updated signs; report any damage to Facilities Coordinator.

## **Baptism Team:**

### **Baptismal Policy and Procedure**

1. A communication will come from the pastor telling of an upcoming baptism.
2. The senior pastor will follow and confirm each baptismal candidate.
3. The Team is responsible for filling the baptismal pool on Saturday.
  - a. Check baptistry for cleanliness. Sweep out if necessary.
  - b. If the sanctuary video screen is not in its down position, use the pull cord to close the baptistry curtains.
  - c. Fill the baptistry with water
    - i. The fill and drain valves are located in a small access hole under a shelf in the back left of the sound closet
    - ii. You will need a flashlight to see the valves. Very limited access, can only use one hand.
      1. Close the Drain Valve (large black handle)
      2. Open the Cold Water Valve fully to fill the baptistry (small blue handle)
      3. Fill to even with the bottom of the second stop from the top.
    - iii. Turn on the Heater
      1. After the baptistry is filled, turn on the heater and circulating pump.
        - a. Use the two breakers located on the upper east side of the baptistry. Access is on the second floor. Directions are written on the breaker box. You will hear the circulation pump as it starts. The water will heat and circulate overnight.
        - b. Close the doors on both the east and west sides of the baptistry. To do so provides safety, keeping out the curious since it is a "pool" of water.
4. On the day of the baptism before Sunday School, check the baptistry; turn off the circuit breaker controlling the circulating pump and heater. Keep the doors to the baptistry closed to minimize the loss of heat. The water will still be a good temperature for baptism at the beginning of the worship service.
5. Lay out bathmats on the hallway floor between the baptistry door and the restrooms. (Bath mats need to be purchased and replaced as necessary.)
6. The person being baptized is to bring their own towel, but the team should have backup towels on hand. (The Baptism team is responsible for purchasing and replacing spare towels as needed).
7. Dressing:
  - a. Baptismal candidates can use the appropriate restrooms located on the second floor to change. There are drains on the floor.
  - b. The pastor usually uses the small dressing area at the top of the stairs near the west side of the baptistry. Drain is on the floor.
  - c. Baptismal committee places the towel that each candidate brought with them on the banister of the east side of the baptistry to be used as they exit the pool.
8. Assist the member up the stairs during the baptism.
9. Dry the floor afterwards to prevent slips.

10. Close the baptistry doors: Once the candidates and minister have left the baptistry, the Baptismal Team turns off the light and closes the doors. (If the doors are left open, the air in the building will move the video screen in the sanctuary and “suck it in” during the service.)
11. Wash and dry towels as needed and return to church.
12. After the worship service, drain the baptistry. It cannot be drained during the service because of the noise.
  - a. The valve is in the sound closet. **Turn the valve only halfway for draining to avoid overwhelming the pumps. If the pumps are overwhelmed, it can shut down all of the restrooms in the building.**
13. After the baptistry is drained, later that day or the next day, sweep out any remaining water. The baptistry is not completely level and a puddle of water tends to remain on the heater side.
14. When the floor mats are dried, the Baptism Team puts them away, storing them on the east side of the baptistry.

#### **General Policies:**

##### **1. Biblical Limitations:**

- The Senior Pastor shall not lead or promote any ministries, programs, activities, or teachings that are contrary to; or undermine Biblical doctrine.
- The Senior Pastor shall not appoint an individual, or permit to continue, in a leadership position whose behavior is contrary to Biblical values, as determined by either the Senior Pastor, with consultation from either the Ministry Leaders or the church board.
- The Senior Pastor may not cause or allow any treatment of Newington’s staff that is unsafe, unfair, undignified, or unlawful.
- The Senior Pastor must continue to faithfully endorse the vision, mission, core values and beliefs of Newington Baptist.

##### **2. Communication/Reporting Limitations:**

- The Senior Pastor must report to the Leadership Action team information on ministries that are Biblical and keep these leaders in touch with the future calendar of the church.
- The Senior Pastor may not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or coercive.
- The Senior Pastor should always hold the appropriate confidentiality and/or privacy related to any church member or attendee.
- The Senior Pastor shall make every attempt to take another person with him when he goes on ministry appointments. Every attempt should be made to include/bring a deacon or another ministry leader.
- The Senior Pastor will always keep his door open when meeting with someone of the opposite sex in his office. Use of sound masking noise equipment should be used to protect their privacy.
- The Senior Pastor shall make every attempt to meet with individuals (especially females) before 3 pm when the administrative assistant (or another staff) is present in the office.