626 Ministries

REACH UP

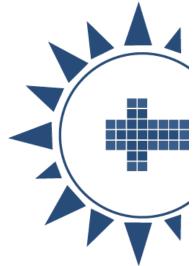
Seeking God by worshiping corporately and walking individually.

REACH IN

Sharing life by connecting with significance and serving with purpose.



Spreading the Gospel to the lost, discipling the saved, and serving others.



Adopted: March 2016



G2G Ministries

8717 Temple Terrace Highway Temple Terrance, FL 33637

Bishop Aubrey Shines, Senior Pastor

Phone: 813/832-6000

Email: info@glorytoglory.org

Administration Hours: Tuesdays – Fridays 9am – 5pm

> Mailing Address: G2G Ministries PO Box 1374 Tampa, FL 33601

> > Social Media:

GloryToGloryMinistries
@Glory2GloryFL

Sundays

Intercessory Prayer

8 a.m. - 8:45 a.m.

Early Morning Worship

9 a.m. - 10:30 a.m.

Children's Ministry
Youth EDGE Ministry 6th – 8th Grade (1st & 3rd Sunday ONLY)
Youth Sunday – 5th Sunday of the Month

Morning Worship

10:45 a.m. - 12:30 p.m.

Children's Ministry Youth EDGE Ministry $9^{th} - 12^{th}$ Grade (2^{nd} & 4^{th} Sunday ONLY) Youth Sunday -5^{th} Sunday of the Month

Wednesdays



S.A.L.T. Institute

The Glory To Glory S.A.L.T. Institute is a practical and biblical training program designed to prepare, educate and equip members for the work of ministry. (Ephesians 4:11-16) The purpose is to develop Christian leaders in areas of intense and practical Bible studies, effective evangelism, and character and leadership development.

The S.A.L.T. Institute will be held on Wednesday evenings during three six-week sessions throughout the year.

Session One: January – February

• Session Two: May – June

Session Three: September – October

These Bible and Leadership classes will be held each Wednesday from 7:00pm – 8:30pm.

KEY DATES TO REMEMBER

Mother's Day Acknowledgement2nd Sunday in MayFather's Day Acknowledgement3rd Sunday in JuneChurch AnniversaryOctoberPastoral AnniversaryLast Sunday in OctoberWatch Night ServiceDecember 31 at 10pm

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ABOUT US

ABOUT US

OUR MISSION

The mission and vision of G2G Ministries is to preach the message of Jesus Christ in order to win the lost and to build the faith and character of Christians. We will:

- *Make known* the reality of God's existence through worship, building a strong Christian community and exhibiting a lifestyle that gives Him glory and honor.
- Build strong effective Christians by equipping them to do the work of ministry to help build the kingdom of God.
- Embrace the "Great Commission" and win the lost and disciple them to Christ.

WHAT WE BELIEVE

We believe the Bible to be the inspired and only infallible written Word of God.

We believe that there is One God, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit.

We believe in the Blessed Hope, which is the rapture of the Church of God, which is in Christ at His return.

We believe that the only means of being cleansed from sin is through repentance, faith in the precious Blood of Jesus Christ and being baptized in water.

We believe that regeneration by the Holy Ghost is absolutely essential for personal salvation.

We believe that the redemptive work of Christ on the Cross-provides healing for the human body in answer to believing in prayer. We believe that the baptism in the Holy Ghost, according to Acts 2:4, is given to believers who ask for it.

We believe in the sanctifying power of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Holy and separated life in this present world. Amen.

DUTY OF CHURCH MEMBERS

It is the duty of church members to cherish and cultivate Christian love, to cherish and zealously guard the reputation of all fellow believers.

It is the duty of church members to honor, esteem, and love their pastor; to pray for him fervently and daily; to support and encourage him in the scriptural exercise of his official authority; to manifest a tender regard for his reputation.

It is the duty of church members to be faithful in attendance at the worship services of the church; to contribute financially (striving to be a tither) to the ministry of the church.

It is the duty of church members to discover and use their spiritual gifts and talents in serving the Lord through one of the ministries of the church.

It is the duty of church members to share their faith in Christ with those who are lost. To invite their friends and neighbors to join them in church so they can hear the Gospel and respond to it.

It is the duty of church members to keep the church office informed of any change of address, of any major sickness, or any tragedy or adverse circumstances so that the church may respond.

ABOUT BISHOP AUBREY SHINES



Pastor Aubrey Shines, a Chicago native, began ministering in the Cook County Correctional System in Chicago, IL as an evangelical minister licensed by the late Bishop D. Husband (Churches of God in Christ). He has earned a degree in Computer Science, a Bachelors Degree in Theology, and a Masters Degree in Divinity.

In 1987 God moved greatly upon Pastor Shines' heart and he became founder of G2G Ministries. The ministry has since transcended denominational, cultural, and ethnic boundaries. Throughout the country, Pastor Shines has been featured in various leading newspapers, magazines, and TV and radio broadcasts as a leading prophetic voice. This call upon his life has positioned him to be called upon to minister prophetic insight into the lives of key spiritual leaders, top athletes, entertainers, and governmental

officials.

Pastor Shines had a zeal for God's people to know Him in a greater and more personal way, rather than solely through human emotions. In May 2002, he began teaching a basic theology course to train leaders in the Tampa/St. Petersburg, Florida area. The curriculum focused on the Patristic Period and the impact that the First through Fifth Century Fathers of the Church had on our global society. As a result of the consistent weekly Bible teachings, the attendance to these classes grew steadily in number during the first year. Saturating his desire with prayer, God began to clearly speak to him and it became apparent that God was leading him to shepherd this newly assembled flock of believers as their Senior Pastor.

G2G Ministries is now located in the inner city of Tampa, Florida. Over the past twelve years, this congregation has grown tremendously because of the anointing that God has placed on Pastor Shine's life. One of the most significant accomplishments in G2G Ministries' church growth is the high percentage of men in its congregation. Because of the unique leadership style of Pastor Shines, a high percentage of men flock and actively participate in serving in this ministry. In September of 2014, a prophetic word was given that the I-4 corridor o Florida will be the realm of G2G Ministries. Also in pursuit of God's vision, G2G Ministries has filed the formal papers for the establishment of a charter school that will have an emphasis in both law and finances.

Pastor Shines most recent accomplishment is being one of the seven founders of the International Communion of Evangelical Churches organization under the dynamic leadership of Presiding Bishop Harry R. Jackson, Jr. ICEC is A Communion of God's Design in which he serves in the Communion as Bishop (D) and as the Prophetic Voice and Public Affairs spokesman. Being convinced and assured that the Bible is the true Word of God, Bishop Shines travels extensively sounding the alarm across America compelling the church to return to what our forefathers established and to live by what God has ordained in His Word, without compromise, addressing the most pressing issues of our day primarily those relating to righteousness.

CHURCH HISTORY - G2G MINISTRIES

It began in Tampa, May 2002, at the Airport Marriott. Glory to Glory Ministries was birthed by Prophet Aubrey Shines. With unlimited seating and only eight members, Prophet Shines incited a desire in us to explore and challenge our historical customs and traditional teachings. Sunday after Sunday with no music, paid parking and just the Word, we consistently stretched and grew, not only spiritually, but also in numbers.

In 2003, Prophet Shines became the official Senior Pastor of Glory to Glory Ministries. During this time, we journeyed on to our next venue on North Street in Tampa, FL where we joyfully worshipped God, dancing in the aisles and blowing our whistles.

While North Street temporarily alleviated our Marriott woes, we were soon challenged with limited parking in an angry, hostile neighborhood. After several hearings with the Tampa City Council, it was decided that the zoning was no longer appropriate for a place of worship, and we found ourselves once again assembling in a hotel.

In November 2006, Glory to Glory Ministries expanded to our next temporary dwelling on 50th Street, Tampa, FL. To accommodate our ever growing congregation, we soon began 2 worship services with a separate Youth Service on the 2nd and 4th Sundays. Although still in our infancy, we experienced phenomenal growth.

In 2011, Glory to Glory Ministries aligned itself with the International Communion of Evangelical Churches (ICEC) led by Presiding Bishop Harry R. Jackson, Jr., where Prophet Shines not only became Bishop (Designate) but also the prophetic voice of the ICEC Organization.

In May 2011, our name changed to Glory to Glory Ministries International. We left the 50th Street location in November 2011, going from hotels, family worship centers and the like, while praying, fasting and asking God for his direction for the right place to worship. Finally, in March of 2013, we moved into our current location at 8817 Temple Terrace Highway, Temple Terrace, FL 33637. Bursting at the seams, we again began two services in May of 2014.

In September 2014, we began extending our boundaries as Glory to Glory Ministries of Orlando officially opened its doors. We continue to pursue the I-4 corridor of Florida for Jesus.

In January 2015, we became known as G2G Ministries. To God be the glory, we are not finished yet! Convinced that the Bible is the infallible Word of God, Bishop Shines continues to sound the alarm, to stand on the Word of God, without compromise and without wavering, encouraging us to courageously face the battles we are experiencing today in America.

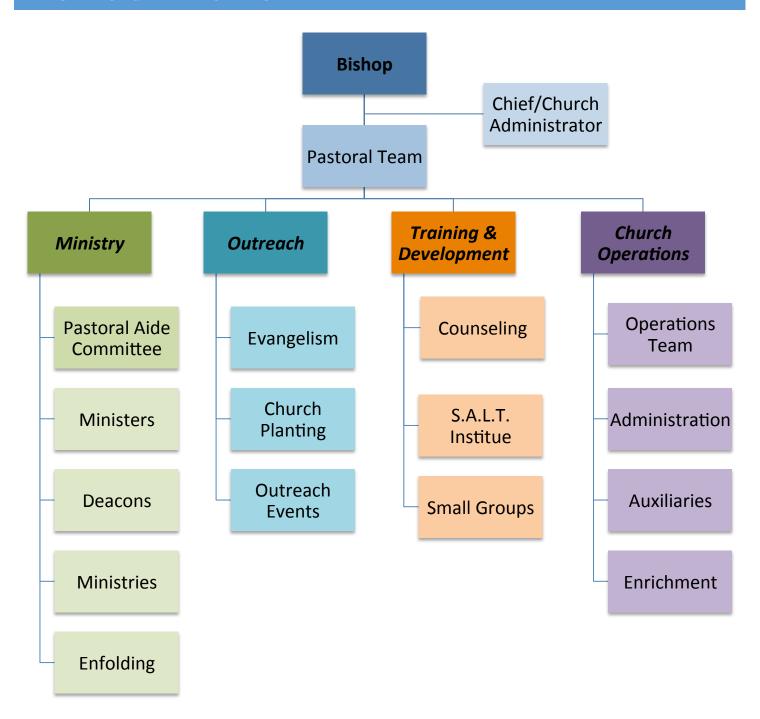
In the words of our shepherd, Bishop Aubrey Shines, follow him as he follows Christ and "...we will continue to move from glory to glory."

"But we all with open face beholding as in a glass, the glory of the Lord, are changed into the same image from glory to glory even as by the Spirit of the Lord." -- 2 Corinthians 3:18



ORGANIZATIONAL STRUCTURE

MINISTRY ORGANIZATIONAL CHART



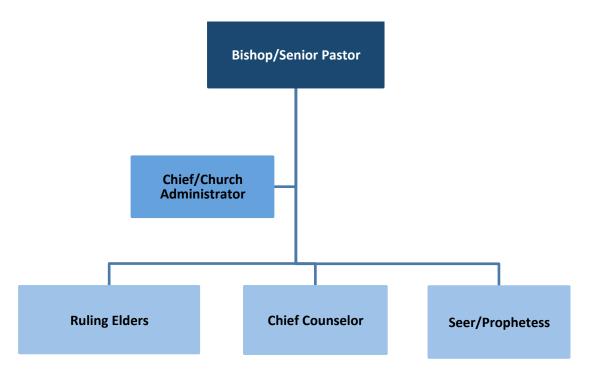
As of 1/29/16

PASTORAL TEAM

"And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ." Ephesians 4:11-12

The role of the Pastoral Team is to equip, to support, to enable fellow Christians to do ministry. Tier One of the Pastoral Team is comprised of: Ruling Elders, Seer, Chief Counselor and the Church Administrator.

PASTORAL TEAM - TIER ONE



As of 01/08/16

Ruling Elder

Ruling Elders strengthen and nurture the faith and life of the congregation through their leadership and service.

- Encourage the people in the worship and service of God
- Equip and renew the people for their tasks within the Church
- · Equip and renew the people for their mission in the world
- Review and approve ministry activities that involve the usage of church facilities or involve the ministries participation.
- Inform the Pastor of those who may need special attention
- · Cultivate the ability to teach the Bible

Seer/Prophetess

The Seer explains the plan and purpose of God and tells people what God will do thru admonitions, warnings, directs, encouragement, intercession, teaching and counseling. S/he brings the word of God to people and calls people to respond. Seers primary functions to:

- 1. To pull down
- 2. To destroy
- 3. To throw down
- 4. To build and
- 5. To plant

Chief Counselor

The Chief Counselor:

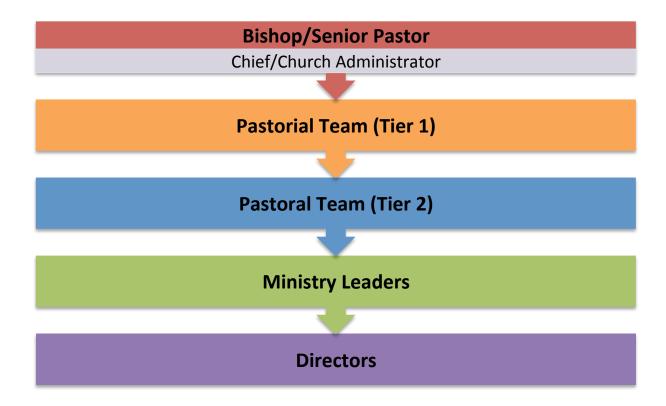
- When a client seeks counseling, he/she is usually desirous of making some kind of change: spiritually, psychological, or emotional. It's all about change.
- The Christian Counselor is aware that God fully understand how individuals change.
- The Christian {Integrated Counselor}, understands that the marrying of theology and Psychology can provide the power to make lasting change.
- Brief Strategic counseling is used rather than long term counseling.
- Psychoanalysis that focuses on the past is not used, but rather the focus in the present and future.
- This counselor does not operate from a Hierarchical system, controlled by an expert. The counselor is a "wounded healer," who is trained, but not superior.
- The Client and counselor interact and participate. There is no manipulation or attempt to control.
- The counselor emphasizes adding value to every client, no matter the problem.
- Degrees, credentials and training are important, but the counselor's authenticity is extremely
 important. The relationship between the client and counselor is the key to achieving the client's
 desired goal.
- Sometimes, testing, assessments and homework may be used.
- Pre-marital counseling that is mandated by our pastor.
- The counselor may offer a referral, when further expertise or specialization is needed.
- Today's counselor is aware that new technology may offer new challenges.
- The Holy Spirit is relied upon to empower the client and counselor.
- The Counselor partners with the Bishop in providing assistance when needed.
- There will always be a Biblical Foundation.
- Growth, Teaching, Evangelism, and Discipleship is a part of the Counseling Process, always aligning with the vision of the Pastor.

PASTORAL TEAM - TIER TWO



As of 01/08/16

G2G MINISTRIES LEADERSHIP TEAM



As of 01/08/16

ORGANIZATIONAL STRUCTURE

CHURCH OPERATIONS

Church Operations is the function of the church that relates to the activities needed to run and manage the day-to-day functions and growth of the church.

MINISTRIES

Ministries are considered to be the backbone of the church. Ministries are responsible for nourishing the spiritual growth of those in and outside of the church.

AUXILIARIES

The auxiliaries of the ministry provide supplementary support to the church and its various functions.

ENRICHMENT

Enrichment provided services for those in and outside of the church that provides personal and professional growth.

DIVISION OF MINISTRIES

CHURCH OPERATIONS

- CHURCH ADMINISTRATION
- FACILITY CARE & MAINTENANCE
- FINANCE

- NEW MEMBERS
- OPERATIONS TEAM
- VISITORS & GUEST SERVICES

MINISTRIES

- CHILDREN'S MINISTRY (KINGDOM KIDS)
- COUPLES OF GLORY MINISTRY
- DEACON & DEACONESS MINISTY
- E.D.G.E. YOUTH MINISTRY
- INTERCESSORY PRAYER MINISTRY

- MEN OF GLORY MINISTRY
- MUSIC & WORSHIP ARTS MINISTRY
- OUTREACH MINISTRY
- WOMEN OF GLORY MINISTRY

AUXILIARIES

- ARMOR BEARERS
- CD/DIGITAL DOWNLOAD
- CHURCH SECURITY
- GREETERS & USHERS
- HOSPITALITY
- MOTHERS BOARD
- MULTI-MEDIA
- PASTORAL AIDE COMMITTEE

- SOUND MINISTRY
- SPECIAL EVENTS
- SPECIAL OCCASION (WEDDINGS, BREVEAMENT, BABY DEDICATIONS & BAPTISIM)
- VOLUNTEERS IMPACTING PEOPLE (VIP MINISTRY)

ENRICHMENT

EDUCATION

CHURCH OPERATIONS

CHURCH ADMINISTRATION

Church Administration provides the framework that enables the church to function effectively and meet its long-term goals.

"For because of Him the whole body (the church, in all its various parts), closely joined and firmly knit together by the joints and ligaments with which it is supplied, when each part [with power adapted to its need] is working properly [in all its functions], grows to full maturity, building itself up in love. (Ephesians 4:16 AMP)

FACILITY CARE & MAINTENCE

The purpose of the Facility Care & Maintenance Ministry is to preserve and maintain the resources of a building for its use and operation. This is accomplished by the necessary upkeep, repair, good care and maintenance of the G2G Ministries and its property.

"... We will not neglect the house of our God." Nehemiah 10:39.

FINANCE

The core values of the Finance Ministry are to be good stewards over the congregation's gifts to Christ, and to encourage stewardship in all areas of ministry.

2 Corinthians 8:19-21

NEW MEMBERS

The New Members Ministry's primary responsibility is to welcome new members to the G2G Ministries, and help usher them into their new family. The New Members Ministry's mission is to demonstrate love and encouragement while receiving new members into the body of Christ.

For as the body is one, and hath many members, and all the members of that one body, being many, are one body: so also is Christ. 1 Corinthians 12:12

OPERATIONS TEAM

The mission of the operations team creates is to create a solid infrastructure that allows G2G Ministries to be effective, fluid and transparent. Thus equipping the ministry/church to build the kingdom of God.

"Everything must be done so that the church may be built up." 1 Corinthians 14:26

VISITORS & GUEST SERVICES

G2G Visitors & Guest Services Ministry is established to create an atmosphere of love, fellowship, and excitement for everyone who enters the church through a friendly welcome, knowledgeable information about the church, and help for those who need it.

Romans 15:7

MINISTRIES

CHILDREN'S MINISTRY (KINGDOM KIDS)

The Children's Ministries goal is to provide a nurturing and spiritual environment that will equip children to defend, proclaim, and share the Gospel of Jesus Christ with faith, confidence, and boldness of spirit. As a result, children will become instrumental leaders in the community and beyond.

"And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." Deuteronomy 6:6-7

COUPLES OF GLORY MINISTRY

The mission of the Couple's Ministry is to instruct and teach God's design for marriage. Marriage is the union of one man and one woman in the presence of God, is designed for submission and sanctification.

Ephesians 5:21-33 2 Timothy 2:2

DEACON & DEACONESS MINISTRY

The Deacons Ministry serves the people in various capacities including serving communion, comforting the sick, consoling the bereaved, assist the finance team and the completion of other assigned duties. Scriptures described the need for the disciples to have a support group to provide services to the needs of the people that, for the disciples, took time away from preaching the gospel, prayer and training new converts.

Acts 6:1-3

E.D.G.E. YOUTH MINISTRY

The mission of G2G Ministries is to preach the message of Jesus Christ in order to win the lost and to build the faith and character of Christians. It is our responsibility as the EDGE Youth Ministry to E-ducate, D-isciple, and G-row this generation so they will be equipped to E-vangelize the Gospel of Truth.

This is done by developing these core principles:

Educating – Joshua 22:5

Discipling – Matthew 28:18-20

Growing – 1 Corinthians 13:11

Evangelizing - Matthew 5:13 - 16

INTERCESSORY PRAYER MINISTRY

The Intercessory Prayer Ministry drives the growth and advancement of the Kingdom of God thru prayer. Serving as prayer warriors who will intercede on the behalf of our God and the issues closest to his heart, our Bishop at G2G Ministries, the church and body of believers, our homes, nation, communities, schools, the sick, lost souls, and all who seek biblical centered prayer. Thwarting the enemies attacks by pulling down strongholds and releasing God's restoration and transformation into the earth.

Ephesians 6:10-20 Ezekiel 22:30 1 Timothy 2:1-5

MEN OF GLORY MINISTRY

The Men of Glory Ministry seeks to provide the necessary tools to enable men to actively walk in their spiritual leadership roles as fathers, sons, husbands, and friends; in their homes, church, workplace, community, and in every area of influence in their lives. The ministry also seeks to encourage and challenge every man in establishing a personal relationship with Jesus Christ through prayer, worship, the study of God's Word, and through accountability and fellowship with one another.

"As iron sharpens iron, so a man sharpens the countenance of his friend." Proverbs 27:17

MUSIC & WORSHIP ARTS MINISTRY

The Music And Worship Arts Ministry (MAWAM) is committed to excellence in ministry (*Colossians 3:16,17, & 23, 24*); therefore, the Purpose of the MAWAM is "To minister in the areas of Music, Dramatic Arts, and Dance by invoking and ushering in the Presence of God in the assembly of believers and non-believers."

OUTREACH MINISTRY

The mission of the Outreach Ministry is to win souls for Christ Jesus. Through outreach we evangelizes the Gospel sharing Christ with everyone we come in contact with. The purpose is to lead them to the saving knowledge of Jesus Christ and although we know that everyone will not be saved, the vision of the ministry is to lead as many people to Christ as possible.

"And he said unto to them, Go ye into all the world, and preach the gospel to every creature". Mark 16:15 "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost". Matthew 28:19

"Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved". Acts 4:12

WOMEN OF GLORY MINISTRY

The goal of the Women of Glory Ministry is to minister to every woman of G2G Ministries (single, married, saved, and unsaved), women in our community, and fellowship with women in other ministries. Our goal is to witness and share the gospel of our Lord and Savior Jesus Christ to the lost, broken hearted, and the backslider. We desire to engage in wholesome women fellowships that will strengthen, encourage, exhort, and provoke each other unto righteousness and virtue.

Titus 2: 1-5 Proverb 31:10 – 31

AUXILIARIES

ARMOR BEARERS

The mission of the Armor Bearer ministry is to obediently protect and serve the Sr. Pastor/Bishop not only physically but also spiritually. This ministry is also to serve in all capacities that the Sr. Pastor/Bishop deems necessary to show love, respect and be loyal to the leader and always have his best interest at heart. The Armor Bearers will also protect and serve guest minsters of the Sr. Pastor/Bishop when attending services or events that are provided through G2G Ministries.

"..[to] be obedient to them that are your masters...doing the will of God from the heart...with good will doing service, as to the Lord.." – Ephesians 6:5-7

CD/DIGITAL DOWNLOAD

The vision of the CD/Digital Download ministry is to simply assist G2G Ministries in accomplishing the church vision (Ephesians 4:11-16 – "....for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ...."). Also to help fulfill the church vision by helping to fulfill the mission of the church (Matthew 28:19, 20) by perfecting the operation of the CD/Digital Download Ministry (Hebrews 6:1-3).

CHURCH SECURITY

The mission of the Church Security Team is to meet and hinder any threat to all members and visitors of G2G Ministries. Security will ensure a safe and disturbance-free environment for all congregants. The Security team will work in conjunction with the Armor Bearer Director. The Security team is responsible for guarding the church premises and ensuring, to the best of its abilities, that certain measures of security are observed and maintained at all times for G2G Ministries, during church services and various activities as needed.

"But we prayed to our God and posted a quard day and night to meet this threat." Nehemiah 4:9

GREETERS & USHERS

The Greeter and Usher Ministry is committed to upholding the vision of Glory to Glory Ministries by perfecting and fulfilling the mission to greet all brothers and sisters with Christian love.

1 Thessalonians 5:26

HOSPITALITY

The Hospitality Ministry is committed under God to serve His people! It's our responsibility as servants of the Lord to provide excellent service, nutritional meals and a clean, comfortable safe environment. We will ensure that each individual is treated with love, respect and impeccable service.

"Servants, do what you're told by your earthly masters. And don't just do the minimum that will get you by. Do your best. Work from the heart for your real Master, for God, confident that you'll get paid in full when you come into your inheritance. Keep in mind always that the ultimate Master you're serving is Christ. The sullen servant who does shoddy work will be held responsible. Being a follower of Jesus doesn't cover up bad work." - Colossians 3:22-25 The Message (MSG)

MOTHERS BOARD

The mission of the Mother's Board is to support the Bishop, minister and encourage others, train the young, and praying for the body of believers.

Titus 2:3-5 1 Timothy 2:1-15 1 Timothy 5:9-10

MULTI-MEDIA

The Multi-Media Ministry strives to produce effective and accurate products such as weekly announcements, sermon notes, and video productions for the purpose of informing, teaching, and encouraging those who come in contact with Glory to Glory Ministries to develop a lasting relationship with Jesus Christ.

Ephesians 4:11-16 and Matthew 28:18, 20

PASTORAL AIDE COMMITTEE

The commission of the Pastoral Aide Committee is to serve pastor in various capacities as necessary. This team cares for of all the behind the scene agendas required both present and future. They continue to pray for discernment for those behind the scene agendas that need. The committee serve pastor in the same way that Aaron and Hur held up pastor Moses hands in battle with the Amalek (Exodus 17:10-13) (1Timothy 2:1-3). They coordinate and facilitate pastoral celebrations in acknowledgement of the Bishop for his labor in the things of God (1 Timothy 5:17)

SOUND MINISTRY

The vision of the ministry is to simply assist Glory to Glory Ministries in accomplishing the church vision (Ephesians 4:11-16 – "....for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ....").

SPECIAL EVENTS

The special events ministry is to promote and provide good fellowship amongst the members of G2G Ministries and surrounding communities, by providing a place and space where all members of G2G Ministries can come together and fellowship one with another.

Hebrews 10: 24 - 25

SPECIAL OCCASION

Special Occasions (weddings, commitment ceremonies, re-consecration of vows, christenings, and memorial services) are events that are meant to be memorable. At G2G Ministries we strive to provide the perfect setting and to preserve for posterity these sacred and special celebrations of life.

VOLUNTEERS IMPACTING PEOPLE (VIP MINISTRY)

Volunteers Impacting People (VIP) assists members in discovering their gifts through serving in the ministry. This team serves as the conduit for members interested in getting involved in Kingdom business. VIP is the recruiting arm of the ministry and in scripture is referred to as the ministry of helps.

Matt 28: 19 - 20, Eph 4:11-12

ENRICHMENT

EDUCATION

The purpose of the Education Ministry is to equip and empower students to think critically and lead by example as they follow Christ. To provide opportunities for students to participate in community activities and foster independent thinking and support parents when needed. To celebrate students through their achievements, Christ-like behavior, and spiritual growth.

Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. I Timothy 4:12



OPERATIONAL GUIDELINES

CHURCH OPERATIONS OPERATIONAL GUIDELINES

CHURCH ADMINISTRATION

Church Administration equips the church to be the church and to do the work of the church in a coherent and comprehensive manner. It is the guidance provided by church leaders as they lead the church to use its spiritual, human, physical, and financial resources to move the church toward reaching its objectives and fulfilling its purpose. Church Administration enables the people of God who make up the church to become and do what they can become and do, by God's grace.

Church Administration is comprised of:

- · Chief/Church Administrator
- Ruling Elders
- · Chief Counselor
- Prophetess/Seer

FACILITY CARE & MAINTENANCE

The Facility Care & Maintenance Ministry is responsible for:

- Preserving the value of the facility for the congregation and the surrounding community;
- Ensuring the facilities are clean and inviting to guests and the community;
- Ensuring that the facility is used safely and efficiently;
- Preventing system failures that can interrupt the operations of the church and its ministry; and
- Protecting the larger assets of the congregation.

The qualities and general responsibilities of Facility Care & Maintenance Volunteers:

This ministry is comprised of multiple areas:

Custodial:

- Keep the building interior clean at all times. This may involve daily or weekly cleaning and sanitizing of areas such as restrooms, offices, classrooms, hallways, the sanctuary, and any other spaces currently in use. The custodial service is a contracted position for the ministry.
- Spot cleaning restrooms between Sunday services. This is conducted by ministry volunteers.

Facility Management:

- Keep inventory of, organize, maintain, and/or replace general equipment and supplies as needed.
- Oversee and ensuring all services and events are set up as required.

Property Management:

- Work with outside contractors, government agencies, and church staff and volunteers involved in the upkeep, repair, and maintenance of the interior and exterior of the facility and building's systems.
- Oversee the custodial and facility management positions, as well as approved special building projects.

The expectations and general responsibilities of Facility Care & Maintenance Volunteers:

Facility Management:

- Maintain an inventory of all general use items owned by the church, such as tables, chairs, utensils, small appliances, tablecloths, etc.
- Ensure that all general use items are kept in a clean condition and an organized manner.
- Maintain a log of all items loaned out;
- Ensure furniture set up for all events held at the church.

Property Management:

- Create an annual maintenance plan based on the service and operating needs of the facility and its equipment.
- Identify and rank maintenance projects and activities.
- Maintain an inventory of building components and the condition of the facility's equipment.
- Communicate regularly with Facility Care team and Custodial contractor regarding facility needs.

The qualities and expectations of Facility Care & Maintenance Lead:

A leader in this position must be organized and able to communicate effectively with other ministry leaders regarding their needs. A leader in this position must also have experience working with a variety of individuals and organizations, able to multitask, and be an effective communicator.

The responsibilities of Facility Care & Maintenance Lead:

The Facility Care & Maintenance Ministry Lead is responsible for overseeing and ensuring proper maintenance, function, safety, improvement, and aesthetics of G2G Ministries building. They will also serve as the supervisor to the Facility Care & Maintenance Ministry Team and any maintenance volunteers and contractors.

- Must have good interpersonal skills and familiarity with G2G Ministries.
- Must work effectively with and collaboratively with the Pastor, church administrator, ministry leads and contractors.
- Ability to execute projects systematically and assigns tasks to appropriate team members.
- Schedule and supervise all volunteers and contractors.

FINANCE

The purpose of the Finance Ministry is to plan, direct, and coordinate the financial activities of the church.

The qualities, expectations and general responsibilities of Finance Volunteers:

Deacons:

• Counting of all service offerings and deposits to the bank account.

Finance Staff:

 Record and post all contributions to individual member's contribution records and to resolve disputes in posting errors.

NOTE: Finance Team Volunteers are appointed by the board of directors.

The qualities and expectations of Finance Director:

- Accounting background;
- Must be appointed by G2G Board of Directors;
- Must be a long-term member of G2G Ministries;
- Must maintain the highest level of confidentiality and security

Responsibilities of Finance Director:

- Oversees all the activities of the church's finance team and serves as the liaison between the church and the board of directors;
- Oversees the counting of all service offerings and deposits to the bank account;
- Reports to the treasurer via the weekly offering form the total breakdown of contributions for the week;
- Oversee the posting of all contributions to individual member's contribution records and to resolve disputes in posting errors;
- Report to the G2G Board of Directors year-to-date total contributions received for various purposes;
- Notify the Board of any special financial request that might require approval;
- Make sure givers receive end of year contribution statements;
- Approves budget; monitors the funds that are raised to fulfill budget, manages, and distributes the financial resources as needed.

NEW MEMBERS

The New Members Ministry serves as a conduit for guiding new members through the initial process when joining G2G Ministries.

The qualities, expectations and general responsibilities of New Members Ministry Volunteers:

New Members Ministry - Administration

These individuals must be organized, and have good communication skills. This person is expected to maintain confidentiality of data, and should be proficient with using a computer.

Responsibilities:

- Assists with entering new member data into church database (maintaining confidentiality)
- Generates monthly calendar/schedule for New Members Orientation distributes to ministry team members as directed
- Disseminates new member data to specific individuals for e-mail blasts/outreach etc.
- Creates new member spreadsheets/sign in sheets/certificates for the purpose maintaining organization of New Member Ministry data
- Captures photos of new members for ministry directory/profile
- Participates in scheduled ministry meetings, and the ministry time of fasting and prayer
- Records meeting minutes

New Members Ministry - Team Members

This volunteer is expected to be friendly and welcoming. New Member Team Members must have a working knowledge of the history of G2G Ministries, and be able to share the basic information about church service times, contact information, organizational chart as it relates to leadership, and maintain confidentiality of data. These individuals serve as scheduled on the monthly New Members calendar.

Responsibilities:

- Meets and greets new members as the join the ministry
- Assists with completion and collection of new member data (maintaining confidentiality)
- Makes contact with New Members within 72 hours of joining Glory to Glory Ministries
- Facilitates the New Member Orientation Class

- Participates in scheduled ministry meetings, and the ministry time of fasting and prayer
- Communicates monthly schedule in the event there is a conflict with scheduling
- Assists with scheduling 1:1 Meetings with Bishop Aubrey Shines

Additional New Member Ministry Volunteer Responsibilities:

Once membership invitation has been extended:

- Team member meets and greets new member as s/he joins the ministry.
- Team member leads new members to designated room for introduction and collection of information.
- Team member introduces him/herself, thanks new member for joining the ministry, and learns how the new member heard about G2G Ministries (engage in conversation about deciding factors for joining the ministry).

Collecting New Member Data:

- Provides new member with data sheet to complete (Photo to be captured at this time)
- Photos are captured (administration) to attach with data sheet for the new member profile.
- Photos and new member data sheets are kept confidential.
- Husband and wife photos should be taken together and individually.
- Forms should be completely filled out (front and back).
- Information is given to administrative team member for processing and contact with new member within 24-48 hours.

New Members Orientation (Required):

- Provides New Member with Orientation Booklet/Shares G2G website information, and reiterates the importance of attending orientation class.
- Asks new member(s) to read over the booklet prior to New Members Orientation (to take place the following Sunday).
- Orientation begins promptly at 9:00 a.m. and is a requirement (All members sign in).
- New Members will be able to ask questions during that time, and information will be shared about the S.A.L.T. discipleship classes (time/location), and other significant events.
- A Certificate of Completion will be provided once the New Members Orientation is complete.

Scheduling 1:1 Meetings with Pastor:

- Following New Members Orientation each member/couple will meet with Pastor (schedules are generated following the New Members Orientation Class).
- 1:1 Meetings take place every fourth Saturday (unless Pastor is unavailable).
- Meetings are scheduled in 15-minute increments starting at 10:00 a.m.
- A schedule is created and communicated via e-mail (including member data/photo) to Pastor, Chief Administrator, Armor Bearer, the Hospitality Ministry lead, and Operations Lead (Using e-mail template and specified e-mail addresses).

New Members Ministry Calendar:

- A calendar will be generated each month
- Team members are to communicate their schedules in advance
- It is essential that members are present on time and prepared to serve as scheduled.

- Two members are expected to be on duty at services as scheduled.
- One Team member welcomes new member(s), while the other hands out data sheets, pens, clipboards, and orientation booklets.
- Team members work closely together cover for each other.
- Team members can decide who will make contact with the new members via telephone/e-mail for follow-up/confirmation of attendance (New Member

Orientation/1:1 Meeting:

 New Members Ministry Team members are expected to participate in meetings as scheduled by the Ministry Leader.

The qualities and expectations of New Members Ministry Lead:

The New Members Ministry Lead must demonstrate love, compassion, patience, and be sensitive to the needs of others. They should also have the ability to maintain confidentiality of information, good organizational and communication skills. The New Members Ministry Leader should have a solid knowledge of the history of G2G Ministries, and understand the overall functionality of G2G Ministries.

Responsibilities of New Members Ministry Lead:

- Upholds the vision and mission of Glory to Glory Ministries
- Greets/welcomes new members as they join the ministry
- Collects new member data for ministry directory
- Schedules New Member Orientation
- Facilitates New Members Ministry meetings with Team Members to ensure that the ministry is operating effectively
- Creates an agenda for the ministry's quarterly meetings
- Initiates New Members ministry times of fasting and praying as led
- Oversees coordination of new members 1:1 meetings with Pastor
- · Follows -up to verify new members have completed the required New Members Orientation
- Maintains electronic record/hard file of new member data for archives (Maintaining Confidentiality)
- Communicates concerns/ideas to the Director of Operations

OPERATIONS TEAM

The Operations Ministry/Team assist all faucets of G2G Ministries in developing a common set of "best practice" standards, systems, processes and procedures, ensuring reliability and continuous improvement to the quality of service provided to those that support, interact or come in contact with G2G Ministries.

The qualities, expectations and general responsibilities of Operations Team Volunteers:

Operations Team members should have a good understanding of the needs of each ministry and must be able to communicate these needs to ministry leadership. Operations Team members will assist in the creation of procedures and the specifications to follow for the execution for various aspects of the ministry to ensure operational success. Operations Team members will monitor ongoing business processes in the ministry and will assist in identifying gaps in policies, identifying training opportunities in order to equip ministries with building a highly skilled teams.

- Members of the operational team must strive to improve organizational effectiveness by showing exemplary leadership.
- Members of the operations team work towards finding positive solutions while empowering ministry/auxiliary leaders to make the changes necessary to make their ministry effective.
- Members are appoint by the Senior Pastor
- Coordinate quarterly assessments of the ministries overall operational performance.

The qualities and expectations of Operations Team Lead:

- Strives to improve organizational effectiveness by showing exemplary leadership and maintaining the organization's
- Ability to be open-minded and diplomatic
- · Ability to understand the workings of new operating systems
- Ability to engage in multiple assignments concurrently
- Have strong managerial ability to lead a team to success
- Have strong ability to make good decisions

Responsibilities of Operations Team Lead:

- In addition to the above qualities, the team lead should, act as ministry lead and represent ministry to G2G Leadership
- Serve as a liaison between G2G Leadership and ministry members, sharing vital information and/or changes in policies and procedures.

VISITORS & GUEST SERVICES

As ambassadors for Christ and G2G Ministries, the mission of the Visitors & Guest Services Ministry is insure that all who come to G2G Ministries, whether to join, visit, or take part in a special service, are welcomed into God's house.

The qualities and expectations of Visitors & Guest Services Volunteers:

Welcoming first-time visitors to the church is a very important aspect to church growth. In an effort to insure that the overall "welcome process" is as affective as possible, the following guidelines should be followed:

- To serve with excellence;
- Be active in furthering the vision and mission of G2G Ministries;
- Exhibit a welcoming attitude to everyone who enters the church;
- Encourage each member to fulfill his/her own ministry of making people feel welcomed in the church;
- Be creative and innovative regarding new ways to create a more welcoming atmosphere for our guest;
- Be familiar with all announcement materials and speak with clarity and confidence at all times;
- Insure that all first-time visitors receive a visitors card and a welcome packet before they leave the church;
- Speak clearly, distinctly, and with enthusiasm

The general responsibilities of Visitors & Guest Services Volunteers:

- Insure that each first-time visitor is welcomed into the church, that he/she completes a visitor's card and receives a CD from the senior pastor;
- Quickly review the visitor's card to insure that the name and address information is complete, accurate, and readable. This is important to the church's follow-up process;

- The Church Administrator prepares letters to all visitors on a monthly basis thanking them for visiting. Following the service, these cards should be given to the Church Administrator for this purpose.
- Be familiar with the Order of Service and recognize a and quickly adjust to any change(s) that have been made
- Using the visitors' cards, call and or email person within twenty-four hours and thank them for visiting our church. Being sure to invite them back
- Insure that other members know how to do the welcome

The qualities and expectations of Visitors & Guest Services Lead:

- Strives to improve organizational effectiveness by showing exemplary leadership
- Ability to be open-minded and diplomatic
- Ability to engage in multiple assignments concurrently and complete them error free
- Have strong managerial ability to lead a team to success
- Have strong ability to make good decisions

Responsibilities of Visitors & Guest Services Lead:

- Oversees staff, metrics, and procedures for Visitors & Guest Services Ministry.
- Conducts Trainings, creates scheduling, handles all inventory request and replenishment.
- Makes sure communications binder is updated
- Responsible for updating the Visitor list for any visitors that become members. This ensures that metrics will be reviewed weekly (% of visitors becoming members, etc).
- They also send the call log expectation to the callers each week

CHILREN'S MINISTRY (KINGDOM KIDS)

The purpose of Children Ministry is to train, disciple, and equip students in the knowledge of Jesus Christ.

The qualities and expectations of Children's Ministry Volunteers:

- Born again believer in Jesus Christ who exhibits a consistent testimony and Godly walk;
- Regularly attend worship services;
- Faithful with tithing;
- Has personal devotion time in the Word of God;
- Arrive on time to all events/activities and meetings;
- Communicate effectively with participants, parents and other ministry volunteers;
- Provide a safe and nurturing environment;
- Facilitate the activity/event;
- Complete & pass mandated background check. Individuals who have been convicted of sexually
 oriented or sex related crimes relating to youth or minors, misdemeanor or felony, cannot serve in any
 area of the Children's Ministry.

The general responsibilities of Children's Ministry Volunteers:

Children's Ministry Administrator

- Ensure that curriculum is available for each class including take-home sheets (challenge cards)
- Complete the monthly schedule and email schedule along with curriculum to all teachers
- Ensure that all children have a current application on file
- Maintain check in/out records
- Additional duties as needed

Children's Ministry Teacher

- Prepare all assigned lessons/activities before Sunday morning
- Arrive on time in order to prepare your classroom
- Carry out specific assigned activities such as assist with check in/check out, whole group lesson, small group discussions, etc.
- Ensuring that students are checked in and out properly
- Provide biblical teaching
- Guiding children from one activity to another and maintaining a safe and effective learning and worship environment
- Cultivating appropriate relationships with team members and students
- Praying with students and for the ministry
- Maintain and inviting and clean classroom
- · Additional duties as needed

The qualities and expectations of Children's Ministry Lead:

- Born again believer in Jesus Christ who exhibits a consistent testimony and Godly walk;
- Love for children and the desire to disciple and equip them;
- Knowledge of child-development and curriculum/instructional practices;
- Regularly attend worship services;

- Faithful with tithing;
- Has personal devotion time in the Word of God.

Responsibilities of Children's Ministry Lead:

- Oversee and organize the Children's Ministry including the daily operations during Sunday worship services. These include, but are not limited to:
- Working with a team of teachers to provide weekly curriculum lessons;
- Develop schedules, organize check in/out system;
- Communicate with parents regarding lessons learned, special events, etc.;
- Provide training to teachers as needed;
- Work with the children's ministry team to ensure growth and development of one another through Christ;
- Ensure printing, materials, and snacks are available;
- Plan special events/activities as needed.

COUPLES OF GLORY MINISTRY

Equipping couples with biblical instruction on God's design for marriage, building oneness and purpose through the help of the Holy Spirit.

The qualities, expectations and responsibilities of Couple's Ministry Volunteers:

- Present a friendly, helpful attitude to those attending church services and ministry events;
- Assist with marketing and registration by answering questions and serve as an ambassador to encourage involvement and gain commitment of attendees;
- Participates as and assists with preparing other couple's to be accountability champions to couples;
- Pray with and for couples, call to encourage and provide biblical teaching to couples;
- Contact Ministry leads when important life events (birth, death, attacks, etc.) in marriage occur so we can pray as a team and provide appropriate resources.

The qualities, expectations and responsibilities of Couple's Ministry Lead:

- A working knowledge of God's word as it pertains to marriage, a testimony, and leadership skills.
- A willingness to speak God's word out loud, share the truth of the gospel, and the result of sin to articulate God's grace. Fellowship and loving instruction to married couples.

DEACON & DEACONESS MINISTRY

Serving and uplifting the members of G2G Ministries is the mission of the Deacons Ministry.

The qualities, expectations and responsibilities of Deacons & Deaconess Ministry Volunteers:

Appointed by Bishop/Senior Pastor of G2G Ministries

- Receives training for Deacons Ministry
- Accepts responsibility to serve the people
- Attends the meetings
- Serve at assigned time or arrange for a replacement
- Prepare basins, towels and communion table for communion service.
- Assist with communion and baptism when needed.
- Dress properly for communion service

- Men in black suits and ties with black shoes
- Women in white suits or dresses with white shoes
- Know the word of God
- · Collect tithes and offerings; oversee security of finances
- Assist the Finance Team in accurate accounting of collections.
- Visit the sick and shut in
- Home visits are done with a male and female (but always two people)
- Hospital visits can be done by one person of either sex but the preference would be two persons
- A female is never to visit a male alone at home. Neither is a male to visit a female at alone at home.

The qualities and expectations of Deacon & Deaconess Ministry Lead:

They should be of good character, be married and devoted to one person only, self-controlled, sensible, respectable, an able teacher, not addicted to wine, gentle and a competent manager of his household and children. They should be growing in grace and boldness in the faith.

The responsibilities of Deacon & Deaconess Ministry Lead:

In accordance with the above qualities, the leader should:

- Act as ministry lead and represent ministry to G2G Leadership;
- Serve as liaison between G2G Leadership and ministry members, sharing vital information and/or changes in policies and procedures;
- Develop and set agendas for the deacons meetings;
- Schedule and preside over the deacons ministry;
- Ensure that deacon's ministry members are fulfilling their duties.

E.D.G.E. YOUTH MINISTRY

To provide biblical solutions to promote personal success in the lives of youth, while supporting the family's efforts to lay a foundation in God's word, so that they will recognize their need for Christ and grow in relationship with Him.

The qualities, expectations and responsibilities of E.D.G.E. Youth Ministry Volunteers:

The responsibility for volunteers who serve with EDGE are required to commit to prayer and fasting from one meal on Tuesdays, with prayers directed towards our youth.

TEACHING/INSTRUCTION:

- Volunteers in this capacity assist with message preparation and message facilitation/instruction.
- Message to be taught should have been completed and shared with the team lead for approval, and flexible to allow the Holy Spirit to lead in another direction if prompted
- Volunteers are to be at least 15 minutes early when scheduled

OUTREACH

- Volunteers in this capacity assist with identify and coordination OUTREACH and social gathers with the EDGE youth, community and social engagement, and youth team building.
- Volunteers for OUTREACH are to be in place at least 45 minutes early when scheduled
- Coordinated activities/OUTREACH events are to be presented at least 30 days in advance, some events will require longer, but will be determined upon correspondence

FUNDRAISING

- Identifying ways to raise money, including and excluding youth involvement, i.e., grants, sales, etc.
- Under no circumstances are EDGE volunteers authorized to sign any documents, contracts, or agreements

EDGE Youth department reserves the right to revoke any volunteer's ability to serve in EDGE with or without notice at any time for any reason or for no reason at all.

Volunteer & Staff Screening Requirements:

- Application
 - All EDGE Youth volunteers must complete the Volunteer Application Form and consent to a background check. Volunteers must also be able to provide references upon request. Individuals who have been convicted of sexually oriented or sex related crimes relating to youth or minors, misdemeanor or felony, cannot serve in any area of the EDGE Youth department. As a body of believers we firmly believe in restoration and redemption of persons who have committed offenses. However, we do not condone or create environments that are harmful to youth or put them at risk for injury.
- Volunteer Attendance Policy
 - Attendance is one of the most important obligations and volunteers must abide by the following guidelines:
 - Arrival Time
 Most EDGE events begin receiving youth one hour before the event or activity is scheduled to begin. Therefore volunteers must arrive one half prior to service and 45 minutes prior to special events at which they are serving.
 - Departure
 At least two Volunteers must remain at the event or activity until the last youth in their respective area has been picked up by a parent/guardian.
 - Substitute Requirements
 - Volunteers must make every attempt to find a substitute from the provided list of EDGE ministry workers. If he or she is unable to find a substitute, the volunteer must then contact the ministry team leader and notify them of their inability to attend and that a substitute has not been appointed. Only persons who are trained in the area that you are working in are an adequate substitute.
 - Notification
 - Volunteers must send an email (primary) call, or text their ministry team leader to inform them of their absence and the status of locating a replacement. We request that you call as soon you are aware that you are unable to serve.
 - Attendance Issues
 - In the event that a volunteer is habitually late or fails to appear on the day they are scheduled to serve more than twice in any three month period, the Team Leader will have a conference with the volunteer to convey the importance of adhering to the standard of excellence and help the volunteer in achieving such standards. If the absences or tardiness continues the volunteer will be removed for the schedule and given the option of being reassigned to another ministry within G2G Ministries.
 - Volunteer Dress Code
 - During any EDGE activity or event where you are serving, please wear your appropriate dress. We are reminded that we are to be an example to the youth and

we want that reflected in our dress. Volunteers are to dress modestly, not drawing attention to their body (i.e., men: tight muscle shirts, women: revealing clothing).

- EDGE Informational
 - Each new volunteer shall attend one informational meeting regarding his/her area of ministry.
- EDGE Training
 - Each volunteer shall attend at least one training session each quarter to increase his/her skills and knowledge in his/her area of ministry.
- o Interview (for Team Leaders & Site Leaders only)
 - All leadership positions within EDGE must submit to an interview by the Youth Leader and/or a member of the Pastor Executive Team. Volunteers who are not serving in a leadership capacity may also be required to submit to an interview by the Youth Leader or a member of the Pastor Executive Team. Revocation.

INTERCESSORY PRAYER MINISTRY

The Intercessory Prayer Ministry drives the growth and advancement of the Kingdom of God thru prayer. Serving as prayer warriors who will intercede on the behalf of our God and the issues closest to his heart, our Bishop at G2G Ministries, the church and body of believers, our homes, nation, communities, schools, the sick, lost souls, and all who seek biblical centered prayer.

The qualities of Intercessory Prayer Ministry Lead:

- Born Again
- A member of G2G Ministries with regular attendance
- · Spirit filled and led by the holy spirit
- Discerning/mature in the Faith
- Believe, Know and pray the scriptures
- Be in right fellowship at home, church, and with members
- Fasting

Responsibilities of Intercessory Prayer Ministry Lead:

- Exhort, teach, equip, and prepare Intercessory Prayer Ministry volunteers for the work of ministry and for the edifying of the body;
- Serving the home, church, community, and region in love;
- Set schedules for prayer, for volunteers serving and Intercessory Prayer events;
- Ensure that prayer request, sent via Bishop, Elders, Administrator, website, etc. are forwarded to volunteers;
- Support Bishop and Elders during altar call praying;
- All may attend prayer, however volunteers 1-5 will be selected by Ministry lead or Pastor/Elder.

MEN OF GLORY MINISTRY

The purpose of the Men of Glory Ministry is to minister to men at every stage of their journey to understand God's purpose through teaching, fellowship, and service; providing opportunity for fostering spiritual friendships and developing discipling relationships, so that men can grow in conformity to Christ, specifically in their roles as men.

The qualities, expectations and responsibilities of Men of Glory Ministry Volunteers:

- Fellowship and connect with one another quarterly by way of a Men's Breakfast, Men's Bible and/or Book Study and Enrichment, Sporting Events/Outings, and/or Recreational Activities.
- Establish the "Boys To Men of Glory" Mentoring Program for male youth in the church and community. The Men of Glory will be visible and active role models that provide support, instruction, spiritual guidance, and physical/recreational activities for all participants.
- Organize an annually "Father's Day" gift for our pastor and smaller gifts to all the fathers of G2G for Father's Day. All men from G2G will be asked to contribute monetarily towards these gifts. These gifts will be presented by the Men's Council, to pastor and all fathers in attendance, on Father's Day
- Facilitate a "Boys To Men of Glory" Legacy Luncheon (or event) in which fathers will take their sons
 (and other men of G2G take their mentees) to a ceremonial type of event in which fathers and sons
 (mentees) are honored, participate in bond building activities, discuss topics about manhood and
 becoming a Godly man, and/or present their sons or mentees with some type of gift that will
 commemorate the event.
- Sponsor a community outreach/evangelistic events ("Man Hunt", "Ironmen", "Man2Man", "Just men",
 "Real Men" or "Man Up") in which other men in the community are included and involved. (i.e. Men's
 Conference, Men's Boot Camp, Men's Recreational/Sporting Event, and/or Men and Boys To Men of
 Glory Retreat)

Other Tasks and Duties

- Manage all parking lot duties for all services and events sponsored by G2G Ministries. In addition, the Men of Glory will provide support and assistance to the security team when requested.
- Provide maintenance and labor assistance for church facility projects (carpet cleanings, renovations, repairs, etc.). The Men of Glory will also assist with reasonable moving request from members of G2G.

The qualities, expectations and responsibilities of Men of Glory Ministry Lead:

- Stay rooted and grounded in and by the word; esteeming the Word of His mouth more than our necessary food.
- Be dedicated; willing to be courageous and bold; to step up take action when necessary
- Be accountable; willing to stand in the gap as well as hold his brother accountable.
- Stand strong; don't give in when you are challenged, attacked or criticized.
- Stay humble; able to esteem others higher that oneself
- Be willing to be a watchman on the wall.

MUSIC & WORSHIP ARTS MINISTRY (MAWAM)

The Music And Worship Arts Ministry (MAWAM) is committed to upholding the Vision of G2G Ministries; "...to equip (perfect) you for the work of ministry..." (Ephesians 4:11-16), by fulfilling the Mission of G2G Ministries, "...go ye therefore and teach (train; make disciples of) all nations..." (Matthew 28:18, 20 - The Great Commission).

The qualities and expectations of Music & Worship Arts Ministry (MAWAM) Volunteers:

- Each member must have completed a successful audition/skills assessment and were then selected to be a member of the MAWAM.
- Each member must attend scheduled rehearsals in order to minister during any service.

- Each member must be a consistent giver of tithes and offerings.
- Each member is expected to participate in the MAWAM monthly fast every 3rd Thursday of each month from 6:00 AM to 6:00 PM.
- Each member must be accountable to their Group Director in the event they are absent or late for any service or rehearsal. In addition, absences should be reported to the ministry accountability Line at (813) 832-6000 with a brief explanation for the absence.
- In the event that you are not able to minister on your scheduled worship or special service and/or event, it is each member's responsibility to contact another MAWAM group member to replace you. Then contact your Group Director with the specific changes.

Responsibilities of Music & Worship Arts Ministry (MAWAM) Volunteers:

MAWAM Administrative Assistant:

- Develops, coordinates, and distributes monthly calendar for the MAWAM
- Maintains all MAWAM's documents, and the online storage website
- Organizes all informational data on all members of the MAWAM
 (White Music Group; Green Dramatic Arts Group; Blue Dance Group)
- Submits all approved announcements on behalf of the MAWAM Director concerning the MAWAM to the Multi-Media Ministry
- Communicates all changes or additions to monthly calendar, ministry schedules, and rehearsals to all members of the MAWAM
- Sends correspondences to members of MAWAM via e-mail, cards, letters, or gifts. (i.e. birthdays, anniversaries, deaths, graduations, weddings, etc.)
- Organizes MAWAM outings and fellowships

Dance Group Director:

- Responsible for the operation and coordination of the Dance Group: Glorious Praise Dancers, Daughters of Glory (I & II), Mimes and Step Team (future)
- Choreographs (or appoint individuals) and develops dance routines & performances; conducts/organizes workshops on training techniques in dance.
- Organizes semi-annual auditions/skills assessments for the Dance Group, and selects successful auditions/assessments for approval to the MAWAM
- Submits ministry dates, rehearsal schedules, and announcements to Administrative Assistant for approval and the MAWAM Calendar
- Collects information on all members of the Dance Group (ministry application) and submits them to Administrative Assistant
- Communicates special ministry performances, outside ministry engagements, and requests or concerns to the MAWAM Director for approval
 - Additional dancers responsibilities:
 - Responsible for dancing during all worship or special services and events where required.
 - Required to attend all rehearsals in preparation for services or events.
 - Appointed by the Dance Director upon successful audition and skills assessment.

Dramatic Arts Group Director:

- Responsible for the operation and coordination of the Dramatic Arts Group: Adult Drama Group,
 Teen Drama Group, and Youth Drama group
- Directs (or appoint individuals) dramatic arts performances; conducts or organizes workshops on acting and playwriting in dramatic arts

- Organizes semi-annual auditions/skills assessments for the Dramatic Group, and selects successful auditions/assessments for approval to the MAWAM
- Submits ministry dates, rehearsal schedules, and announcements to Administrative Assistant for approval and the MAWAM Calendar
- Collects information on all members of the Dramatic Arts Group (ministry application) and submits them to Administrative Assistant
- Communicates special ministry performances, productions, and requests or concerns to the MAWAM Director for approval

Music Group Director:

- Responsible for the operation and coordination of the Music Group: Mass Choir (future), Praise & Worship Team, and Musicians
- Directs (or appoint individuals) musical performances; conduct or organize workshops on singing techniques and musicianship
- Organizes semi-annual auditions/skills assessments for the Music Group, and select successful auditions/skills assessments for approval
- Submits ministry dates, rehearsal schedules, and announcements to Administrative Assistant for approval and the MAWAM Calendar
- Collects information on all members of the Music Group (ministry application) and submits them to Administrative Assistant
- Communicates special ministry performances, outside ministry engagements, and requests or concerns to the MAWAM Director

Youth Ensemble Director:

- Directs (or appoint individuals) musical performances for the Youth Ensemble and Youth Band Ensemble (future)
- Communicates special ministry performances, outside ministry engagements, and request or concerns to the Music Group Director
- Conducts rehearsals, selects participants, and selects musical materials for the Youth Ensemble

The qualities, expectations and responsibilities of Music & Worship Arts Ministry Lead:

The leader of the MAWAM must first be a born again believer of Jesus Christ, filled with the power of the Holy Spirit, and able to be a servant leader that leads by example.

- Responsible for the operation and coordination of the MAWAM: the Dance Group, Dramatic Arts Group, and Music Group.
- Receives directives from Pastor as it relates to the MAWAM, establishes budgets, reports observations and concerns to leadership, develops ministry schedules, and approves appointments to the MAWAM.
- Meets with each MAWAM Group Director to cast vision, maintain enthusiasm, and to discuss the affairs of the MAWAM.

OUTREACH MINISTRY

The goal of the Outreach Ministry is to reach out to the community as often as possible without putting a limit on how many times we go out. The criteria for deciding what outreach efforts will take place are first prayed about and then keeping up with the events that are going on in the city where we can go as a group and partake in what is going on, with the intent to share Christ.

The qualities, expectations and responsibilities of Outreach Ministry Volunteers:

- Able and available to evangelize during scheduled outreach events;
- Seek opportunities to champion the gospel;
- Knowledgeable of the Word;
- Have a heart to see people led to Christ and serve God's people;
- Seek ways to effectively share the gospel and lead people to Christ;
- Love people and enjoy talking to people they do not know; and
- Ability to strike up a conversation without fear of rejection.

The qualities of Outreach Ministry Lead:

- A ministry leader must have a heart to see people led to Christ.
- A ministry leader should be able to communicate efficiently and effectively to others they may come into contact with.
- A ministry leader should be Christ minded and knowledgeable of the Word.
- A ministry leader has to be able to be subject to the Pastor, The Operational lead and the appointed Pastoral lead.

The responsibilities of Outreach Ministry Lead:

- Communicate effectively and efficiently;
- Coordination of quarterly outreach events;
- Share resources for volunteers to sharpen their evangelism skills; and
- Committed Tithers

WOMEN OF GLORY MINISTRY

The women of the Women of Glory Ministry are called to the purpose of fulfilling God's plan for our lives. We are committed to praying for and supporting one another. We are Sisters who need Sisters. "The Lord our God we will serve, and His voice we will obey" Joshua 24:24

The qualities, expectations and responsibilities of Women of Glory Ministry Volunteers:

- Members of the Women of Glory Executive Board are appointed by the Senior Pastor and their ministry lead:
- Fellowship, connect and encourage with one another;
- Promote and attend Women of Glory organized events;
- Devoted and active role models that provide support and direction for female youth in the church and community;
- Facilitate activities and events where participants may discuss topics about womanhood and becoming a Godly woman;
- Sponsor community outreach/evangelistic events;
- Receive training by Women of Glory Executive Board;
- Attend scheduled meetings;
- Promote sponsored activities and events; and
- Serve the members in outlined capacities.

The qualities of Women of Glory Ministry Lead:

- A ministry leader must have Love and compassion for the women of God who she has been chosen to serve.
- A ministry leader should be able to communicate efficiently and effectively, not only to the women that she serves, but to others that she may come into contact with as well.

- A ministry leader should always be able and ready to share the vision that was given to her as a leader to the women that she serves.
- A ministry leader has to be able to be subject to the Pastor, The Operational lead and the appointed Pastoral lead.

The responsibilities of Women of Glory Ministry Lead:

- Communicate effectively and efficiently with board members and all women of Glory to Glory
- All board members are subject to the Pastor and Pastoral Lead
- Committed Tithers
- Director and board members must place a call to the accountability line when they will not be in attendance for service(s).
- To submit all required paperwork in a timely manner for fellowship approval.

ARMOR BEARERS

An Armor Bearer is a person responsible for the care of the Sr. Pastor/Bishop (and the pastor's visiting guests when needed). He is a Sentinel: one that watches out and stands guard at all times. An Armor Bearer's purpose is to refresh, protect, assist, and serve the Sr. Pastor/Bishop at all times and at all costs.

The qualities, expectations and responsibilities of Armor Bearer Volunteers:

Armor Bearers are to serve, assist and dignify the office of the Sr. Pastor/Bishop as he executes his responsibilities as under-shepherd of the flock. An Armor Bearer must have the mind and heart of a servant in order to serve effectively. Being said, the responsibilities of anyone in the role of Armor Bearer will be, but not be limited to, the following:

- Pray regularly for the well-being of the Senior Pastor
- Provide personal security and support the senior pastor (and/or his visiting guests when needed)
- Protect, be keen, alert, cognizant of his surroundings, watching out for the Sr. Pastor/Bishop continually and continuously.
- Move quickly alongside the Sr. Pastor/Bishop through the thick of battle as a forceful escort who never falls behind.
- Move to resist totally and completely every enemy advance that comes against the Sr. Pastor/Bishop to do him harm.
- Carry and handle the Sr. Pastor/Bishop belongings resourcefully.
- Surrender completely to the Sr. Pastor/Bishop, trusting him implicitly and obeying without hesitation his every command.
- Anticipate the Sr. Pastor/Bishop's needs and demands so as to properly furnish and supply what is needed.
- Demonstrate extreme loyalty to the Sr. Pastor/Bishop, even unto death.
- Refuse to hold a grudge against the Sr. Pastor/Bishop for any reason.
- Recognize and bring to the Sr. Pastor/Bishop's attention any questionable matters or any vital information.
- Desire to see the Sr. Pastor/Bishop "get ahead." Forgives his leader for any offense immediately and without harboring resentment or anger.
- Share the dreams, goals and visions of the Sr. Pastor/Bishop.
- Demonstrate total intolerance of any false charge made against the Sr. Pastor/Bishop.
- Work for the Sr. Pastor/Bishop's welfare at all time.
- Sacrifice his own life (even take a bullet) and well-being for the betterment of the Sr. Pastor/Bishop. When an attempt is made on the life of the Sr. Pastor/Bishop, the Armor Bearer is to surround, protect, and strategically escort the Sr. Pastor/Bishop to safety.
- Exalt, respect and uplift the Sr. Pastor/Bishop at all times.
- Develop an eye for detail.
- Complete the Sr. Pastor/Bishop's commands perfectly.
- Work tirelessly and diligently on behalf of the Sr. Pastor/Bishop, seeking ways to advance his welfare
 and situation.
- Willing to serve in all aspects. This means coming in early and/or staying late
- Be spiritually, mentally, emotionally, and physically fit for duty at all times
- Will also serve a dual-role as a member on the Security Ministry

- Be ready to act in role of Armor Bearer or Security even when not scheduled
- Be trained (or willing to be trained) in self-defense
- Agree to and be willing to undergo a back ground check
- Have (or be willing to obtain) a valid FL Concealed Weapons License by meeting all state requirements at own expense- if applicable
- Be willing to participate in ongoing weapons and firearms training to ensure the proper knowledge on how to responsibly and safely use your weapon or firearm- if applicable
- Agree to keeping a copy of all valid firearms and weapons licenses, permits, and training on file with the ministry.
- Be CPR certified (or willing to obtain CPR Certification)
- Agree to reading of all assigned books and materials and the completion of a four-week Armor Bearer shadowing process prior to assuming Armor Bearer role.

** Note: An Armor Bearer is also a member of the Security Ministry by default and assumes ALL Security roles and responsibilities as well. However, a member of Security IS NOT an Armor Bearer by default.

The qualities of Armor Bearer Leads:

There is a Ministry Lead, a Director, and a Coordinator position in the Armor Bearer Ministry.

Ministry Lead Qualities:

The qualities the Ministry Lead must possess are, but not limited to, the following:

- Must be a church Elder
- Must have training in security and/or firearms use
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be faithful to church and family
- · Must be a student of the word of God
- Must be able to follow instruction of the leadership

Ministry Director Qualities:

The qualities the Director must possess are, but are not limited to, the following:

- Must have training in security and/or firearms use
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be faithful to church and family
- Must be a student of the word of God
- Must be able to follow instruction of the leadership
- Must be keen and alert

Coordinator Qualities:

- Be organized and efficient at working on a variety of tasks alongside of and in supervision of volunteers
- Have familiarity with Word, Excel, Outlook, Power Point, and other relevant office or administrative programs
- Possess Strong written and verbal communication skills
- Be self-motivated and able to make independent decisions for the good of the organization under the review of the Ministry Lead and/or Director.

Armor Bearer Qualities:

The main function of one who is designated as an armor bearer is, while being in service to God, he is in service to the senior pastor in facilitating the vision of God. Being said, the qualities that an Armor Bearer must exhibit are, but are not limited to, the following:

- Must be a born again believer in Jesus Christ
- Must have a spirit of humility and servitude
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be an active member of G2G Ministries with regular attendance and in good standing
- · Must be tithers
- Must be faithful to church and family
- Must be a student of the word of God
- Must fast and pray
- Must be punctual
- Must have clean hygiene and be neatly dressed (business casual minimum)
- · Must have good character
- Must be able to follow instruction of the leadership
- Participate in a 4 week training program which includes reading the God's Armor Bearer series of 3 books

** Note: Anyone selected to an Armor Bearer position will be appointed by the Senior Pastor, the Elder serving as the Armor Bearer ministry lead, and the Director of the Armor Bearer Ministry. Appointee will not be selected through the Volunteer VIP Ministry **

The responsibilities of Armor Bearer Leads:

Ministry Lead:

- To strengthen and provide guidance and assistance to Armor Bearer Director and Coordinator.
- Act as an advisor to the Armor Bearer Director and Coordinator
- Share valued insights and experiences, trusted wisdom, and practical tools with the Armor Bearer Director that will help promote effective and efficient ministry.
- Work with the Director of Operations to ensure that directives and policies are being implemented properly by the ministry's Director and Coordinator.

Armor Bearer Director:

- Manage the overall procedures, systems, and functions of the ministry
- Assume all listed responsibilities of an Armor Bearer (** See responsibilities of Volunteer #1**)

Coordinator:

- To work directly and solely with the Armor Bearer Ministry Lead and the Armor Bearer Director unless given specific instruction to do otherwise by the Armor Bearer Ministry
- Lead or Armor Bearer Director
- Serve as the Armor Bearer ministry's administrative person
- Provide support by maintaining up-to-date and accurate records including contact, training, and licensing information for the ministry and forwarding that information over to the Church's Administrator for proper filing.
- Assist in the facilitating of training and other events for Armor Bearer Ministry
- · Assist Director in building Armor Bearer scheduling to ensure adequate staffing
- Assist Director is constructing and disseminating any notes and other paperwork to the Armor Bearer team.
- Honor the confidentiality and sensitivity of all information pertaining to the Armor Bearer Ministry

• Attend meetings in the absence of Ministry Lead and/or Director, take accurate notes, and update Ministry Lead and Director on status of the meeting.

CD/DIGITAL DOWNLOAD

The purpose of the CD/Digital Download ministry is:

- To provide a clear and clean mix of sound to assist in the delivery of God's word through the spoken word and music.
- To assist in the spreading of God's word, given to the visionary, through duplication of CD and upload of digital files.
- To provide support to auxiliary ministries within G2G as it pertains to the CD/ Digital Download ministry's area of responsibility.

The expectations and responsibilities of CD/Digital Download Ministry Volunteers:

Duplication Specialists:

Upon receipt of the Master CD file from the Sound Ministry, Duplication Specialists are expected to create a new master, which include the correct intro and outro. (Intro and outro for Bishop Shines differs from that of all other speakers.) The original master is to be placed on the designated spindle. The new master with intro and outro is to be placed in the appropriate binder.

Additionally, these individuals are also expected to review the CD request log and ensure that all requested CDs are created in a timely manner. Requests are normally delivered one week after receipt.

Sales Champions:

Are expected to be on post prior to the conclusion of service. They are to sell and maintain accurate financial records of CDs requested. It is also desired that they develop innovative means to promote the sale of service records.

Scheduling Administrator:

Is expected to develop and implement a bi-monthly volunteer rotational schedule. Prior to schedule creation, it is essential for the administrator to canvas the team of volunteers for upcoming schedule conflicts. They are also responsible to distribution and posting of schedule a minimum of two weeks prior to duty rotation.

Inventory Control Specialists:

Are responsible for ensuring the maintenance of proper inventory levels. Inventory on hand should be sufficient enough to sustain the ministry for a minimum of one (1) month. It is also expected that there is a clear communication once low inventory levels are reached. It is also essential to confirm the receipt and stocking of ordered supplies.

Digital File Manager:

Is expected to ensure that the digital files of the sermons are uploaded to the G2G website in a timely manner. They are also expected to maintain a pulse on the volume of files downloaded. In addition, they are to implement the coupon code into PayPal.

The qualities and responsibilities of CD/Digital Download Ministry Lead:

Qualities needed include, but are not limited to the following:

- Intercede for ministry
- Delivery of clear and concise direction
- Organized and structured
- Multi-task
- Detailed oriented
- Prompt completion of objectives
- Listener and encourager

Responsibilities needed include, but are not limited to the following:

- Training of volunteers
- Meeting with volunteers
- Ensure schedule of volunteers created, posted and emailed in advance of duty rotations
- Provide reminders to volunteers including reminder to fast for ministry month
- Provide Digital Download Coupon Code to all needed
- Ensure maintained roster of those to receive message whether digitally or mailed CD
- Inventory Control
- Budget & Proposal completions
- Maintain accurate financial records
- Forecast of future supplies necessary for operation
- Lead by example

CHURCH SECURITY

The Security team is responsible for guarding the church premises and ensuring, to the best of its abilities, that certain measures of security are observed and maintained at all times for G2G ministries, during church services and various activities as needed. The security team is responsible to the membership at large, congregants and guest of the ministry, while on church property, to ensure a safe experience during church services and events. The team will secure the premises of the church, and/or its property and resources.

The qualities, expectations and responsibilities of Security Volunteers:

The responsibilities of anyone in the role of Security will be, but not be limited to, the following:

- Must be willing to and agree to undergo a background check
- Arrive in a timely fashion when appointed to serve
- Serve in appointed position immediately upon arrival and until dismissed by Armor Bearer Director.
- Will stand watchful for any disturbances or individuals who cause disruptions during service and remove any individuals accordingly and as necessary.
- Will ensure the security of the Sr. Pastor/Bishop and congregants at all times. In the event any disturbance or disruption is deemed harmful, will act immediately to halt and hinder the disruption.
- Be trained (or willing to be trained) in self-defense
- Have (or be willing to obtain) a valid Concealed Weapons Permit by meeting all state requirements at own expense- if applicable
- Be willing to participate in ongoing weapons and firearms training to ensure the proper knowledge on how to responsibly and safely use your weapon or firearm- if applicable
- Agree to keeping a copy of all valid firearms and weapons licenses, permits, and training on file with the ministry.

- Be CPR certified (or willing to obtain CPR Certification)
- Agree to and be willing to undergo a back ground check
- Be ready to act in role of Security even when not scheduled
- Agree to reading of all assigned books and materials and the completion of a four-week Security shadowing process prior to assuming Security role.

The qualities of Security Team Leads:

There is a Ministry Lead, a Director, and a Coordinator position in the Security Ministry.

Ministry Lead Qualities:

The qualities the Ministry Lead must posses are, but not limited to, the following:

- Must be a church Elder
- Must have training in security and/or firearms use
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be faithful to church and family
- Must be a student of the word of God
- Must be able to follow instruction of the leadership

Ministry Director Qualities:

The qualities the Director must possess are, but are not limited to, the following:

- Must have training in security and/or firearms use
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be faithful to church and family
- Must be a student of the word of God
- Must be able to follow instruction of the leadership
- Must be keen and alert

Coordinator Qualities:

The qualities the Coordinator must possess are, but are not limited to, the following:

- Be organized and efficient at working on a variety of tasks alongside of and in supervision of volunteers
- Have familiarity with Word, Excel, Outlook, Power Point, and other relevant office or administrative programs
- Possess Strong written and verbal communication skills
- Be self-motivated and able to make independent decisions for the good of the organization under the review of the Ministry Lead and/or Director.

Security Team Qualities:

- Must be a born again believer in Jesus Christ
- Must have a spirit of humility and servitude
- Must desire the well-being and interests of the Sr. Pastor/Bishop at all times
- Must be an active member of G2G Ministries with regular attendance and in good standing
- Must be tithers
- Must be faithful to church and family
- Must be a student of the word of God
- Must fast and pray
- Must be punctual

- Must have clean hygiene and be neatly dressed (business casual minimum)
- Must have good character
- Must be able to follow instruction of the leadership

The responsibilities of Security Team Leads:

Ministry Lead:

- To strengthen and provide guidance and assistance to Security Director and Coordinator.
- Act as an advisor to the Security Director and Coordinator
- Share valued insights and experiences, trusted wisdom, and practical tools with the Armor Bearer Director that will help promote effective and efficient ministry.
- Work with the Director of Operations to ensure that directives and policies are being implemented properly by the ministry's Director and Coordinator.

Security Director:

Manage the overall procedures, systems, and functions of the ministry

Coordinator:

- To work directly and solely with the Security Ministry Lead and the Armor Bearer Director unless given specific instruction to do otherwise by the Security Ministry Lead or Security Director
- Serve as the Security ministry's administrative person
- Provide support by maintaining up-to-date and accurate records including contact, training, and licensing information for the ministry and forwarding that information over to the Church's Administrator for proper filing.
- Assist in the facilitating of training and other events for Armor Bearer Ministry
- Assist Director in building Security Ministry scheduling to ensure adequate staffing
- Assist Director is constructing and disseminating any notes and other paperwork to the Security team.
- Honor the confidentiality and sensitivity of all information pertaining to the Armor Bearer Ministry
- Attend meetings in the absence of Ministry Lead and/or Director, take accurate notes, and update Ministry Lead and Director on status of the meeting.

GREETERS & USHERS

Greeters & Ushers are ambassadors, representatives of the body of Christ, set in place to be the frontline as we greet and usher people in, it's important that we make a great first impression.

The qualities, expectations and responsibilities of Greeters & Ushers Ministry Volunteers:

Greeters & Ushers:

- Arriving 45mins before service
- Greet, welcome, usher and Seat the congregation
- Assist in location areas of the sanctuary e.g.: (restrooms. Nursery (overflow room), Sunday School class
- Hand out literature, announcements, tithes envelopes
- Assist at approved external events (funerals)

Assistant Director:

- Initiate / approve staff schedule
- Conduct meeting
- Train staff
- Record and Transcribe staff meetings minutes
- Event planning
- Attend leadership Meetings

The qualities and responsibilities of Greeters & Ushers Ministry Lead:

As greeter / usher we are to walk in the spiritual gift of hospitality while exhibiting love and compassion. They should show forth a contagious smile that would make one feel special and important while welcoming and inspiring people to want to come back.

- Initiate / approve staff schedule
- · Attend Director only Meetings
- Train staff / do corrective action
- Maintain and overseas job functionality
- Conduct meeting
- Attend leadership Meetings

HOSPITALITY

The Hospitality Ministry is committed under God to serve His people! It's our responsibility as servants of the Lord to provide excellent service, nutritional meals and a clean, comfortable safe environment. We will ensure that each individual is treated with love, respect and impeccable service.

Responsibilities of Hospitality Volunteers:

Pastoral Care Cooks:

 Purchase and prepare Sunday meal for Sr. Pastor, his guests when applicable, or designated speaker upon absence of Sr. Pastor at church or other specified venue

Pastoral Care Servers:

- To be a dedicated server to the Sr. Pastor and/or his guests for Sunday Service or any other church sanctioned event in which the Sr. Pastor and/or his guests will be present
- · Collect and remove all dishes and serving tray from Pastoral office
- · Clean Pastoral office after meal

Banquet Services Cooks:

- Construct menu for banquet event
- Purchase food in a timely manner
- Inspect food the day before the event to ensure freshness and usability
- Ensure that all elements of food are present for the meal unless otherwise stated
- Engage other cooks in the preparation of the meal whenever we are having banquets
- Prepare enough food to include the assigned helpers, 2-3 assigned armor bearers, & finance help

Banquet Services Servers:

- With gloved hands, serve food and beverage to all guests
- Monitor eating event and ensure all guests needs are taken care of
- · Remove plates and eating supplies and return material to kitchen for proper cleaning

Assist in cleaning eating area when event is over

Expectations of Hospitality Volunteers:

Pastoral Care Cooks:

- Arrive at least 30 minutes prior to arrival of Sr. Pastor and/or guests
- Cook, prepare, and plate meal for Sr. Pastor in accordance to proper health and safety guidelines.

Pastoral Care Servers:

- Follow assigned monthly serving schedule
- Report promptly to serve the Sr. Pastor and/or his guests at all times when the Sr. Pastor is in the church
- Ensure the Sr. Pastor received proper attention for his dining needs
- Be present each Sunday and for any called church event to provide care for the Sr. Pastor,
 Ruling Elder, or assigned Guest Speaker in the place of the Sr. Pastor
- Remain on the premises to remove dinnerware from Pastoral office and clean office upon signal from Armor Bearer. The server is to remain on site until excused from serving by the Hospitality Director or designated person in charge.

Banquet Services Cooks:

- Utilize expertise and decide on and finalize the menu in advance of event
- Purchase food and begin food preparation in advance of event at cooks professional discretion
- Be present the day of event in proper attire of chef hat and chef jacket to cook, prepare, and plate meals for event in accordance to proper health and safety guidelines.

Banquet Services Servers:

- Report to serving area in proper dress and be ready to serve guests with gloved hands
- Follow proper serving etiquette when serving guests
- Survey to room and be ready to address any needs of the guests
- Remove dinnerware from room and take to kitchen area for Kitchen manager to delegate cleaning

The qualities of Hospitality Ministry Leads:

The Hospitality Ministry will be governed by its Executive Staff. Each member of the Executive staff must possess the same qualities. The executive staff shall consist of the following: Director, Assistant Director, Head Cook, Kitchen Room Manager, Setup Manager, Floral & Linen Care Coordinator, Director's Administrative Coordinator Assistant and Administrative Secretary. The Executive Staff will be responsible collectively to make decisions concerning the operation of the Hospitality Ministry. Qualities needed to be a leader in the Hospitality are, but are not limited to, the following:

- Possess a spirit of humility and service
- Have the ability to receive correction and execute needed changes quickly
- Be punctual and dependable
- Possess good interpersonal and communication skills
- Be flexible
- Have a friendly disposition

The responsibilities of Hospitality Ministry Leads: Ministry Lead

- Oversee the entire department to ensure that it is functioning properly
- Maintain good communication with the Director and Executive staff ensuring that their roles are executed as defined.
- Liaison for Bishop Shines and Director of Operations as it relates to the operation of the Hospitality Ministry.
- Will be in attendance at all banquets/dinners, especially those where Bishop Shines is in attendance, per his request.

Director

- Responsible for the entire operation of the Hospitality Ministry
- Work in concert with the Executive Staff ensuring that all segments of the hospitality department are functioning properly.
- Keep the Ministry Team Lead informed of any potential problems and confers before making any major decisions.
- Work closely with Assistant Director to ensure functions of the ministry are carried out properly in case of his/her absence.

Assistant Director

- Follow the duties of the Director in his/her absence
- Assist Director as needed when her assistance is required

Director's Administrative Assistant

- Work closely with the Director and Assistant Director, keeping them **both** abreast and informed
 and providing clarity of details for anything needed from anyone requesting services from the
 ministry.
- Maintain a monthly schedule for those serving in the Pastor Care area of this ministry. Ensure that schedule is properly maintained including a cook, server and kitchen cleanup person each Sunday.
- Assist the Director and Assistant Director in ensuring that servers are available for Wednesday
 night services and/or any weeknight services that may be scheduled that Pastor or one from his
 Pastoral Team will be speaking

Administrative Coordinator Secretary

- Record and distribute minutes and pertinent documents to all team members of Hospitality
- Ensure each team member is made aware of all meetings via email, alerting the Director of the responses.
- Receive all requests for culinary assistance, interfacing with the contact person of the requesting ministry, ensuring clarity of their request
- Ensure that the Director is made aware of the request, discuss the feasibility of the request
- Notify the requesting ministry of the decision and become the liaison until the completion of the event

Head Cook

 Responsible for cooks each Sunday to prepare food for Pastor to be eaten before and after each service

- Coordinate with Director's Administrative Assistant so she can maintain her monthly calendar properly
- Review and determine menus for requested events
- Oversee food purchase, preparation of food and cooks that will assist in the preparation and cooking process
- Ensuring food is kept at proper temperatures
- Ensure food is properly disposed of and sanitary standards are enforced
- Understand proper food portioning
- Ensure cooks are properly trained in food preparation
- Include all cooks in the preparation, cooking and plating of the food for all events Ensure all
 cooks are properly trained and ready to take over in the absence of the Head Cook

Setup Manager

- Oversee team with proper set up of dining area
- Ensure that adequate servers are assigned for the special event
- Ensure that assistance is given to the set up process using everyone in the Hospitality Ministry
- Assign appropriate number of hosts/hostesses to greet guests upon arrival
- · Supervise cleanup of banquet room or area where dinner is held
- Ensure linens are properly separated for proper cleaning by designated person maintaining linens

Kitchen Manager

- Supervise cleanup of area where dinner is held
- Ensure linens are properly separated for proper cleaning by Linen Care personnel
- Supervise assigned staff in keeping the kitchen clean and utensils and dishes properly washed and stored after use.
- Keep the Hospitality Storage Room and kitchen in proper order so equipment can be readily retrieved when needed
- Ensure staff adheres to safety techniques.

Floral and Linen Care

- Organize a team to make floral arrangements when needed
- Provide table coverings and decorations
- Ensure tables are dressed and set up properly with items before event(s)
- Clean, store and return of all linens (napkins only) that have been used each Sunday and for previous events when needed
- Keep all face towels clean, fresh and ready for Pastor and/or guest speakers' use

MOTHER'S BOARD

The Mother's Board fulfill God's plan for our lives by serving Bishop and the Pastoral Leads through prayer and other supportive actions. As mature, spirit-filled women, the Mother's Board is committed to interceding on the behalf the Bishop.

The qualities, expectations and responsibilities of Mother's Board Volunteers:

Appointment approved by Bishop

- · Understand of the Word of God
- Ability to communicated their knowledge with reverence
- Exhibit to others spiritual ways of strength
- · Guide others in the ways of a Godly life
- Intercessory prayer for Bishop, church, community and those in government
- Pray for the ministry
- Keep in confidence the information provided by Bishop regarding specific prayer requests
- Perform duties outline by Bishop and Pastoral Leads
- · Spirit filled and grounded in the Word of God
- · Dedicated member of G2G
- Mature in the faith

The qualities and responsibilities of Mother's Board Lead:

- Communicate the prayer requests outline by Bishop
- Support Bishop and Pastoral Leads
- · Prayer warrior
- Lead by example
- Accountable
- Mature older woman with service in the church

MULTI-MEDIA

The Multi-Media Ministry is committed to supporting the goals of G2G Ministries by facilitating the dissemination of information to the members of the ministry, our guests, and the general public using technological resources.

The qualities, expectations and responsibilities of Multi-Media Volunteers:

Photographer:

Create permanent visual images for a wide range of creative, technical and documentary purposes. Maintain and compile image library for available use. Work with various ministries to discuss images and how they want to be used. Seek out appropriate photographic subjects and opportunities. Have an artistic eye Communicate with subjects in a encouraging and easy manner. Use extensive range of cameras, lenses, lighting, green screen and specialist software. Keep up with the most current industry trends. Understand traditional film and digital photography.

Video Camera Operator:

Control camera equipment in studio and on location for video broadcast and recordings. Responsible for operating various technical equipment associated with video recording. Assemble and set-up equipment. Respond and listen to quick directions. Effectively capture action. Knowledge of proper lighting and sound for video shoot. Stay current on latest camera techniques. This person should be flexible to work either service or both as needed.

Web Page Developer:

Responsible for the design, development and coding of website. Maintain technical aspect of website; how it looks and works. Maintenance and update of site. Test website and identify any technical problems. Upload site on server and register it with different search engines. Have creativity and imagination and skills with software and programming. Stay current with current trends and computer technology with webpage design.

Computer/Projector Operator:

Operate computer through use of various software to display content during church services and other special events. Be knowledgeable of how to use a Mac operating system and various programs (ProPresenter, Word, PowerPoint, internet, etc.). Be able to project correct information on the screen through scriptures, music slides and sermon notes. Be able to stay focused on the task at hand and while tuning out background distractions. Properly shut down computer and televisions after each session. Must be punctual before service to set-up equipment and shutting down after each service.

Voiceover Artist:

Uses of vocal abilities and speaking voice to narrate video. Have good diction, inflection in tone and microphone techniques. Utilized for live interviews. Submission of voiceover content in a timely and efficient manner. Be flexible to meet at church to complete any voiceover requirements.

The qualities of Multi-Media Ministry Director:

- Social and attentive to the things in the ministry.
- Organized with a consistent schedule.
- Analytical and intuitive to interpret and maximize the success of media outlets (i.e. e-mail blast, Facebook, web etc.)
- Creative for use of graphics and think outside the box. Knowledge of computers and understanding of social platform; as well as your audience.
- Punctual, flexible and available for all service times, church events and emergency situations.
- Stay abreast of the latest technology to move the ministry forward and network with internal and external media outlets.
- Understands processes, and can work within policies and procedures to make the ministry run effective and efficiently
- Open minded

The responsibilities of Multi-Media Ministry Director:

- Responsible for managing media department.
- Serve as a media expert and is responsible that media deadlines are completed in a timely manner.
- Decide the best way to communicate messages through video, email blast or other media avenues.
- Make purchases and purchase recommendations.
- Train media volunteers. Oversea and direct video production.
- Responsible for email blast site with confidential church members information. Monitor and analyze email blast campaign success.
- Responsible for content on church webpage and direct webpage developer on changes as needed.
- Set guidelines and procedures for use of Media Ministry by other ministry departments. Complete reports as needed.
- Research and stay informed with the most current media programs, effects, software and equipment.
- Schedule computer operators, photographers and video camera operators for sessions as requested by Pastor and other ministries within the church.
- Work with various ministries to complete projects (i.e. Senior video and youth recognition with the Education Ministry).
- Ensure all media equipment is properly working and maintained.

SOUND

The purpose of the Sound Ministry is:

 To provide a clear and clean mix of sound to assist in the delivery of God's word through the spoken word and music.

To provide support to auxiliary ministries within G2G as it pertains to the Sound ministry's area of responsibility.

The expectations and responsibilities of Sound Ministry Volunteers:

Sound Ministry Volunteer

This individual is responsible for assisting the Sound Engineer with mixing audio, recording services, and rehearsals. Also responsible for setting up equipment for each service. Each volunteer is expected to adhere to training given for mixing audio, recording services and attending rehearsals.

Sound Engineer

This individual is responsible for managing the Sound Ministry including:

- Mixing Audio
- Recording Services
- Service/Event setup
- · Praise Team rehearsals
- Scheduling and training volunteers
- · Maintaining, repairing, renting audio equipment
- Ensuring audio needs are met for G2G services/events
- · Proposing procurement of new audio equipment

The sound engineer is expected to ensure a clean mix is given each service. They are also expected to maintain and address any issues that may impact the operation of the Sound Ministry.

The qualities and responsibilities of Sound Ministry Lead:

Qualities needed include, but are not limited to the following:

- Intercede for ministry
- Delivery of clear and concise direction
- Organized and structured
- Multi-task
- · Detailed oriented
- · Prompt completion of objectives
- Listener and encourager

SPECIAL OCCASION

Special Occasions are a function of the Church Administrator. The Church Administrator works with a appointed volunteers to help carry out these functions. Special Occasions include:

- Weddings
- · Funerals/Bereavement
- Baby Dedications
- · Baptisms

VOLUNTEERS IMPACTING PEOPLE (VIP MINISTRY)

Volunteers Impacting People (VIP) is the recruiting arm of the ministry and in scripture is referred to as the ministry of helps. The mission of G2G is to build strong effective Christians by equipping them to do the work of ministry to help build the kingdom of God.

The qualities, expectations and responsibilities of VIP Ministry Volunteers:

- Check the email account twice weekly and respond to all correspondence within 24 hours.
- Update the spreadsheets as new applicants come in or as changes occur.
- Contact members as needed.
- · Maintain confidentiality.
- Primary focus: recruiting, networking and following up with applicants.

The qualities and responsibilities of VIP Ministry Lead:

The leader of this ministry needs to be good with all types of people, have savvy people skills, be organized, carry the heart of a servant, be adept at marketing, creative, flexible, know how to collect and analyze data and possess strong communication skills

- · Plan and execute ministry fairs,
- Follow up with those trying to get plugged into ministries volunteer spots
- Communicate with church administrator, other directors, pastors etc. via email and face to face regarding current and future ministry needs the require support
- Track and maintain volunteer applications
- Partner with areas to facilitate training and development of volunteers
- Participate in new members orientation,
- Promote ministry openings
- Understand the position requirements in order to accurately promote and address general inquiries.

EDUCATION MINISTRY

The Education Ministry will provide a nurturing and spiritual environment that will equip children to defend, proclaim, and share the Gospel of Jesus Christ with faith, confidence, and boldness of spirit. As a result, children will become instrumental leaders in the Tampa community who will change the world in academia, business, politics, and the sciences.

The Education Ministry provides the following events/activities:

- · Back to School Bash
- Honor Roll & Academic Recognition
- High School Senior Recognition
- Princess Gala

The qualities, expectations and general responsibilities of Education Ministry Volunteers:

- Born again believer in Jesus Christ who exhibits a consistent testimony and Godly walk;
- Regularly attend worship services;
- Faithful with tithing;
- Has personal devotion time in the Word of God;
- Arrive on time to all events/activities and meetings;
- Communicate effectively with participants, parents and other ministry volunteers;
- Provide a safe and nurturing environment;
- Facilitate the activity/event;
- Complete & pass mandated background check. Individuals who have been convicted of sexually
 oriented or sex related crimes relating to youth or minors, misdemeanor or felony, cannot serve in any
 area of the Children's Ministry.

The qualities and expectations of Education Ministry Lead:

- Born again believer in Jesus Christ who exhibits a consistent testimony and Godly walk;
- Love for children and the desire to disciple and equip them;
- Knowledge of child-development and curriculum/instructional practices;
- Regularly attend worship services;
- Faithful with tithing;
- Has personal devotion time in the Word of God.

Responsibilities of Education Ministry Lead:

- Oversee and organize the Education Ministry and provide educational opportunities for students.
 These include, but are not limited to: provide classes and training on educational topics for students and families;
- Provide academic support as available;
- Celebrate student accomplishments through honor roll & recognition ceremonies;
- Honor and celebrate graduates;
- Plan special events/activities such as Back to School Bash, Princess Gala, etc. as needed.



PROCESS & APPROVALS

POLICIES & PROCEDURES

The church is a unique institution. It is not only an organization that, if successful, runs very much like any other business or organization. However, it is also a place where each person is encouraged to respond to the call of God on lives and to do ministry in accordance with that call. This creates a unique challenge for churches like G2G Ministries. G2G Ministries can be exposed to liability just as any other business, and can be sued for any reason, by any person and at anytime. There is no immunity for churches.

Therefore, policies and procedures listed below is not only for the protection the church, but also to protection of individuals within the church. These policies and procedures provide oversight and accountability, creates a measuring tool to determine when a member is acting outside the scope of their authority, which can lead to monetary losses for the individual member, as well as the church.

ACTIVITIES & EVENTS APPROVAL PROCESS

A 'church-blessed' event is any event that is formally or informally promoted by the church and is seen as a church event. Church-blessed events must go through the proper approval process to ensure all the proper protocols and safe guards are in place.

Getting activities and/or events approved is a four-step process. Below are the procedures outlining the process of submitting activities and events for approval:

STEP 1: ACTIVITY & BUDGET PROPOSALS

- Activity & Budget Proposal Forms will be reviewed and approved quarterly (every four months).
- Prior to submitting your form for approval to the Director of Operations, your activity and budget must be communicated to your Ministry Lead.
- Once proposals have been reviewed, ministries/auxiliaries will receive correspondence regarding next steps within 7 business days.
- If your event or activity is not approved, the review committee will provide suggestions or recommendations.

PROPOSALS WILL BE REVIEWED THE SATURDAY FOLLOWING SUBMISSION UNLESS OTHERWISE INDICATED

STEP 2: ACTIVITY & FACILITY REQUEST

- Ministries/Auxiliaries will be advised to move forward with planning their activity/event once they have received correspondence that their activity/event has been approved.
- Ministries/Auxiliaries must then complete the Activity & Facility Request Form to request space and confirm their activity/event on the church calendar. It is highly recommended that you complete the Activity & Facility Request Form as soon as possible.
- Completed forms must be emailed to the Church Administrator.

STEP 3: MULTI-MEDIA & MARKETING REQUEST

Multi-Media Request includes: Church Announcements, Videos, Website, Facebook post, Email blast and Eventbrite registration request.

Church announcements must be submitted <u>one month prior</u> to activity or event.

- E-Blast must be submitted **two-weeks prior** to desired e-blast date.
- Special presentations, (videos, PowerPoint presentations, etc.) must be submitted <u>three months prior</u> to activity or event. Additional allow 2-3 months for presentation prep work.
- Please allow 7 days for your request to be processes. Once processed you will receive a confirmation email.
- Completed forms must be emailed to the Multi-Media Department at: g2gmediateam@gmail.com

**If you are creating your own presentations/videos acceptable formats include:

- JPEG for presentations, pictures and flyers
- MOV or MP3 for video

STEP 4: MULTI-MEDIA & MARKETING REQUEST

- Following the completion of your planned activity or event each department must complete and submit a Post Activity & Event Review form within 7 business days of the event completion.
- Completed forms must be emailed to the Church Administrator.

ALL REQUIRED FORMS CAN BE FOUND ON THE CHURCH WEBSITE. TIPS TO HELP PLAN A SUCCESSFUL EVENT CAN ALSO BE FOUND ON THE CHURCH WEBSITE.

MINISTRY/AUXILIARY SPACE REQUEST FOR MEETINGS

A meeting is a gathering of two or more people for the purpose of achieving a common goal through verbal interaction, sharing information, reaching agreement or planning for an event or activity. It is important that all ministry or auxiliary meetings are placed on the churches master calendar. Below are the procedures outlining the process of reserving space and getting the meeting added to the calendar:

- Departments must complete a Space & Facility Request Form to reserve meeting space. Request should be submitted within 14 business days of the requested meeting date.
- Completed forms should be submitted to the Church Administrator.
- Once approved, you'll receive confirmation from the church administrator within 7 business days.
- After the Space & Facility Request form has been approved, you will receive confirmation from the church office and your activity/event will be added to the church calendar.
- Please allow 7 business days to receive confirmation.

ALL REQUIRED FORMS CAN BE FOUND ON THE CHURCH WEBSITE.

CHURCH ANNOUNCEMENTS, EMAIL BLAST & FACEBOOK

Keeping members and guest informed is an important part of the church announcement process. Because of the time and dedication needed to put together church announcements, it is important to make sure that the below procedures are followed:

Multi-Media Request includes: Church Announcements, Videos, Website, Facebook post, Email blast and Eventbrite registration request.

- Church announcements must be submitted <u>one month prior</u> to activity or event.
- E-Blast must be submitted two-weeks prior to desired e-blast date.

- Special presentations, (videos, PowerPoint presentations, etc.) must be submitted <u>three months prior</u> to activity or event. Additional allow 2-3 months for presentation prep work.
- Please allow 7 days for your request to be processes. Once processed you will receive a confirmation email.
- Completed forms must be emailed to the Multi-Media Department at: g2gmediateam@gmail.com

**If you are creating your own presentations/videos acceptable formats include:

- JPEG for presentations, pictures and flyers
- MOV or MP3 for video

ALL REQUIRED FORMS CAN BE FOUND ON THE CHURCH WEBSITE.

ACTIVITY & EVENT FLYER APPROVAL AND DISTRUBTION

It's important that G2G Ministries is always represented in the most positive light. This includes how the ministry is seen within and outside of the ministry. It is important to make sure that the below procedures are followed in regards to flyer creation and distribution:

- All flyers distributed must be reviewed and approved by the Director of Operations.
- Flyers will not be approved for distribution until the event/activity has been approved.
- Flyers must be emailed or given to the Director of Operations. At least 7 days prior to distribution. Please allow 4 days for approval.

When creating a flyer be sure to include the following information:

- Date and time of the event
- Location of the event
- Church logo, website, phone number and email address
- Cost of event (if applicable)

CONTRACTING FOR SERVICES

Services are defined as providing a personal service to the church, a ministry, or small group ministry. This service is usually for a fee and is at the expense of the church. When personal services are provided to the church, the terms of any agreement should be clearly written and approved by the provider and G2G Ministries. Examples of services include, but are not limited to, a speaker or workshop leader, entertainer, or musician.

As noted above, G2G Ministries has a procedure for approving events, which includes reviewing any proposed agreements. These policies and procedures help protect the church from liability, but also protect the individual member from liability and loss.

Only an officer, or a person designated by an officer of the Board of Directors, has authority to contract on behalf of G2G Ministries. Entering into a contract with a third party without having the required authority to do so may make the signer personally responsible for fulfilling the terms of the contract. All written agreements or contracts between G2G Ministries and a third party vendor must be reviewed by legal counsel

before approval. Legal counsel is only advising on the terms of the agreement not approving or denying. There will be a mandatory 48-hour turn-around on contract review.

LEADERSHIP ACCOUNTABLITY

Those serving in the ministry are expected to call the church to inform the Church Administrator of any absences from services.

QUARTERLY BUSINESS MEETINGS

G2G Ministries will conduct quarterly business meetings with ministry leaders. These meetings are structured to educate, train and empower ministry leads to do the work of the kingdom.

FACILITY & BUILDING USE POLICY

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond what is described in this policy may be requested. Use of the church facility shall always be scheduled with the Church Administrator.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority):

- G2G Church Ministries or church members that use the facilities as part of the ministry of the church.
 This would include those supported through the S.A.L.T. Institute, and G2G Ministries and Auxiliaries.
 There will not be a charge to these groups.
- Groups that come as invited guests of the congregation of G2G Ministries. (ex: Praxis, Surrendering the Secret Support Group, etc.) There will not be a charge to these groups.
- G2G church members for private events. There may be a fee for the facility at a reduced rate, and fees for additional services as needed. Please see the fee schedule below.
- Outside social, civic, educational, and non-service groups, or individuals using the facilities for approved activities. There will be a facility charge as well as additional fees as needed. Please see the fee schedule below.

2. Who may not use the church facilities:

- Partisanpolitical groups.
- Groups operating for commercial gain.
- Organizations whose activities, mission, and/or beliefs are in conflict with the mission and doctrine of G2G Ministries.

3. Procedures and Guidelines for Scheduling Facilities:

Groups wishing to use church facilities must contact the Church Administrator at 813.832.6000 for a facility use packet. The facility use packet must be completed and submitted for consideration.

NOTE: Scheduled meetings and activities of G2G Ministries will take precedence over all other requests.

4. Facility Use Rules and Requirements:

- All approved groups will be assigned a church host from the Hospitality Ministry for their event. For those groups who are required to pay a fee, please see the related fees below.
- All approved groups must complete and submit the Facility Use and Hold Harmless Agreement.
- Responsible adult supervision must be with the group at all times when facilities are in use.
- An adult must supervise all minor children.
- Smoking and illegal drug use is prohibited.
- Alcoholic beverages are not permitted.
- With the exception of weddings, the facilities may not be reserved more than 45 days in advance.
 - o Liability insurance, minimum policy amount of \$1 million, will be required for non-member events or events that pose a high risk for injuries. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be obtained.
- If the facility's kitchen is used, the kitchen area and all appliances must be left clean and in its place.
- Members and non-members are responsible for providing linens, utensils, glasses, dishes, etc.

5. Use of Equipment:

- Any use of multi-media or audio/visual equipment in the church can only be operated by a member of the multi-media or audio/visual team from G2G Ministries. A member of the multi-media or audio/visual team will only operate their assigned equipment. Please see the related fees below.
- No furniture or equipment belonging to G2G Ministries may be loaned or removed from the building except for official G2G Ministry functions, without prior written approval of the Facility Care & Maintenance Team and Church Administrator. Items removed from the church must be logged on the inventory request form and a deposit will be required.
- Non-member groups using the facility may use tables, chairs, and lecterns, only as their set-up request.

Facility Fees:

Non-members and community organizations are required to pay a \$500 deposit at the time the Facility Use Agreement is signed. The fee is to be applied against any damage caused to the facility during use. A refund of \$250 will be returned to the non-member provided no damage has occurred to any of the church's property. The deposit refund (if applicable) will be refunded by mail to the user within 15 business days.

Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:

- \$500 for the use of the Sanctuary**
- \$150 for the use of a single classroom
- \$350 for the use of the EDGE Youth Room
- \$350 for the use of the Overflow Room

Support Staff Fees:

- Host/Hostess Fee \$75
- Multi-Media technician Fee \$75 (per technician needed)
- Audio/Visual technician Fee \$75 (per technician needed)
- Custodian Fee \$150

All fees listed above, with the exception of the custodian fee, are for a two-hour minimum. There is additional fee of \$25 for each additional hour.

^{**}Approved use of the Sanctuary is left to the sole discretion of church leadership.

All fees for use shall be paid in advance to *G2G Ministries*. Some fees may be waived or reduced at the discretion of the church leadership. Fees will be refunded if the facilities are not available or if reservation is cancelled at least forty-eight (48) hours prior to scheduled usage. Support staff fees will be paid directly to the individuals overseeing those areas requested.

Host Duties:

- Act as a liaison for those individuals or groups using/renting space at G2G Ministries.
- Host will arrive 30 minutes prior to the event start time.
- Greet facility renter upon arrival and walk through designated areas to ensure that the facility set-up is accurate based on request
- Serve as a resource to facility renter on church policies and procedures
- After the event, the host will survey the church for any property damage and make proper notation.



APPENDIX

MINISTRY & AUXILIARY LEAD EXPECTATIONS

PRAY

Pray for the church, pray for church leaders, pray for your team and pray for direction.

LEAD BY EXAMPLE

Show up, be prepared, be on time and be available.

BE RESPONSIVE

Check emails, return calls and respond in a timely manner.

BE RESPECTFUL

Everyone is different. Each person has different strengthens and weakness. Embrace those differences.

COLLABORATE

Don't try to do it alone, work with others!

STRIVE FOR EXCELLENCE

PRACTICE PATIENCE AND COMPASSION

BE OPEN

COMMUNICATE CLEAR EXPECTATIONS

As a ministry/auxiliary lead you are responsible for ensuring everyone on your team is aware of what is expected of him or her.

INSPECT WHAT YOU EXPECT

Do not assume that your team members have the requisite skills, background, etc. to perform their assigned task. Make sure you train your team members to be successful.



REQUEST FORMS



Activity & Budget Proposal Form

Activity & Budget Proposal Forms will be reviewed quarterly. The submission of this form is not an approval of the activity or event. Confirmation will be provided once the activity has been approved. Forms must be submitted to ministry leads for review.

Ministry:			
Ministry Lead:			
Proposed Date(s):			
Proposed Activity:			
Description:			
Estimated Expenses:		Estimated Revenue:	
BUDGET WORKSHEET: Use the grid below to summarize estimated expenses and revenues related to the proposed activity.			
Estimated Expenses Estimated Revenue		1	
BUDGET WORKSHEET: Use the revenues related to the propo		summarize estimated expe	enses and



Activity & Facility Request Form

INSTRUCTIONS

- Please read this entire policy and complete the accompanying form and return it to the church office.
- Your reservation request is not final until you receive confirmation from the church office. Please do not advertise your event until you have received confirmation.
 Please allow up to 14 days for your request to be processed.

GENERAL POLICIES

- 1. Any events scheduled must not conflict with the regularly scheduled Glory to Glory Ministries activities.
- 2. Reservations must be made by submitting a complete Activity & Facility Request Form to the church office <u>60 days prior</u> to the event/activity date.
- 3. Reservations will not be complete until the Activity & Facility Request Form has been approved and returned to the activity contact.
- 4. Groups are responsible for making sure its activity attendees do not access or use areas of the facility not included in the Activity & Facility Request Form reservation.
- 5. Any group using the facility must supply all materials for their activities. Supplies and consumable kitchen supplies are not available for use without prior approval.
- 6. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children should consider providing adult childcare for their safety. Glory to Glory Ministries is not responsible for unattended children.
- 7. The reserved areas will be arranged with tables and chairs as requested at the time of the reservation.
- 8. The following is prohibited on all church property: smoking, alcoholic beverages and pets/animals.
- 9. If you discover something in need of attention or repair, please notify the church office.
- 10. No food or beverage is allowed in the Sanctuary, classrooms, or any other spaces within the church without prior approval.
- 11. All rooms are to be left in the order in which they were found.
- 12. Materials displayed and activities conducted during the building use must be in keeping with Christian Ideals and are subject to review. Authorization for use of the facilities may be terminated immediately if materials and/or activities are deemed inappropriate.



Activity & Facility Request Form

Ministry:	
Ministry Lead:	
Event Contact Name:	
Email:	Contact #:
Name of Event:	
Purpose of Event/Activity:	
Date of Event:	
Event Start Time:	Event End Time:
Estimated number in attendance:	
Is this a budgeted event?	roposed event budget?
Location: On-Site Off-Site	
If on-site, space(s) needed:	
Sanctuary Overflow/Multi-Purpos	se Room Vouth EDGE Room
	oby/Foyer New Members Classroom
Other:	
If off-site, where is the proposed location:	

Equipment Needs:			
□ _{TV}	DVD Player	CD Player	Projector
Video TV Monitors	Sound System	Computer	Table(s) How many?
Chair(s) How many?	Whiteboard		
Please pr	ovide a diagram for roor	m set up, to ensure room	is set up properly
Set-up Time:		Break-down Time:	
Is this event recurring?			
If yes, what is the start da	ate?:	End Date:	
Do you need assistance If yes, which areas?	from other areas (Hospit	ality, Ushers/Greeters, Mu	ulti-Media, etc.)?

Note: Request is not final until you receive confirmation from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 14 days for your request to be processed.

For Office Use Only		
Received By:	Date Re	eceived:
Approved By:	Date Ap	oproved:
Date Ministry Notified:		
Date Multi-Media Notified:		
Date Facility Care & Maintenance Notifie	d:	
Date Additional Ministries Notified:		
Date Added Calendars:	Internal	Website



Multi-Media Request Form

GENERAL POLICIES

- Please return completed form to the Multi-Media Department.
- Please allow up to 7 days for your request to be processed. Once processed you will receive
 a confirmation email regarding status of your request.
- Please email completed forms to the Media Department at: g2gmediateam@gmail.com IMPORTANT DEADLINES
- All church announcements must be submitted one month prior to activity or event.
- All E-blast must be submitted two-weeks prior desired e-blast date.
- All request special presentations, including videos, PowerPoint presentations, etc. must be submitted three months prior to activity or event. Please allow 2-3 months for presentation prep work.

Ministry:
Ministry Lead:
Submitted by:
Email: Contact #:
Please check all media outlets that apply: Church Announcement Video Website Facebook E-Blast
Name of Event:
Date of Event:
Event Start Time: Event End Time:
Description of the Event:
Event Location:
s there cost for the event?
Target Group (Age, Gender, Marital Status, Parents, etc.):
Date Video/Presentation is needed:
Purpose of Video/Presentation:



Post Activity & Event Review Form

Please complete the form below within 7 days of the completion of your event or activity. Please submit completed forms to the church office.

EVENT or ACTIVITY:		
Date:	Start Time:	End Time:
Ministry / Operation:		
Ministry / Operational Lead:		
Location:		
Number in Attendance:	Number of V	olunteers:
What was the goal(s) of the e	vent/activity?	
Do you feel the event/activity	y accomplished its goal(s)?	
Are there any other outcome	s you would like to share?	
Were there first time visitors p	resent? Yes No	If so, how many?
Please share visito	or information with Visitor & 0	Guest Services Ministry
Were souls won to Christ?	Yes No	If so, how many?
Please share new c	convert information with the	New Member's Ministry

If on-site: Was the room set-up based on your request?
If no, why?
Was the equipment you requested provided? Yes No
was the equipment you requested provided: — res — No
What was the proposed budget?
Did the event/activity fit within the proposed budget? Yes No
If not, how much did the event/activity go over the proposed budget?
What were the overall expenses for the event/activity?
Was there any revenue generated from the event/activity? Yes No
If so, how much (please include monetary donations)?
Did the event/activity make a profit (expenses minus revenue)?
If a profit was made, how much?
Did you get the ministry support you needed?
Would you consider having this event/activity next year?
If not, why?
Comments:





Tampa Campus

G2G VIP's are Volunteers Impacting People! Every department is a ministry that changes lives and we would love for you to become a part of our helps ministry.

"Let each of you look not only to his own interests, but also to the interests of others" Phil 2:4.

Read about our different areas below and get an idea for the training and involvement needed to serve in each department. On the back you

will find the actual application. Please fill out the main portion – the background check is ONLY required if you are requesting to serve in the children or youth ministries.

Completed VIP applications can be turned in to information booth. Feel free to call the office with any questions 813-832-6000 or email g2gvips@gmail.com.

† Audio/CD

Onsite audio mixing for service, previous soundboard experience preferred but not necessary. Provide a clear and clean mix of sound to assist in the delivery of God's word.

† Children's Ministry

Encourage, strengthen and edify all K-5 children we serve to become Kingdom kids. Positions to teach all ages available. Department operates during services. ***Background check required.

† E.D.G.E. Youth Ministry

Educating, discipling, growing and evangelizing –the core principles of our youth ministry from 6th-12th grade (plus two years). Operates during youth services and other related youth events. ***Background check required.

† Education Ministry

Responsible for the operation and coordination of the Education Department including Children's Church, special education events and recognition of student achievements; supports the education of children, youth and adults.

† Greeters & Ushers (G.U.M.)

Be an ambassador of the Body of Christ welcoming everyone to G2G. Serve as the first impression on the frontline for everyone you come in contact with.

† Hospitality & Culinary

Provides and or assists with culinary needs for special occasions.

† Intercessory Prayer (G2G IN)

Committed team focused on intercession, standing in the gap and being a conduit for God's will in the earth. "Oh...the infinite value of the humble gospel helpers!
Thousands of people who have no gifts as leaders are #1
helpers. How grand revival work moves along when red hot
platoons of fire-baptized helpers crowd around God's
heroic leaders of the embattled host." W.B. Godbey

† Men of Glory

Join the men of G2G to develop, model, and reflect the life of Christ in their roles as men of God.

† Multimedia

Must be computer savvy and able to operate quickly and efficiently running media programs during services.

† New Members

Welcome new members to G2G and help usher them into their new family and follow up with them through the completion of their membership orientation class.

† Special Events

Create fun and inviting opportunities for members to fellowship outside of church.

† Special Occasions

Coordinates baby dedications, baptisms, bereavements and weddings.

† V.I.P.

Yolunteers Impacting People assists members in discovering their gifts through serving in the ministry. This team serves as the conduit for members interested in getting involved in Kingdom business!

† Visitor's Ministry

Serves as the host of hosts for those visiting the ministry for the first time! Connects with and follows up on our first time guests.

† Women of Glory

Join women of purpose and excellence called to fulfill God's plan for our lives. Sisters who need Sisters.

One of the administrations in the local church by way of rendering assistance or especially of help ministering to the weak and the needy" – W.E. Vine

CONTACT INFORMATION

Name:	Home phone:
Cell phone:	E-mail address:
Are you a member?	Occupation:

AREAS OF INTEREST

Thank you for helping us to change lives! Please circle your areas of interest below.

Audio/CD Greeters & Ushers (G.U.M.) Multimedia V.I.P.
Children's Hospitality New Members Visitor's

E.D.G.E Intercessory Prayer (G2G IN) Special Events Women of Glory

Education Men of Glory Special Occasions

OUR POLICY

Thank you for completing this application form and for your interest in volunteering with us. Our volunteers are special people and we have many areas of service available presently, with more to come in the future. We ask for your patience as we fill our volunteer positions. G2G makes every effort to place volunteers in the area of helps they most desire. Our administrative team will process your application and direct it to the ministry directors for the areas you request to serve in. If we do not have a position in the area you desire, we ask that you choose another. Please allow 10-14 days to be contacted by ministry directors.

ALL APPLICANTS READ AND SIGN BELOW

The information contained in this application is true and correct to the best of my knowledge. I realize that any falsified information may lead to the rejection of my application and disqualify me from participating in the VIP Department.

Release of Liability

Should my application be accepted, I agree to be bound by the policies and procedures of G2G Church in the performance of and during the term of my services on behalf of the church. I assume all risk of personal injury, sickness, death, damage, and expense as a result of my participation in the Ministry of Helps or any event sponsored by G2G Church. Furthermore, I release, forever discharge, and agree indemnify and hold harmless G2G Church including its directors, employees, volunteers, agents and representatives from any ministry, department or event. I understand that all medical expenses are my responsibility. By signing this Release of Liability, I agree to the terms and conditions set forth within it and agree that this release shall be binding upon my spouse, heirs, my legal representatives and me.

Name (printed)	
Signature	Date
Parent or Guardian signature if under 18	Date
"Do not neglect to do good and to share what you have, for such sacrifice	es are pleasing to God" Heb. 13:16.

G2G Ministries Background Check Screening

This application is to be completed by all applicants for positions involving the supervising or custody of youth. It will assist the church in providing a safe and secure environment for all preschoolers, youth and youth. The term "child" or "youth" includes all persons under the age of eighteen (18) years.
I,
I am aware that this background check is only a screening tool and I may be asked to provide additional information or my fingerprints to resolve issues discovered during the screening.
I am aware that the background check screening report I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to Glory to Glory within a reasonable time after I execute this authorization.
I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.
FULLNAME:
OTHER NAMES USED/MAIDEN NAMES:
DATE OF BIRTH:
PLACE OF BIRTH (city & state):
CURRENT ADDRESS:
MOBILE PHONE:
DRIVERS LICENSE # AND STATE:
SOCIAL SECURITY NUMBER:
SIGNATURE: DATE: