



Union Baptist Church

Healing Live, Inspiring Hope, Glorifying God

Official Ministry Handbook

*Let all things be done decently and in order.
- 1 Corinthians 14:40*

Rev. 6.18.2019

OVERVIEW

This Ministry Handbook is a guide to help ministries to maintain godly and Spirit-lead standards; in the exercise of their calling and in service to the members of UBC and the greater community of lost souls and others in need.

Union Baptist Church recognizes that ministries can be a valuable part of the Christian experience. Ministries provide opportunities for members to express diverse interests, build leadership skills, develop meaningful relationships, work collaboratively to enrich the Christian life experience and utilize their spiritual gifts for the service of the Kingdom of God. The Church Office provides administrative oversight and management of all official Ministries in addition to managing the funds of official ministries.

It is important to note that forming and maintaining an official Ministry is a privilege, not a right, and that Union Baptist Church has the right to deny or revoke the status of any Ministry at any time.

REQUIREMENTS TO FORM AND MAINTAIN AN OFFICIAL MINISTRY

The following are the requirements to form and maintain an official Ministry:

1. Official Ministries must have (and maintain) at least five (5) members. One of the members must be designated as the “Spiritual Leader” and at least one (1) other member as an “authorized representative” as defined in the *regulations and policies* section of this document.
2. Official Ministries must have written by-laws defining and regulating how the ministry will form and operate. All by-laws must contain, at the minimum, the six items outlined in the *regulations and policies* section of this document.
3. Official Ministries must have a clearly identified purpose that is consistent with UBC’s Mission, Vision and Core Values.
4. All Ministry registration forms must be completed and submitted to the Administrator. before the established due date to be eligible for consideration as an official Ministry.
5. Official Ministries must become familiar and comply with all of the requirements of this handbook and all UBC policies, procedures and regulations related to Ministries, as established by Union Baptist Church. In addition, Ministries must also comply with all federal, state, and local laws. Any violation of regulations and policies may result in Union Baptist Church taking remedial action(s) up to and including the revocation of official Ministry status.

BENEFITS OF AN OFFICIAL MINISTRY

Official Ministries are eligible for the following benefits:

1. Official Ministries may use the name of the Church (or its abbreviation, UBC) as part of the official Ministry name.
2. Official Ministries may request to use church facilities and equipment for approved events (please refer to regulations and policies regarding sponsoring activities and events). However, *all* such requests are subject to established UBC policies governing the use of church facilities and equipment. It is the responsibility of Ministries to be aware of all regulations and policies governing the use of church facilities and equipment and to comply with them. All requests to use church facilities and equipment are subject to availability and Union Baptist Church reserves the right to deny any requests.
3. Official Ministries may request the use of church communication channels (e.g. designated bulletin boards, sign-holders, master church calendar, Sunday bulletins, website, social media, etc.) to promote and advertise approved ministry activities and events.
4. Official Ministries may request the use of church vehicles subject to the policies governing church vehicle usage.
5. Official Ministries will be given a UBC email account along with access to all of the church's Google applications.

REGULATIONS AND POLICIES FOR OFFICIAL MINISTRIES

All official Ministries are required to adhere to the following regulations and policies:

A. Official Ministry Registration and Spiritual Leader/Authorized Representatives

1. All Ministries must complete and submit an official Ministry registration form along with any other requested documents to the Administrator by the established due date in order to be considered and approved as an official Ministry.
2. Official Ministry registration forms (including by-laws and membership roster) are maintained in the Church Office.
3. Completion and submission of an official Ministry registration form does not guarantee status as an official Ministry. Union Baptist Church maintains the right to deny or revoke any Ministry registration form and/or Ministry status.
4. Official Ministries are required to designate one "Spiritual Leader" and one "authorized representative". The "Spiritual Leader" is the primary contact and spokesperson for the Ministry and the person with whom Union Baptist Church will communicate about matters related to Ministries. "Authorized representatives" are members designated by

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the Ministry to assist the “Spiritual Leader” fulfill his/her responsibilities and may represent the Ministry’s interests along with the “Spiritual Leader”.

5. Only active members of UBC (as defined by the Church By-laws and policies and procedures) are eligible to serve as either “Spiritual Leader/authorized representative” of an official Ministry.

B. Ministry By-laws

1. Every Ministry must submit written by-laws (along with the registration form) that, contain, at the minimum, the following six (6) items:
 - a. Name of the Ministry
 - b. Statement of Purpose
 - i. Purpose must be consistent with UBC’s mission, vision and core values.
 - c. Not-for-Profit Statement
 - i. Ministries must state that the group will function as a not-for-profit group. (i.e. that the Ministry will not provide any financial benefit to any one individual nor that it will collect fees, dues, or other funds for the purpose of benefiting any one member of the ministry.)
 - d. Rules of Membership.
 - i. Definition of membership
 - ii. Must include a commitment to nondiscrimination
 - e. Organizational Structures and Offices
 - i. Only active members of UBC may be officers of an official Ministry
 - ii. Must state rules for voting and transition of leadership
 - f. Ratification
 - i. The by-laws must include the date it was created and/or ratified (approved by the ministry) along with the printed names and signatures of at least two officers of the ministry.
 - ii. Must state rules for voting and ratification of new and/or amended by-laws
2. If a Ministry wishes to collect membership dues as a condition for membership, it must state clearly within the by-laws the nature and purpose of the membership dues and how the funds will be utilized. Collection and use of all membership dues must strictly adhere to the policies governing Ministry finances. Union Baptist Church reserves the right to deny a Ministry’s request to collect membership dues and to require the Ministry to remove such requirements from their by-laws.
3. Ministries must submit to the Administrator, within 30 days of approval, any amendments that are made to the by-laws during the course of the year.
4. Ministries who fail to adhere to their by-laws may lose their status as an official Ministry.

C. Sponsoring Activities and Events

Union Baptist Church recognizes that Ministry sponsored activities and events enhance

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community life and provide Ministries the opportunity to creatively express diverse interests; offer avenues for fellowship; and grow deeper in relationship with God and other Christians. Ministries wishing to sponsor an activity or event must adhere to the following policies:

1. All Ministry sponsored activities and events may not contain any elements that violate UBC's mission, vision, core values, by-laws, policies and procedures, and/or any federal, state, and local laws.
2. All proposed Ministry sponsored activities and events must be reviewed and approved by the UBC Council of Ministries.
3. Ministries must obtain and submit an **"UBC Event Request Form"** to the Administrator if the Ministry plans on sponsoring an activity or an event with any of the following element(s):
 - a. *Will be utilizing UBC facilities and/or equipment*
 - b. *Will be open to the larger UBC congregation (i.e. not limited to official Ministry members)*
 - c. *Will be co-sponsoring an event with a non-UBC organization/ministry*
 - d. *Will be promoting activity/event through official UBC communication channels (e.g. Sunday bulletins, sign-holders, website)*
 - e. *Will be featuring a non-UBC speaker, lecturer, or performer*
 - f. *Will be held off-site*
 - g. *Will be charging a fee for people to participate or attend the activity/event*
 - h. *Will be requesting financial support from UBC above and beyond the ministries' available funds*
 - i. *Involve using amusement devices (e.g. rides, slides, inflatables, bungees, climbing walls, dunk tanks)*
 - j. *Activities that may pose a potential risk of injury to the participant (e.g. horseback riding, ice-skating)*
 - k. *When involving the ministry or church in any contractual commitment.*
4. If multiple Ministries sponsor an activity or an event, one ministry must be designated as the primary sponsoring ministry. The primary sponsoring ministry is then responsible for submitting an "UBC Event Request Form" which must include the names of all other Ministries co-sponsoring the activity or event.
5. Ministries will not be able to reserve UBC facilities and equipment nor advertise through official UBC communication channels for any activity or event prior to submitting an "UBC Event Request Form".
6. Union Baptist Church reserves the right to require a Ministry to collect a signed release of liability form from all participants of any Ministry sponsored activity or event deemed to pose a potential risk.
7. Please note that Union Baptist Church reserves the right to deny approval for any Ministry sponsored activity or event and the submission of an "UBC Event Request Form" does not guarantee Union Baptist Church's approval of the event.
8. All Ministry sponsored activities and events submitted for approval and subsequently approved will be posted on the church's master calendar unless otherwise requested not to do so.

9. Official Ministry officers or Spiritual Leader/authorized representatives must report to the Church Office within three business days, any injuries, accidents, violation of federal, state, or local laws, or other noteworthy incidents.
10. Official Ministry leaders of activities and events that primarily serve youth (i.e. under the age of 18) must provide proper clearances.

D. Official Ministry Responsibilities and Obligations

Official Ministries provide members with varied opportunities to enhance the congregational life at UBC. These opportunities, however, come with certain responsibilities and obligations, including:

1. Have authorized representative(s) attend any required “Ministry & Leadership Development Training” sessions
2. Provide and maintain accurate contact information in the official Ministry directory maintained by the Church Office.
3. Maintain an up-to-date presence on the official UBC website
4. Maintain accurate and current membership roster
5. Maintain accurate and up-to-date financial records
6. Complete and submit attendance roster for all activities and events

FUNDING AND FINANCES

A. Membership Dues

An official Ministry may choose to collect membership dues under the following conditions:

1. The purpose of collecting the membership dues is clearly stated in the Ministry by-laws;
2. Membership dues must be used in accordance to its stated purpose;
3. Membership dues cannot exceed \$60/year for each member;
4. Membership dues cannot be used to benefit any one member;
5. Membership dues must be collected and deposited in a timely manner;
6. Proper accounting of all membership dues must be included in the quarterly financial report (see section on financial reports).

Union Baptist Church reserves the right to deny a Ministry’s request to collect membership dues and to require the Ministry to remove such requirements from their by-laws at any time.

B. Fees, Fundraising, and Other Revenues

1. Official Ministries may charge a fee for people to participate in an activity or event it sponsors under the following conditions:
 - a. The amount of the fee has been approved by the Administrator
 - b. All monies collected must be deposited into the Church sponsored bank account

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- and be properly accounted for with receipts issued for each deposit
- c. Fees collected cannot be used to benefit any one member
 2. Official Ministries are prohibited from generating revenue through avenues that are in conflict with Christian ideals and/or UBC mission, vision and core values
 3. Official Ministries should always seek to direct fundraisers to non UBC members
 4. All official Ministry fundraisers must be aligned with the Ministry's purpose

C. Check Requests

1. Check Requests may only be submitted by the Spiritual Leader or authorized representative of an official Ministry
2. All official Ministries must submit a check request form for vendor payments, cash advances, and/or purchase reimbursements
 - a. If you are seeking to pay a vendor, you must attach a vendor invoice to the check request form
 - b. If you are seeking a cash advance, you must attach a written justification for the advance to the check request form. You must submit the original cash register receipt(s) to the Church Office after you use the check. Please be sure to turn in any unused funds when submitting receipts, if applicable.
 - c. If requesting cash, cash will only be provided in rare circumstances and completion of the petty cash log is required with receipts to reconcile the amounts provided.
 - d. If you are seeking reimbursement for a purchase, you must attach the original cash register receipt to the check request form. You will not be reimbursed if you do not attach the original cash register receipt
3. Official Ministries must submit check requests prior to the date needed.
 - a. If you need a check for Friday, Saturday, or Sunday requests must be submitted by 2:00 PM Wednesday afternoon
 - b. If you need a check for Monday, Tuesday, Wednesday, or Thursday requests must be submitted by 10:00 AM Sunday morning
 - c. All check requests over \$500 must be submitted at least one (1) week in advance

D. Quarterly Financial Reports

All official Ministries are required to submit a quarterly financial report detailing all revenue received (e.g. membership dues, activity fees) and expenses used during the quarter reported.