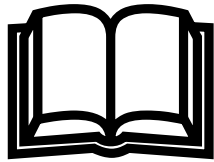


# **Cabinet Handbook**



## **Southern Baptist Church**

**3556 Reading Road; Cincinnati, Ohio 45229**

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**Dr. Robert E. Baines, Jr. – Pastor**

## Table of Content

Cabinet Pledge .....	2
Opening Comments .....	3
I. Discipleship of Cabinet Members .....	3
II. Discipleship of Ministry Group Members .....	4
III. Instructions from the Pastor.....	4
Conclusion .....	6
Appendix.....	7
- Job Descriptions.....	9
- Value Support Plan for SBC Ministries.....	10
- Workshop Reviews.....	11
- Grad Requirements .....	12
- Strategic Plan for 2014 .....	15
- Quick Review of the Speed of Trust Material .....	17

### Cabinet Pledge

I, (state your name), a member of the Pastor's cabinet, do hereby declare that I believe that the Bible is the Word of God and is therefore authoritative truth (see II Tim. 3:16). I believe that the Bible teaches the following principles:

- The mission of God's church is to evangelize and edify God's way (see Mt. 28:19-20).
- The Pastor's job is to feed and lead the church (see I Pet. 5:1-4).
- Every member is to grow in faith and follow Pastoral leadership (see I Pet. 2:2; Heb. 13:17).
- My role, as a cabinet member, is to assist the Pastor, as a qualified appointed member (see Acts 6:1-6).

I commit myself to being a studying, serving, and giving disciple (see II Tim. 2:15; Eph. 2:10; Mal. 3:8-10); to being a lovable and flexible personality (see Jn. 13:34-35); and to following the Pastor's instructions with a passion for excellence (see Heb. 13:17).

If something should come along that prevents me from carrying out these commitments, I will resign, instead of being negligent in my duties or causing trouble (see I Cor. 14:40).

## Opening Comments

This handbook is intended to make relevant expectations and policies available to cabinet members with a view of helping us perform our duties in a decent and orderly fashion (see I Pet. 5:1-4; Acts 6:1-6; I Cor. 14:40). Every cabinet member is expected to know and comply with the Cabinet Handbook material. Failure to comply with these expectations and policies, which are prayerfully revised by the Pastor, is subject to one being removed from position, by the Pastor.

Please “Each Reach One,”

*Dr. Robert E. Baines, Jr.*

Your Pastor (1/2013)

### **I. The Discipleship of Cabinet Members (see Eph. 4:1)**

A. Whereas leaders (i.e., influencers like managers, teachers, etc.) must set an example of discipleship, studying, serving, and giving are essential discipleship practices to be carried out by every cabinet member (see Eph. 4:1; Lk. 9:23; II Tim. 2:15; Eph. 2:10; Mal. 3:8-10).

B. Sunday School attendance, Wednesday Bible Study attendance, active Training Union certification, participating in additional preparation efforts (e.g., seminars, conferences, workshops, etc.), and daily private Bible study are expected.

C. Carrying out your assigned duties, which include being an active “reacher,” being lively in worship, and participating in prayer meetings in an accountable fashion are expected.

D. Standing (see Mt. 5:16; Heb. 10:24-25; 13:17) to pay your tithes and give your offerings with proper numbers and envelopes are expected.

E. Demonstrating Bible based loyalty to the Pastor is essential for every cabinet member (see Jer. 3:15; Heb. 13:17; Rom. 13:1-2; Acts 5:29, 38-39; Jos. 1:16-18; Num. 11:14-17; Neh. 8:4-12; II Tim. 2:2; I Cor. 1:10).

F. Knowing, following, and promoting the Pastor’s program for the church are expected (see current Membership Handbook, approved Administrative Agenda, etc.).

G. Never publicly challenging the Pastor’s leadership (even though one has the right to privately confront and vote “no” publicly) is expected.

H. Being a mandatory reporter is expected. This means that when you see anything or hear anything that may cause trouble, you are duty bound to report it (with details – names, times, places, etc.). When people see you coming they should say, “Here comes the Pastor’s eyes and ears.” Your failure to report is sin, is a part of this church’s murmuring problem (i.e., murmuree), is viewed as being disloyal, and will often lead to discipline (see Est. 2:21-23; Jm. 4:17).

I. Referring to the Pastor as “Pastor” or “Pastor Baines” is expected.

J. Acknowledging the Pastor’s presence and extending the Pastor the opportunity to speak at your meetings are expected.

## **II. The Discipleship of Ministry Group Members (see Heb. 10:24-25)**

A. Whereas we have ministry groups, as opposed to simply auxiliaries, boards, and committees, it is essential that every cabinet member diligently encourages the discipleship of his or her ministry group members (see Heb. 10:24-25; Col. 3:16; II Tim. 2:2).

B. Submitting monthly “Discipleship Encouragement Program Reports” and working to increase the numbers in the reports are expected.

C. Enforcing the three month probation period for the new or reinstated members who have not completed the Membership Orientation material is expected. To be clear, all ministry group members are expect to complete the Membership Orientation material, seek a waiver, or step down. Group mangers should make recommendations to the superintendent regarding waivers and those refusing to step down.

## **III. Instructions from the Pastor (see I Cor. 14:40)**

A. Whereas we are many members of one body, for the sake of coordination, it is essential for every cabinet member to understand the Pastor’s/head’s instructions (see Rom. 12:4-5; Ex. 18:25-26; I Cor. 14:40).

B. Authorization. Submit timely, accurate, and complete status reports and project proposals (with Activity and Van Request forms, as needed). Do your best to carryout approved proposals and administrative agendas. Make sure you gain proper permission for non-routine matters. Whatever your group is doing should have documented approval via the approved administrative agenda, approved project proposal, status report response, or at least verbally. The proper path of communication is that ministry mangers should report to their superintendents. The superintendents report to the Pastor. On one hand, don’t ignore the path and skip over the superintendent. On the other hand, if your request for authorization or information seems to be delayed, go up the line to the Pastor, if necessary, to find out what is wrong.

C. Finances. Managers are to request money from and return money to their superintendent to allow for department accountability. Managers are to request the money by way of vouchers at least two Sundays before needed and turn in money no later than seven days after received. Petty cash funds (by whatever name) are to be approved on a case-by-case basis, by the Pastor. The superintendent needs to sign vouchers and submit to Treasurer for money to be released. Superintendents are to collect money from their down line and turn it into the Trustees, in exchange for a receipt. There should be a written accounting of how church funds are spent.

D. Correspondences. All mail related to the church or her groups is to be mailed to the church and is subject to the Pastor’s review. Outgoing correspondences are to be approved by superintendents. Outgoing mail is often reviewed and signed by the Pastor (esp., when inviting someone to preach at SBC).

E. Announcements. Ministry managers should have announcements approved by their superintendent. Submit written announcements by Wednesday for verbal announcements and by Monday for the bulletin. Verbal announcements are for smaller events like a quick meeting. Pulpit announcements are automatically made for two weeks of announcements found in the bulletin. Make sure your announcements are in the bulletin. If your announcement has not been made, gain the Pastor’s attention, and make your brief announcement. Pastoral approval is needed for Sunday worship appeals. Let’s work to keep the announcement period within a reasonable length of time (i.e., 10 min. or less).

F. Event Promotion. The following are ways to get people out to your event: use bulletin inserts with an appeal to get people to say they are interested in the event (and follow-up on returned inserts), use the cabinet and

bulletin to reinforce your promotion efforts, and have each group member and those you can recruit to invite five people personally and to bring one person with them.

G. Space Reservation, Arrangement, and Van Requests. Make sure you reserve space and indicate how you want the space arranged via the Activity Request Forms. Request the van by way of the Van Request Forms. These forms should be submitted at least two weeks ahead of time, but the earlier the better, especially with the vans. The superintendent should sign off of these forms. When submitting project proposals, these forms should be attached, as appropriate.

H. Kitchen. Confer with and gain permission from the designee, before using the kitchen. Make sure you leave the kitchen clean, and if supplies are low, inform the designee. Check the supplies three days before the event to insure they are adequate.

I. Communication with the Pastor. Try to talk to the Pastor about business in your status report and during his office hours (Tuesday - Thursday; and Monday, if urgent), as opposed to on Sundays or Wednesday evenings. "F.Y.I." stands for "for your information." "A.S.A.P." stands for "as soon as possible." "N.L.T." stands for "no later than." Keep a copy of all written communications submitted to the Pastor. E-mail is even better (i.e., the Pastor's email address is rebainesjr@hotmail.com). In case of urgent matters, the Pastor's home phone number is (513) 429-2884, and his national cell number is (513) 290-1437. /// Give the superintendents first shot at questions, concerns, and information. If the superintendent is not being responsive or you want to appeal their instructions, feel free to contact the Pastor. /// **Strive to make thoughtful recommendations, instead of simply asking questions and bringing problems.**

J. Picture Taking. Have pictures taken of your group's events throughout the year, and submit them to the church's office for displaying. Digital photos are highly preferred.

K. Clerical Support. Each ministry group should strive to take care of its own clerical needs. If there is copying to do, mailings to be done, or programs to be designed, copied, and folded, etc. ministry groups should make arrangements for such to be done at the expense of the group (esp. postage). Please use the "Cabinet's Office," as much as possible. If advice or assistant is needed from the office staff, please contact the office staff as early as possible, where case-by-case decisions will be made.

L. The Pulpit and Invitations. The pulpit is for preachers only. /// If the Pastor nor a preacher is available to extend the invitation to accept Christ as savior and/or join Southern then the ranking cabinet member (i.e., superintendent with most time then the manager with the most time then the teacher with the most time) is to extend the invitation. Only the Pastor can extend the "right hand of fellowship." Others are to extend the "right hand of encouragement," on behalf of the Pastor. If called upon to do the invitation in-take, secure the candidate's name, phone, address, and desire. Find out do they desire to accept Christ; do they desire to join Southern, and if so, by what method (e.g., candidate for baptism, Christian experience, restoration, or letter); or do they desire prayer. Be ready to report to the Pastor.

M. Microphones and Addressing a Congregation. Use your judgment in holding a microphone verses using a stand. Sometimes holding the microphone is better. /// When addressing a congregation, you might want to start off by saying, "Giving honor to God, my Pastor, our clergy guest (if appropriate), a lay leader (if appropriate), and all who are assembled...." Do what you have been asked to do as best you can, and be conscious that shorter is often better.

N. Cabinet Meetings. Study the Membership Handbook, Cabinet Handbook, the current status report, and appropriate handouts, as preparation for cabinet meetings. All cabinet members (i.e., managers, assistant managers, teachers, deacons, trustees, associate ministers, and those approved by the Pastor) are to attend all cabinet meetings on time. If one is unable to attend a cabinet meeting, he/she is to inform the appropriate

superintendent or designee, as soon as possible, and try to send his/her secretary or representative. Superintendents need to inform the Pastor of their inability to attend cabinet meetings.

O. Resignations. If you believe that you need to resign, the proper thing to do is to talk with your Pastor, before doing so. If you still want to resign, a written 30 days notice would be helpful, although not required.

### **Conclusion**

When the Pastor and helpers are working on one accord, much can be accomplished (see Neh. 4:6; 6:15-16). However, where there is disobedience to God's word, divine punishment is not far away (see Heb. 12:6).

## Appendixes

### Job Descriptions

Title: **Superintendent**

Supervisor: Pastor

Qualifications: Training Union certified in management, teaching, and follow-up; a disciple of Christ; and the demonstrated ability and Christian character to carry out the duties of this position are key qualifications. Ideally, this position should be held by someone who has served as a ministry manager, teacher, and follow up worker, while being a disciple of Christ, for at least three years. Bible based loyalty to the Pastor's leadership is required.

#### Duties

1. Give diligence to the ministry managers carrying out the spirit of their approved administrative agenda and job descriptions. More specifically, receive and review ministry status reports each month and submit the ministry department status report on the first Sundays. Encourage and compliment great jobs. Correct errors. Take first shot at issues that come up in your ministries. ***Bring problems that require the Pastor's attention to the Pastor with deliberate speed and a thoughtful recommendation, as opposed to simply a question.*** The Superintendent is to be a problem solver, not simply a problem describer or one who passes the problems along. Monthly memos to your down line and periodic department meetings are encouraged.

2. Manage minor issues. More specifically, receive and review project proposals, van requests, active requests, and vouchers. If the project is considered a minor project by the Pastor then use your best judgment with making sure that it is done in a great way. If the project is not considered minor then submit a proposal that you recommend, or submit a proposal for the Pastor to reject, if the ministry manager wants the Pastor's review. Sign off on vouchers that you recommend for your ministries and based on your approved budget.

3. Give diligence to leadership development. Ideally, assistant and project managers will grow to be ministry managers and ministry managers will grow to be superintendents. Urge the more promising managers to work on being Superintendents (i.e., teaching and follow-up certifications, faithfulness, assistant superintendent, etc.). Encourage assistant managers and project managers to work on moving up line. Encourage the ministry managers, assistants, and project managers to set an example with their discipleship.

4. Give diligence to discipleship development. More specifically, insure the DEP reports are submitted monthly, encourage those who have 2 or less on the DEP to work on their discipleship and submit contact sheets with the department report regarding such contacts, and be an example of discipleship yourself.

5. Carryout miscellaneous assignments. More specifically, participate in the monthly Executive Committee Meetings, quarterly Cabinet Meetings, follow-up on service discovery forms, and the like. Make thoughtful recommendations for improvement.

**Signature of Understanding and Agreement** to comply with this job description, which is revisable by the

Pastor: \_\_\_\_\_  
(1/13)

**Title: Ministry Manager**

Supervisor: Pastor's Designee

Qualifications: Active Training Union Graduate in the area of Management, a disciple of Christ, and demonstrated ability and Christian character to carry out the duties of this position

**Duties:**

1. Insure general duties are carried out such as carrying out the spirit of the approved administrative agenda, starting meetings on time, reciting the churches mission, values, and vision at least monthly (as appropriate), following the agenda in the meeting, reporting any issues that may require "up line" attention (i.e., you are a mandatory reporter), submitting complete status reports on time,<sup>1</sup> attending to scheduling details, following approved policies, instructions, and the current Cabinet Handbook, and carrying out miscellaneous assignments as needed.

2. Insure demonstrated diligence is given to complying with the "Value Support Plan for SBC Ministries" (see attached).

3. Demonstrate diligence in recruiting and training staff as well as recruiting group members. Develop a list of staff and member prospects and submit contact sheets regarding your contacting them monthly for three months. Develop a list of training items and keep record of your giving diligence to training staff to carryout out the items. Give extra effort to recruiting and training men and those under the age of 40, as appropriate.

4. Manage the follow-up work with group members. Have members sign-in during the various events. Urge the members to use the buddy system and make contact with one another monthly. Make a special note in your status report of those who have missed three consecutive months, so they can be deleted, until they return. And make a special note of those who have newly signed in, so they can be added to the roster.

5. Model discipleship, by way of living up to the qualifications of this position - studying, serving, giving<sup>2</sup>, loving others, following pastoral leadership, attending cabinet meetings, and making suggestions for improvement.

**Note:** Ministry is so important that you can expect your supervisor to give serious effort to helping you carry out your duties (i.e., about two hours a week), warn you when duties are not being carried out, and recommend Pastoral actions when warnings are not resulting in you getting the job done. If something comes along that prevents you from carrying out your duties, it is your job to communicate such to your supervisor to prevent the uncomfortable occasions of discipline. **If you don't know how to do something, are unclear, or need help, it is your job to ask for help.**

**Signature of Understanding and Agreement** to comply with these duties, which are revisable by the Pastor:

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(1/2013)

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<sup>1</sup> Insure project proposals (inc. activity and van requests as well as vouchers) and teaching notes are completed and submitted with your status reports in a timely fashion (i.e., normally 60 days before the event for project proposals and teaching notes) and then carried out.

<sup>2</sup> "Giving" means being a standing tither. At the very least, one is to give 5% of one's income with a pledge to grow by at least 2% a year, until one reaches 10%. If your 5% is less than \$15/week, please let your supervisor know.



**Title: Head Teacher**

Supervisor: Ministry Manager

Qualifications: Discipleship and Training Union certification in teaching are essential for this position.

**Duties:**

1. Manage the teaching schedule for the given class. More specifically, make sure there is a Training Union certified teacher scheduled for each class with a certified back up. Make adjustments as needed with the schedule. If a teacher does not show (i.e., ideally 15 minutes before class) and does not call in then talk with him/her about how this is poor and unacceptable behavior. If it happens two times within ninety (90) days, report the matter to the manager who is to make a recommendation for action. That recommendation is either to issue a warning or to remove the person from the teaching roster. /// Make sure the teaching guidelines are followed and that each teacher is evaluated. /// Recruit teachers and nurture the confidence and skills of the teachers for the given class.

2. Manage class issues. More specifically, make sure the class area is set up for teaching, the temperature is comfortable, that students sign in, that offerings are collected and forwarded to the appropriate people, that class starts and ends on time, the class area is left trash free, and the roster is accurate.

3. Manage student issues. More specifically, regularly encourage students to follow-up on one another by way of the “buddy system,” follow-up on those who miss two consecutive classes, insure that the ministry manager follows up on those who miss a full month for three months, and insure that those who miss three consecutive months are reported to the church office, so they can be transferred to the “uninvolved list,” if they are not on any other ministry or study roster. Urge students to invite and bring loved ones with them to the study (i.e., general appeal, maybe an incentive for those who bring the most, etc.). Urge students to register in a ministry group (i.e., monthly for three months).

4. Teach the given curriculum at the given time and place. More specifically, be in place 15 minutes before teaching time. Follow the teaching guidelines (see “Teaching Workshop Review”). Start and finish on time.

5. Manage miscellaneous assignments. More specifically, carry out duties assigned by the ministry manager or up-line. Make suggestions for improvement.

**Signature of Understanding and Agreement** to comply with this job description, which may be prayerfully revised by the Pastor: \_\_\_\_\_

**Title: Teacher**

Supervisor: Head Teacher

Qualifications: Discipleship and Training Union certification in teaching are essential for this position.

**Duties:**

1. Teach the given curriculum at the given time and place. More specifically, be in place 15 minutes before teaching time. Follow the teaching guidelines (see “Teaching Workshop Review”). Start and finish on time.

2. Assist with miscellaneous assignments. More specifically, assist with duties such as following up on students, teaching evaluations, making suggestions for improvement, etc.

**Signature of Understanding and Agreement** to comply with this job description, which is may be prayerfully revised by the Pastor: \_\_\_\_\_

## Values Support Plan for SBC Ministries

### Evangelism (see Acts 1:8; Mt. 28:19-20)

- Each group is strongly requested to strive to have 90% of the group's members be registered reachers and giving serious effort to helping loved ones get saved; to support a "Bring a Friend Sunday;" and to support at least one community canvass.

### Edification (see Heb. 10:24-25; Lk. 9:23)

- Each group is strongly requested to strive to have 90% of the group's members be registered reachers and giving serious effort to helping loved ones grow to be studying, serving, and giving disciples with special emphasis on men and those under the age of 40 (as appropriate); strive to have 90% of the group's members on the discipleship roster (i.e., study, serve, and give); and to keep the group's DEP figure above 100%.

### Love (see Jn. 13:34-35)

- Each group is strongly requested to strive to exercise care during times of joy and trouble (e.g., birthdays, anniversaries, holidays, gift exchanges, etc.///hospitalization, bereavement, etc.); to sponsor or co-sponsor a fellowship project like a game night, fellowship trip, picnic, Christmas party, etc.; to practice Christian courtesy (e.g., smile, greet others, shake hands or hug, etc.); and to minister to the troubled of the church for at least one month a year (i.e., call those in the bulletin, send cards, support home going services, hospital visitation, etc.).

### Worship (see Jn. 4:23-24)

- Each group is strongly requested to strive to demonstrate enthusiastic worship (i.e., say amen or some verbal expression of worship or affirmation, stand or show some physical expression of worship or affirmation, etc.) and be regular in worship (i.e., 3-4 times a month)

### Community Involvement (see Mt. 5:13-16)

- Each group is strongly requested to strive to support an approved project (i.e., commit to a part of the community involvement vision) besides going to a nursing home (i.e., you can go to a nursing home, but you need to do something other than this also) and make sure that all group members are registered to vote and actually vote.

### Excellence (see Phil. 3:12-14; Rev. 3:14-16)

- Each group is strongly requested to have a manager, assistant manager, and at least one other who are disciplined Training Union graduates, in the area of management; to accomplish their goals, follow their plan (inc. timely and complete status reports, project proposals, and teaching notes), and stay within their budget; to support Pastoral leadership (i.e., vote "yes," talk the program up, prevent or don't entertain murmuring, be a mandatory reporter); and to give God their best, not just "good enough."

Additional items can be added like

- Support a Bring a Friend Event (e.g., game night, bowling, fellowship trip, seminar, etc.)
- The group has the equivalent of discipleship development sessions (i.e., joys and concerns experienced while trying to accomplish discipleship goals, prayer, and teaching with accountability partners)
- Partake in get acquainted projects (i.e., quick one-to-ones, full length one-to-ones, three month accountability partnerships);
- Get three times the number of people in your group to register to vote or give at least three hours per group member of effort to getting people registered to vote.
- Get 90% of the group's members to maintain their NAACP membership.
- Other \_\_\_\_\_

## Workshop Reviews

### Management Workshop Review

Passages like Romans 12:4-5; Exodus 18:25-26; and Acts 6:1-6 challenge us to keep training disciples to be managers of ministry. Remember the following:

1. Five management components – planning (i.e., purpose, goals, and how to statements), organizing (i.e., break plan down into jobs), staffing (i.e., assign the jobs, which means there has to be some recruiting [contact sheets] and training [grid]), directing (i.e., give instructions on what needs to be done), and controlling (i.e., evaluate and adjust).
2. Eleven management tools/pieces of paper work – cabinet handbook, guidelines, administrative agenda, project proposal (with Activity and Van Request Forms, as needed), meeting agenda, minutes, status report, financial voucher, discipleship encouragement report, planning material, and resource report. Notice that the first two are informational. The third requires no additional work, after agreed upon. The project proposals (with Activity and Van Request Forms, as needed), vouchers, planning material, and resource reports are seasonal. Minutes and discipleship encouragement reports should be delegated. The agenda is rather routine. Thus, the status report is the most demanding regular paper work, which should take about 30-45 minutes a month. If you are spending over two hours a month on paper work, you are doing something wrong.
3. Nine areas of practical pointers – devotional and closing prayers, attendance, minutes, deliberation, non-routine activity, copies, discipleship, difference between a new and existing group, and group staff.
4. Three styles of management – task, people, and combinational.
5. Exemplify discipleship including a loving spirit, passion for excellence, a disciplined registered teacher, and attending the management trainings.

### Teaching Workshop Review

Passages like Matthew 28:19-20; II Timothy 2:2; and Nehemiah 8:4-12 underscore the importance of the teaching ministry. Remember the following:

1. Apply the “Seven Laws of Teaching” with skill and enthusiasm – The teacher must know the lesson; The learner must pay attention to the lesson; The language used must be common to both the learner and the teacher; The lesson to be known must be built on what the learner already knows; Teaching is using the learner’s mind to grasp the lesson; Learning is understanding the new lesson; Teaching is done when the learner shows he has learned.
2. Three major methods of teaching are the lecture, discussion, and workshop.
3. The teaching guidelines are as follows: spend most of your time leading the class in a discussion of the applications that are found in the approved teaching notes. Have the text read, summarize it, announce your point, used closed ended and open ended questions to prompt discussion, and then give authoritative closure to a point (i.e., summarize or read the Pastor’s application, especially the application sentence). Restate the applications sentences at the end of each section and the end of the lesson.
4. Student follow-up. Urge students to buddy up with one another. You (i.e., the teacher) call those who miss two consecutive weeks, make sure the ministry manager is informed of those who miss a whole month, and make sure the ministry manager prune those who miss three consecutive months.

5. Be in class 15 minutes before time. Always be ready to teach. Attend the teachers' enrichments. Be a disciplined registered "reacher."

### **Follow-up Workshop Review**

To carry out the spirit of Matthew 28:19-20 and Hebrews 10:24-25, there is a need for follow-up work. Remember the following:

1. Be prepared to lead someone to Christ (two diagnostic questions, four questions, prayer of acceptance, and Jn. 3:16), tutor people through the Membership Orientation and other courses, call and encourage people with their discipleship (contact sheets), call and visit people with words of encouragement, conduct a one-to-one (background and self interest), manage a network (phone tree with alternates), be an accountability partner (accountability partnership agreement), and manage the "Discipleship Encouragement Program" (i.e., DEP reports).

2. Be a disciplined registered "reacher" who demonstrates a loving spirit and passion for excellence. Try to keep people from falling through the cracks and being neglected.

## **Graduation Requirements** **(aka Grad Requirements)**

Quote **John 3:16; Luke 9:23; II Timothy 2:15; II Timothy 3:16; and Matthew 28:19-20**, word for word, from either the New International Version or the King James Version of the Bible.

Give the following responses to the questions listed below (see Eph. 4:10-13; I Cor. 1:10 supports saying the same thing).

### **Effective Personal Bible Study**

- What should be the Christian's attitude towards the Bible?  
We should believe that it is authoritative truth.
- What is the key verse for the Bible's authority?  
II Timothy 3:16
- What does authoritative truth mean?  
It means that the Bible has the final word over tradition, leadership, and popular thinking.
- What are the three study questions?  
What does the passage say, mean, and mean to me?
- What are the four study tools?  
They are the Ryrie Study Bible, Living Bible, commentary, and concordance.
- What is a Ryrie Study Bible?  
It is a Bible with a number of study aids in it like outlines, footnotes, and articles.
- What is a Living Bible?  
It is a paraphrased and more modern language version of the Bible.
- What is a commentary?  
It is a book comments on the Bible.
- What is a concordance?  
It is an index of scripture where you look up a word, and it tells you where the word occurs throughout the Bible.
- What do we say in the first prayer?  
Lord help me understand what I am about to study.

- What do we say in the second prayer?  
Thank You for Your word, please help me to live by it.

### **Salvation**

- When we talk about being saved, what are we saved from?  
We are saved from the penalty of our sins, which was going to Hell.
- What are the four statements in the “Plan of Salvation”?  
They are 1. God loves you and wants to bless your life. 2. Your sin separates you from the blessings of God. 3. Jesus’ death satisfies your sin debt. 4. You must accept Jesus as your savior by faith.
- What is a practical example of God’s love that unchurched people should be able to understand?  
They should be able to understand that life, health, food, family, and a job are examples of God’s love.
- How does the poison in the glass illustration relate to our sins separating us from the blessings of God?  
Just like a little or much poison is unacceptable to drink, a little or much sin is unacceptable to God and therefore separates us from His blessings.
- How does the grocery store illustration relate to Jesus’ death satisfying our sin debt?  
Just like a cashier will accept your payment for my grocery bill, God accepts Jesus’ death as a substitute payment for our sin debt, which was death.
- If a person does not believe but prays the prayer of acceptance, are they saved?  
No, they are not saved.
- If a person believes but doesn’t know what to say, what is the essence of the prayer of acceptance?  
The prayer could be something like “God please save me because of Jesus’ death for my sins. Help me to live right, in Jesus’ name. Amen.”

### **Discipleship**

- What is a disciple?  
A disciple is a follower of Christ?
- What is the key verse for discipleship?  
Luke 9:23
- What are the four “Ds”?  
They are decision, denial of self, daily dedication, and divine directions.
- Can a person be saved without being a disciple?  
Yes
- Why should a saved person decide to be a disciple?  
We should do so to be blessed, to prevent punishment, and to show thankfulness.
- What does denial of self mean?  
It means to tell ourselves “no” when our ways are different than God’s ways.
- What does daily dedication mean?  
It means having ongoing commitment.
- What are three divine directions that every disciple should follow?  
They are to study, serve, and give.
- Why is so much emphasis placed on studying, serving, and giving?  
They provide the foundation for the rest of God’s directions.

### **New Testament Giving**

- What is tithing?  
It is giving 10% of your gross income to God, by giving it to His church.
- Does tithing save you?  
No
- Why should a person tithe?  
We should tithe to be blessed, to prevent punishment, and to demonstrate appreciation for what God has already done for us.

- What are three reasons to stand and tithe?  
We should stand to glorify God (see Mt. 5:16), to encourage others (see Heb. 10:24-25), and to obey our Pastor (see Heb. 13:17).
- Is God anti-fundraising?  
No
- What principle should we keep in mind when doing fundraisers?  
We should do those things that make for peace (see Rom. 14:14-19).

## **Church**

- What is the mission of the church?  
It is to evangelize and edify God's way.
- What does evangelize mean?  
It means to help people get saved.
- What does edify mean?  
It means to help saved people grow in the Lord
- What does "God's way" mean?  
It means according to biblical principles.
- What is the key verse for mission?  
Matthew 28:19-20
- What is the Pastor's job?  
It is to feed and lead the church.
- What does feed mean?  
It means to help people understand and live by the Word of God.
- What does lead mean?  
It means to lift a vision and manage the affairs related to making the vision a reality.
- What is the key verse for the Pastor's job?  
I Peter 5:1-4
- What does the Bible teach about pastoral compensation?  
As the church's revenue grows the Pastor's compensation grows (see Num. 18:21; I Tim. 5:17-18).
- What is the member's job?  
It is to grow in faith and follow pastoral leadership.
- How do they grow in faith?  
They are to study and obey God's Word.
- To what extent do they follow the Pastor's leadership?  
They are to follow as long as it doesn't contradict God's Word.
- What are the two key passages for members?  
I Peter 2:2 and Hebrews 13:17
- What is the officers' job?  
It is to assist the Pastor as qualified appointed members.
- How do they assist the Pastor?  
They assist by following the Pastor's instructions.
- What the five qualifications that the Pastor looks for in officers?  
They are study, serve, give, get along with the people, and get along with the Pastor.
- Are they elected or appointed?  
They are appointed.
- What is the key verse for officers?  
Acts 6:1-6
- What are the two principles for Christian fellowship?  
They are every member is to live by the Word of God and the progressive discipline of those who do not.
- When we live by the Word, what will be included that is important for Christian fellowship?  
It will include loving one another and forgiving one another.

- What does progressive discipline mean?  
It means administering negative consequences in accord with one's infraction.
- What are the two key verses for Christian fellowship?  
I John 1:5-7 and I Corinthians 5:6-7

## **Southern Baptist Church's Strategic Plan for 2014 Brochure**<sup>3</sup> (adopted by the body on 12/6/2010)

### **Mission Statement**

(i.e., the primary purpose for being in existence)

The mission of Southern Baptist Church is to evangelize the lost and edify the saints God's way (see Mt. 28:19-20).

### **Values Statement**

(i.e., key principles to live by)

The following are six key values of Southern Baptist Church: (1) Evangelism (see Acts 1:8), (2) Edification (see Heb. 10:24-25), (3) Love (see Jn. 13:34-35), (4) Worship (see Jn. 4:23-24), (5) Community Involvement (see Mt.5:13-16), and (6) Excellence (see Phil. 3:12-14; Rev. 3:14-16).

### **Vision Statement for 2014**

(i.e., goals and plans)

Southern Baptist Church envisions the following mission oriented goals being accomplished by December 31, 2014, as a result of God's showing favor on our working our plans.

#### **Evangelism Goals and Plans (see Acts 1:8)**

- (1) 500 candidates for membership (i.e., 100 people will come to join the church each year). Evangelism, great worship, and relevant ministries will be used.
- (2) 150 average attendance in our 7:30 a.m. worship and 400 in our 10:45 a.m. worship. In addition to that which is mentioned for the candidates, retention efforts will be used.
- (3) A grade of 4 out of 5, with 5 being high, regarding 2/3 of those in worship being highly concerned with inviting and bringing their loved ones to church and Christ.<sup>4</sup> Preaching and teaching (P&T), testimonies, and acknowledgments will be used.
- (4) A grade of 4 out of 5, with 5 being high, regarding having regular great worship. P&T, singing, and keeping the service moving will be used.
- (5) Further develop our evangelism ministry to young people (i.e., 30 years old and below). P&T, training, and programming with a special commission will be used.
- (6) Ten Avondale and vicinity partnerships, 3 home mission projects outside of Cincinnati, and 3 foreign mission projects. P&T, training, and programming with enhanced leadership will be used.

#### **Edification Goals and Plans (see Heb. 10:24-25)**

- (1) 325 disciples (i.e., those who study, serve, and give). P&T and programming (e.g., Discipleship Development Ministry, acknowledgment, etc.) will be used.
- (2) 225 average adult Sunday School attendance, 160 average Wednesday Bible Study attendance, and 100 average attendance in Prayer Meeting. P&T, training, recruiting, and retention efforts will be used.

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<sup>3</sup> Questionnaires from the members and various levels of advisement have played an essential role in producing this document. See the church's website or church office for more details.

<sup>4</sup> Throughout this document, 5 = excellent, 4 = good, 3 = average, 2 = fair, and 1 = poor.

- (3) A grade of 4 out of 5, with 5 being high, regarding 2/3 of those in worship being highly concerned with their discipleship and helping others do the same. P&T and programming will be used.
- (4) Further develop our edification ministry to young people (i.e., 30 and below). P&T, training, and programming with a special commission will be used.
- (5) A grade of 4 out of 5, with 5 being high, regarding there being a noticeable loving spirit in the church. P&T, programming (e.g., greeting periods, fellowship projects, etc.), and comforting the troubled will be used.
- (6) 50 active Training Union graduates. P&T, recruiting, and limiting leadership positions to those who comply will be used.
- (7) 40 need meeting ministries. P&T, training, and strategic programming will be used.

#### **Other Goals and Plans (see I Cor. 14:40)**

- (1) Enhance the building (e.g., roof, bathrooms, handicap accessibility of fellowship hall, carpet, and sanctuary ceiling). Tithes and offerings (i.e., \$1.2 million by 12/2014) along with accountability of funds and wise stewardship (e.g., a separate housing corporation will be formed and diligence will be given to renting our underutilized church space) will be used.
- (2) Be debt free. Tithes and offerings along with accountability of funds and wise stewardship will be used.
- (3) Start an endowment. Tithes and offerings along with accountability of funds and wise stewardship will be used.
- (4) A grade of 4 out of 5, with 5 being high, regarding 2/3 of those in worship being highly concerned with following godly pastoral leadership in having things done with excellence. P&T, training, programming, and being accountable will be used.
- (5) Monitor compliance with the strategic plan and develop a 2020 plan before December 31, 2014. Executive Committee members will be assigned various parts of the plan to monitor and reports will be made to the Cabinet and church.

#### **SWOTS Analysis**

(i.e., Strengths, Weaknesses, Opportunities, Threats, and Suggestions as well as assumptions; see Pro. 27:23)

The following are key ideas from the SWOTS analysis conducted in 2010:

#### **Strengths**

- (1) Worship, (2) Teaching, (3) Loving atmosphere, (4) Various ministries, and (5) Pastoral leadership.

#### **Weaknesses**

- (1) Lack of mature disciples, (2) Lack of trained disciplined leaders, and (3) Lack of under 30 year olds.

#### **Opportunities**

- (1) We are well known in the city and have an easy to find location, (2) Many souls need to be saved and need services, (3) We can influence political systems and the distribution of resources for Avondale, and (4) Community groups need the space that we have.

#### **Threats**

- (1) Recession, (2) Avondale's reputation for crime and poverty, and (3) Some are over exposed to unsatisfying religion and negativity attached to the church.

#### **Assumptions**

- (1) Pas. Baines, Jr. will still be here, (2) Great emphasis will be given to pursuing the strategic plan, (3) The population will remain about the same, and (4) The economy will not get much worse.



### Conclusion and Call for Commitment

In order for us to accomplish the things outlined in this strategic plan, everyone is going to have to be committed to carrying out his or her part – the Pastor, every cabinet member, and every member of the church. Will you do your part? Passages like Luke 19:12-27 teaches that God will bless us at our level of faithfulness.

## Quick Review of the Speed of Trust Material

### **Four Core Issues**

**Core One – Integrity.** Are you congruent? Integrity or congruence is when there is no gap between intent and behavior. Focus on value based behavior. When you have a “ends justifies the means mindset,” it leads to manipulation and deceit.

**Core Two – Intent.** What is your Agenda? Motive is the reason for you doing what you do. Agenda is your plan that grows out of your motives. The most trust inspiring agenda is the one that seeks mutual benefits.

**Core Three - Competencies.** Are you relevant? The acronym T.A.S.K.S. is helpful - Talents - natural gifts and strengths. Attitude - paradigm or way of seeing things. Skills - things we can do well. Knowledge - learnings and understandings. Style - our unique way. Use devices like mentoring, coaching, and training to support the matching and transitional issues.

**Core Four - Results.** What is your track record? What you get done and how you get it done is essential to continued trust. Sometimes because of circumstances beyond your control, the results may have to be modified to lessons learned, capacity developed, etc. Communicate the results to others - team, customers, prospects, etc.

### **13 Behaviors**

**Behavior #1 Talk Straight.** Aim to tell the truth and level the right impression. Aim to use tact and good judgment, so straight talk does not become a weakness (i.e., speak truth in love).

**Behavior #2 Demonstrate Respect.** Demonstrate respect and concern for everyone.

**Behavior #3 Create Transparency.** Aim to be transparent, clear, and truthful, especially when it is difficult. Aim for a “win-win.”

**Behavior #4 Right Wrongs.** Aim to apologize and rectify immediately. It helps to take the sting out of the person you wronged.

**Behavior #5 Show Loyalty.** Focus on giving people credit and speaking as if they were present. Talking behind people's back shows that you would do the same for those you are talking to.

**Behavior #6 - Deliver Results.** Look for people who are low on talk and high on results. Only those who repeatedly get results have earned trust.

**Behavior #7 - Get Better.** Seek feedback, respond appropriately, and learn from mistakes.

**Behavior #8 Confront Reality.** Confront the facts, no matter how challenging, with faith that you will prevail.

**Behavior #9 Clarify Expectations.** Starting with a handshake may be fine, but a written document should follow, in many important cases. End conversations with - what do you see as my next steps and yours?

**Behavior #10 Practice Accountability.** Hold yourself accountable and hold others accountable. Leaders are to take more than their fair share of blame and give more than their fair share of credit. Let your reports evaluate themselves first and then work on the natural course of action.

**Behavior #11 Listen First.** Work on really understanding the other person's point of view and emotions - first (before you diagnose). A high emotional expression often means the person doesn't feel understood.

**Behavior #12 Keep Your Commitments.** Listen, make commitments, carry them out, and report back.

**Behavior #13 Extend Trust.** Demonstrate a propensity to trust. Trust those who have earned it. Give conditional trust to those who strive to earn it.