

Midtown Baptist Temple

Ministry Manual

To facilitate your ministry at Midtown Baptist Temple

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Chapter 1: Introduction and Ministry Philosophy and Practice

You are important to MBT and we want you to get involved. Midtown Baptist Temple is a church that encourages all its members to minister—to serve God as He has gifted them. We believe God has called us to make disciples, train leaders, and plant churches. This is reflected in our mission statement:

To mold each individual into the image of Christ and to mobilize all to minister the Word of God to the world.

All of our ministries function in their own way to support the mission of making disciples.

In 1 Corinthians 12, the Bible teaches that God has put the different members of the body together in order to work together serving Him. It also teaches that all members are gifted by God in different ways. Therefore, each member's functioning is vitally important. It takes all of us working together for you to be all that God has planned for you to be and for the body to be all that God has planned for it to be. According to God's Word, he has gifted you to be part of this body and he desires to use you.

No handbook, program, or anything else we can manufacture on our own will produce what only God can do—bring about spiritual growth and new life as the Word of God is learned and applied. Only as Christians abide in Christ according to his Word does the Holy Ghost work through us to accomplish his purposes. Our job is to obey that which He has given us to do and stay close to Him. He will accomplish his purposes supernaturally through us, He is the vine we are the branches. This manual is designed to help us obey that which He has given us to do (make disciples), but never forget that we are absolutely dependant on Him as we attempt to do so.

While this manual is designed to assist you in getting involved in ministry at MBT, most of your questions will be answered as you get started serving in one of our established ministries. This chapter will provide some guidance regarding our ministry philosophy and how to get started. Other chapters will assist with contact information, how to use the church building and other resources, budget helps, proper planning and office procedures, ministry templates, and examples of checklists. If you feel burdened to start a new ministry, talk to one of the church leaders about how to move forward.

Different churches have different ideas about ministry. At MBT we have a biblical philosophy of ministry that includes:

1. The local church. We believe God has organized “the church” (all followers of the Lord Jesus Christ) into local churches through which he works to accomplish his plan. As above, each individual member has a place in this body to help it function properly.

2. The Great Commission. We summarize God’s mission for the church into “Making Disciples.” The many varied ministries of MBT are all in some way involved in this mission. Instead of growing into a great big church, we hope to multiply this ministry by planting churches that will do the same. It is an exciting vision that makes MBT an exciting place to serve and grow.

3. Discipleship. The program that we use to facilitate biblical discipleship is called Directions. Directions is without a doubt the best way to get plugged in at MBT. There is a table in the foyer to get more information or to sign up. Directions will teach the basics of the faith and has four goals for the disciple: To be established in the Word of God, the structure of the local church, the fellowship of believers, and ministry/service in the church. Directions is like a gate that we ask all of our members to eventually walk through. This gets us all moving in the same direction with the same mindset regarding the fundamentals of our faith and the world around us. If you have not yet signed up for Directions, start here and trust God to work in you and through you through the life-changing process of discipleship. Completion of Directions is one prerequisite for a teaching or leadership position in the church.

4. Our Principles: MBT has nine principles that guide us in ministry. Making good decisions requires having an understanding of how things work. These principles are the answers to the “Frequently Asked Questions” regarding our ministry philosophy. They also trouble-shoot and prevent traps of the enemy and potential pitfalls of leadership. We hope that our members can minister freely, unhindered by always looking over their shoulder to wonder if they are ministering properly--These principles are enabling because they are church-wide guidelines that MBT uses in decision-making. Whether you are thinking about a new ministry, learning about an established one, or functioning in ministry already, everything regarding that ministry needs to be filtered through these principles. To truly understand MBT and how we function, learn and consider our ministry principles. They include:

1. We are a **House of Prayer**.
2. We are always **Making Disciples**.
3. We have a **Final Authority**—The Word of God.
4. Our members are **Accountable in the Word**.
5. Our Members **Engage in Ministry Service**.
6. Our leaders are **Servant Leaders**.
7. We are always **Training Leaders**.

8. We **Protect Unity**.

9. We **Minister in Light of Spiritual Realities**.

Comprehensive teaching regarding these principles is available on our church website at MBTKC.org.

In general, future leaders will be trained to lead through the established ministries in place. All of our ministries have been charged with leadership development. All members are encouraged to serve, but to be in leadership or the ministry of teaching/preaching the Word, a deeper level of commitment is required. Qualifications for leadership consist largely of “practicing what you preach.” For instance, one who teaches the Bible at any level must be one who has been through Directions, tithes, and is faithful in attendance. To teach the Bible, but not live in faith according to its precepts, would be hypocritical.

To summarize, at MBT we believe that if God has you here, it is because he placed you here purposefully and has gifted you to be a member of the body that he wants to use to further his kingdom by making disciples in Midtown, Kansas City, and around the world.

Ample opportunities exist for you to get involved and grow. You are invited and encouraged to look at our ministry listing in chapter 7 to find descriptions of our ministries so you can find a place to get started serving God. Contact information for getting involved is provided. If you have not yet gone through Directions, it is the ideal place to start, sign up today! By following the same principles, the church can function unhindered in order to fulfill the mission God has given us.

Chapter 2: Who do I contact about that? Contact info.

To get in contact with the church office, email Deb Molder at dmolder@mbtkc.org. Use the contact information provided below to get in touch with ministry leaders and the church office (office and administration). As you read this manual, you will notice that we refer to people by their ministry. It sounds rather formal to do so, but it makes it easier to find the right person on our contact list and to make changes when God calls out some of us to go to the mission field or with a church plant!

Ministry	Name	Email Address
Audio & Sound	Schlagenbusch, Tad	tad.schlagenbusch@gmail.com
Baby Dedications	Bailey, Missy	melnicley@mac.com
Basketball- Hoops and Bible	Smith, Larry	lcsmith@ix.netcom.com
Benevolence	Neufeld, Darryl	dneufeld@swbell.net
Budget Coordinator	Molder, Deb	dmolder@mbtkc.org
Café-Kitchen	Bailey, Guy	Nspector5@mac.com
Celebrate Recovery	James Hollins	JLHollins21@hotmail.com
Choir (Adult and Christ Singers)	Fyffe, Rosie	fyffewife@gmail.com
Circuit Rider	Guenther, Kyle	keginusu@sbcglobal.net
Cleaning	Stevens, Laura	brd_of_jc@yahoo.com
College Class	Reneau, Dan	danreneau@hotmail.com
Counseling	Smith, Larry	lcsmith@ix.netcom.com
Community Linc	Paul, Joel	joelpaul@kc.rr.com
Detention Center - Gals	Smith, Anita	Anita.Smith@novatechweb.com
Detention Center - Guys	Smith, Larry	lcsmith@ix.netcom.com
Discipleship	Morgan, Kenny	kennypmorgan@gmail.com
Emotion Study	Molder, Deb	dmolder@mbtkc.org
Family Meal Coordinator	Murphy, Christina	cmurphy_2@yahoo.com
Financial Counseling	Smith, Larry	lcsmith@ix.netcom.com
Good News After School Club	Craig, Tiff	soldiertc13@hotmail.com
Hospitality Ministry	Groth, Scott	scott@thegrothestate.com
International Student Ministry	Fitzpatrick, Brent	wwbrent@gmail.com
Invitations- Take it to the Streets	Reneau, Mike or Smith, Larry	michaelreneau@mail.umkc.edu
Jr High Class	Briscoe, Brandon	blbriscoe@gmail.com
Kidtown	Best, Chris or Cristine	cacbest@kc.rr.com
LINC Afterschool	Puryear, Leslie	puryearleslie@hotmail.com
Mission Liaison	Ong, Andrew	aocj@msn.com
Neighborhood Outreach	Taylor, Randy	randy.boomerang@gmail.com

Events		
Nursing Home	Grdinovac, Sandra	sgrdinovac@swbell.net
Office & Administration	Molder, Deb	dmolder@mbtkc.org
Potluck Coordinator	Taylor, Randy	randy.boomerang@gmail.com
Prayer Pack	Miller, Chris	cmiller@homesperience.com
Premarital Counseling	Neitzey, Tarl	Tarl_Neitzey@kcmo.org
Security	Murphy, Phillip	unabashedpraise@yahoo.com
SOT Leader- College Ladies	Kylie Best	kthebest@hotmail.com
SOT Leader- College Men	Dan Reneau	danreneau@hotmail.com
SOT Leader- Ladies (Mon)	Puryear, Leslie	puryearleslie@hotmail.com
SOT Leader- Ladies (Sun)	Molder, Deb	dmolder@mbtkc.org
SOT Leader- Ladies (Wed)	Caroline Reneau	carolinereneau@yahoo.com
SOT Leader- Men (Mon)	Guenther, Kyle	keginsu@sbcglobal.net
SOT Leader- Men (Wed)	Miller, Chris	cmiller@homesperience.com
SOT Leader- Mom's Group (Thur)	Miles, Cheryl	cmiles@kc.rr.com
SOT Leader- Seniors (Fri)	Neufeld, Darryl	dneufeld@swbell.net
SOT Leader-Celebrate Recovery (Sat)	James Hollins	JLHollins21@hotmail.com
SOT Leader-Celebrate Recovery/LeeSummit	Tish Templeton	tishaprov423@hotmail.com
Sr High Class	Fyffe, James	savagefyffe@yahoo.com
Sunday Prayer during Service	Farrell, Patrick	pcfarrell67@yahoo.com
UMKC Bible Study (Saturday)	Reneau, Dan	danreneau@hotmail.com
Van Ministry	Shane Manser	livingfree.manser2@gmail.com
Veronica's Voice Outreach	Francis, Rhonda	rfrancis@kumc.edu
Woman2Woman	Miles, Cheryl	cmiles@kc.rr.com
Worship	Phillips, Eric or Fyffe, Rosie	adoniseric@netscape.net

Chapter 3: Proper use of the church building/resources

Building Access

The MBT church building is a busy place. Many times during the week there are events, meetings, and fellowship of different sorts happening at the same time. In order to be good stewards of the building and resources, and to ensure that everybody has a room in which to meet, we have a “building use request form” available in chapter 8 and also on the website at mbtkc.org. Please fill this out and send it in to the church office to request use of the building.

Unlocking/locking the building

A key card is needed to unlock the building. If you do not have a key card and think you need one, talk to our head deacon. If you simply need to get in to the building, make note of that on your building use request form, or talk to a church staff or leader to get in—whichever is most appropriate for your needs. It is a good idea to keep the doors locked as Midtown can be a dangerous community at times.

Please see the checklist for closing up if you are the last one to leave. It is located by the alarm panel by the North doors. When leaving, you need to reset the alarm. Press the “Command” button on the alarm panel until the message “ALL” is displayed. Then press the button directly under the word “ALL.” You now have 60 seconds to exit the building. It should lock on its own.

General opening procedures

- Open north entrance.
- Disable the alarm.
- Open the back door to the sanctuary (key is required).
- Turn on sanctuary lights using the breaker box at north end—follow the posted instructions.
- Turn on the common area lights in foyer, office hallway, and conference room.
- Turn on lights in boiler room hallway and class areas.
- Turn on Kidtown lights. Use the switch by the north stairs and breakers in the café breaker box # 2, 6, and 15.
- Turn on café lights café breaker box breaker #5, the landing switch on the landing by back door, and the café flood lights on the south wall by the vents.
- Turn on women’s restroom lights. The first switch is above the water fountain in café. The second is inside the restroom.
- Turn on men’s restroom lights.
- Check temperature in nursery and pipe room. Set AC units to 68 degrees in summer and set floorboard heaters/furnace to 72 degrees in the winter.

- Ensure all thermostats and air handlers are working properly (Occupied status with set point near 70 degrees). Thermostats are located in NE corner of sanctuary, and near the coat racks in Kidtown.
Open the main entrance doors and the divider to the foyer. This needs to be done by 8:30 am. Sunday mornings and 6:00 p.m. on Tuesdays. The main entrance doors need to be unlocked from the inside using the allen wrench located above the door sill. Turn on the main foyer lights and sanctuary lobby lights.
- Unlock the café emergency exit. This must be unlocked from the exterior as well.

Making coffee

MBT tries to keep a supply of fresh beans available for our members. You'll need to plug in the coffee maker 20 minutes in advance of making coffee, so start early. The coffee grinder and coffee maker are different than most home units, so please be sure to follow the instructions on the checklist posted near the maker in the kitchen and remember to clean up after yourself. See the Café-Kitchen team leader or another kitchen worker if you are unsure about it.

Using the kitchen

If you need the kitchen or kitchen supplies for your ministry/event, please contact the Kitchen Coordinator to ensure availability of the space and supplies and for help in ensuring proper stewardship of this area. As always, the sooner you can coordinate things, the better it tends to work out.

Chapter 4: Budget Helps

For existing ministry leaders: “How do I submit a budget?”

Midtown utilizes an annual budget. Individual ministry budgets are submitted 4 months prior to the start of the new year. An email is sent out to all ministry leaders requesting that budgets be submitted. Once the information is compiled, a finalized budget is produced, and this budget is used for the upcoming year.

For new ministry leaders: “It is in the course of a current year and I don't have a budget, how do I get funds for my new ministry?”

Send an email to MBT Budget Coordinator regarding the amount of money you are requesting for your new ministry. He will forward the information to the necessary people and will notify you of the outcome.

For new ministry leaders who have never submitted a budget: “How do I submit a budget for the new year?”

Notify MBT Budget Team Leader by email that you have a new ministry and would like a budget for the upcoming year. When the time for planning next year's budget comes, you will receive an email with the form to complete in order to create a budget for your new ministry.

How do I determine my budget?

You should determine the essential monthly cost to run your ministry. Second, determine the essential non-monthly costs to run your ministry. Finally, list any non-essential "like to have" items for your ministry.

How do I spend my budget?

If your cost is less than \$250 in any given month, you may spend the money and submit a receipt to be reimbursed. If the cost is \$250 or more, you must get approval from the church office or the MBT Budget Team Leader prior to moving forward with your purchase as it must be verified that the necessary cash is on hand to cover your purchase.

Chapter 5: Office Procedures

How do I contact the church office?

To get in contact with the church office, email Deb Molder at dmolder@mbtkc.org.

How do I join the church?

Attend one of our New Members Class series. These classes are fairly comprehensive and are designed to give you an understanding of the local church, church membership, and Biblical requirements for membership. This is an eight week series that culminates with a celebration during the Sunday worship service.

I have a prayer request for the church. What should I do?

Send your prayer request or update to the church office (see chapter 2). Church wide emails generally go out every Thursday. We try not to send more than one (maybe two) per week, but if it's an emergency, more may go out. Tuesday night corporate prayer meetings also provide an excellent opportunity to pray for needs. Many people show up early (6:30 pm) to pray for each other.

How do I reserve a space in the church building?

We encourage church members to use the building. Make sure you are familiar with Chapter 3 of this manual before deciding you want to use it though. There is a lot that goes into scheduling, coordinating, unlocking, and cleaning up the building God has given us. Find the "Building Request Form" found online or outside the office area in the hanging folder file in the church office hallway. Fill out the form and return to the church office. We will check to see what space is available.

How do I get an announcement in the bulletin?

Each time you would like to have something printed in the bulletin, please email a short blurb (25 words or less) of what you would like to have posted in Sunday's bulletin to the church office by Wednesday at 5 p.m. of that week. If you do not use email, write out your short blurb and place it in Deb Molder's mailbox outside her office. The bulletin is

redone each week, but as long as there is room, your announcement will stay posted until the event.

Can I get something announced Sunday morning?

Email announcement to the church office at least by Tuesday at noon prior to the desired Sunday (The sooner the better.) We'll do our best to get the news out, but please understand we are limited on the number of Sunday announcements, and there will be times we will have to find other good ways to help you announce something.

I have a ministry or event I want to do. Who do I talk to?

You can set up an appointment with a church leader to discuss going to a leadership/staff meeting to share your idea. If you are unsure about the idea, talk to your ministry leader about it first, or talk to one of the church leaders. We recommend the following:

- If it is a project you want to do, or a ministry regarding the church building in some way, talk to the Head Deacon.
- If it is a burden to teach something, talk to a church leader.
- If it is a ministry idea that needs to be considered, talk to the Assoc. Pastor.
- See Number 7 below.

How do I get something on the church calendar?

Contact the church office with the following information:

- Requested date
- Time
- Description of event

Deb will work to get your event on the calendar and contact you once it is. If there are conflicts or problems getting your event on the calendar, she will work with you to sort them out.

I want to be married at MBT. Who do I talk to about wedding planning?

Congratulations! You'll want to talk to several people about this. Contact the church office for MBT date availability, wedding costs, and to make an appointment with the marrying pastor.

We also ask you to talk with our counseling leaders who oversee our pre-marital counseling (See Section 2 for contact information). There is a form called the “Premarital Request Form” available in the hanging folder file in the church office hallway that you will need to fill out.

Finally, you will want to meet with our wedding coordinator (See Chapter 2 for contact information).

How do I get something printed?

- Send small print jobs to the church office a week in advance if you need help.
- Schedule larger print jobs at least two weeks in advance.
- Make copies of ministry materials at your leisure. Sunday morning is a terrible time to make copies.
- You will need the code to get into the workroom. To get the code, contact the church office or your ministry leader. Always close this door when you are done-- Our paper cutter is dangerous for children and we need to protect them from being in there.
- If thick/heavier paper is required, please get instructions before printing. You will mess it up otherwise.
- We have posted printing instructions on the wall in the workroom next to the printer to help you use the printer correctly. This will prevent malfunctions such as paper jams or damage to the printer. Please take a few minutes to read and follow these instructions before using the printer.
- When removing paper jams, follow the instructions given by the printer. A point of stewardship: Please take note to close the front drawer very carefully. It is prone to breaking, and closing it hard/carelessly has caused our printer to break multiple times.
- To turn off printer:
 1. Open the compartment on the front left of the printer.
 2. Press printer/network button.
 3. Press shutdown.
 4. Press yes to “Are you sure you want to power down?”
 5. Wait...Once it says it’s safe to turn off, flip off the switch on the right side of the printer.

Do I need a waiver?

If you have to ask, you probably need one. Waivers are necessary for any type of trip or activity that has risk involved, such as travel, inflatables, or sports. If you are not sure, ask at the church office.

To get a waiver for your event, send the date, place, and description of the event. We will get the waiver put together and printed for you within a week or two. Make sure you get the waivers out in time, especially for minors who will need parents/guardians to sign. Also, please be sure to turn in filled out waivers after event is completed.

Can I send out a mailer?

Sometimes MBT will send out a postcard mailer to our surrounding community in order to get the word out about some specific ministry or event. If you have interest in a mailer, talk to your ministry leader or a church leader. Mailers are fairly expensive and will have to be approved. Once approved, there are several steps involved, so you will want to try and start on this at least a month or two prior to the ministry event.

How do I buy something I need for my ministry?

- If you do not have a budget, please see chapter 4 of this manual.
- If the items are less than \$250, and you have an approved budget, it is easy. Simply purchase what you need and MBT will reimburse you. Just turn in a purchase order (PO) form (found in the mail folder in the church office hallway) along with all receipts. Include as much information as you can on the form and be sure to always list the ministry budget to be charged (if you are not the ministry head for that budget, be sure to get their signature on the form too.) We will try to be prompt with reimbursements. Here are some specifics to help you:
 1. If the expense is too great for you to absorb, send a weblink of the item(s) to be purchased to the church office (see Chapter 2), along with all the PO information. (There will be periodical ordering of items requested this way.)
 2. Costco Runs--We purchase items (for Kidtown, potluck, cleaning & general maintenance) at Costco a few times a month. If you have one or two items that need to be picked up there, send in your specific request (along with PO information). If you have lots of items to be purchased at Costco, please make arrangements to get the Costco card.
 3. Office Depot--If you need something from Office Depot, send in a weblink to the item (with PO information.) There will be periodical orders from Office Depot.
 4. For all purchases, be sure to use the MBT tax exempt letter. Most places will take it. A few places require you to have a card from their company (see below for specific details.)
 5. There are copies of the MBT tax exempt letter and purchase order forms in the mailbox on the wall in the office hallway. We've also attached copies of this note for you to print.

6. Place your purchase orders and receipts in an envelope and drop it into the mailbox on the wall in the church office hallway. Please remember to always get additional approval if you are spending more than \$250 in a given month.
7. Details about some companies (contact church office for more info):
 - Papa John's gives us a great discount if we order four or more pizzas for ministry related events.
 - Get a phone number from Deb Molder for Papa John's and Pizza Hut.
 - Office Depot and Walmart require a card to receive an exemption from taxes. (Talk to Deb if you're purchasing high-dollar items there.)
 - Home Depot will ask you if we are in their files to receive a tax exemption (we are, but you have to have a copy of MBT's tax exemption letter with you to get it.)

How can I get on the email mailing list?

You can e-mail the church office and request to be put on the mailing list, or you can use the link found on the website at MBTKC.org.

Chapter 6: Our ministries

Kidtown

Mission Statement

To make disciples by teaching children and helping families

Team functioning

- Teach the Bible during Sunday School and Worship service using the methods and curriculum God leads us to use.
- Pray and teach principles of prayer on Tuesday nights through Prayer Pack.
- Develop leadership from within as we prepare and teach the students and maintain and improve the physical space of Kidtown.
- Support families in areas of need as we are able.

Description of team

The Kidtown Team is a large team organized into smaller ones. Team members all have important roles and responsibilities vital to the mission of making disciples by teaching children and helping families. As we function to teach children and help families, we are deliberately making disciples and training others to do what we do.

Using fun and age-appropriate materials and methods, we invest the Word of God into the hearts of children. In addition to teaching, teams are also charged with ministry development including recruiting, meetings, weekly prayer and preparation time, and the safety, cleanliness, and readiness of their classrooms.

Opportunities for involvement

Any and all positions in Kidtown welcome new team members. Coordinators are always needed. Substitutes, once-a-month, or twice-a-month workers from the nursery to 4-5th grade are all appreciated. All of our Kidtown leaders start as helpers, become teachers, and hopefully develop into team leaders. Team leaders are all considered for Director in Kidtown. If someone simply wants to come in and help periodically and not “move up the leadership ladder, that is fine, just let us know.

Because this is a children’s ministry there is a background check required, and those with criminal backgrounds will have to go through interviews with the Kidtown Director and pastoral staff. Those with criminal backgrounds, including abuse or sexual misconduct of any sort, should probably consider another ministry as we will always maintain blamelessness in the ministry.

Contact Information

For more information, contact the Coordinator at the Kidtown desk (not during student check-in or check-out please) or the Kidtown Team Leader. (Do not use the application form included in this manual. Kidtown has a separate application form which you can pick up at the Kidtown front desk.)

Discipleship Ministry

Mission Statement

To train faithful men and women how to live the Word of God and to invest it into the lives of others.

Team functioning

- Disciplers will use the Directions workbook to teach and establish biblical principles in the life of another individual (the disciple). It will be used to establish the disciple in the four goals, which are:

1. Establish the disciple in the word of God
2. Establish the disciple in the local church
3. Establish the disciple in the fellowship of other like minded individuals
4. Establish the disciple in ministry

We will accomplish these goals through regular investment of the Word of God into the disciple's life and through fervent prayer.

- The leader/teacher/discipler will bring the disciple alongside them in their present ministry.

- There will be quarterly meetings for disciplers. These meetings are to provide them with encouragement, on-going training, and provide a way for the Discipleship Ministry Team leaders to check in on the establishment of the four goals.

Description of team

The Discipleship Ministry Team consists of all those currently leading someone through the Directions study.

Opportunities for involvement

Opportunities for involvement include helping with the informational table on Sundays (and Tuesdays) to answer questions, take sign-up forms, and collect money from book purchases; be a Directions leader/teacher; and help with food, set-up and/or childcare for the ID Class luncheon on the 4th Sunday of every month.

Contact Information

You can go to the table in the foyer, or contact the Discipleship Ministry Team Leader.

Celebrate Recovery

Mission Statement

To encourage fellowship and to celebrate God's healing power in our lives as we work our way along the road to recovery from our hurts, habits, and hang ups. In addition, we become willing to accept God's grace and forgiveness in solving our lives' problems.

Team functioning

Celebrate Recovery leaders undergo considerable training in order to help run the ministry and guide regular meetings.

Description of team

Team positions include:

- Training Coach: Conducts new leader training and orientation, provides training sessions for monthly leadership meetings, develops and oversees leadership for small groups, and develops a training coach apprentice.
- Encourager Coach: Provides and oversees the shepherding care needs of the groups and ministry leaders, creates fellowship events for the leaders and groups, helps identify new apprentice group leaders, and develops an encourager coach apprentice.
- Assimilation Coach: Responsible for the promotion of Celebrate Recovery to the members, the church, the community, and the world; recruits and interviews new leadership candidates, develops and maintains group information materials for groups and information table, and develops an assimilation coach apprentice.
- Ministry Leader: Responsible for the entire Celebrate Recovery Ministry. This leader selects and schedules teachers and testimonies for weekly meetings and oversees all Celebrate Recovery ministries and serves as the main contact with the church staff.

Opportunities for involvement

The team is always looking for new members to help as God has gifted them. Also, an SOT group will meet to encourage and pray for this ministry.

Contact Information

The Celebrate Recovery Team Leader.

Midtown Safety Patrol

Mission Statement

Neh 4:9 Nevertheless we made our prayer unto our God, and set a watch against them day and night, because of them.

Team functioning

Goals:

- Build relationships

- Train leaders
- Support one another in our need
- Support the needs of the church
- Keep and secure the physical needs of the church
- Aid in distraction-free services
- Minister the Word of God
- Make disciples
- Minister and evangelize to those we come in contact with

Description of team

The Safety Patrol is made up of a:

- Ministry Leader
- Ministry Asst. Leader
- Administrator/Scheduler
- Officers

Opportunities for involvement

Openings are currently available.

Contact information

The Midtown Safety Patrol Team Leader

Community LINC

Mission Statement

Invest in Community LINC families by teaching them the Word of God.

Team Functioning

- Teachers plan, lead, and teach Thursday night class time.
- Assistants assist teacher in the execution of the lesson and discipline as needed.
- Event assistants provide support to the teachers and assistants during special events such as Vacation Bible School, field trips, and other planned activities that occur periodically.

Team Description

- Teacher
- Assistant
- Event Assistant

Opportunities for involvement

We have need for teachers, assistants and event assistants. There are also opportunities within Community LINC to be budgeters for families and tutors for children in need.

Contact information

Community LINC Team Leader

Detention Center Ministry

Mission Statement

Evangelize teens and guards in Johnson County Detention Center and then disciple those saved with the goal of having them plug into churches and serve the Lord with their lives.

Team Functioning

- Ongoing prayer of Detention Center Ministry
- Engage kids
- Choose teams and play basketball (guys) or do crafts (girls)
- Classroom time with praise songs, devotion, and discussion
- Occasional meetings

Team Description

- Team Leaders: Larry and Anita Smith
- Team Members

Opportunities for Involvement

The detention center ministry is always eager to have more members. Members will have plenteous opportunities to engage others with God's Word.

Contact information

Contact the Detention Center Team Leader.

International Student Ministry

Mission Statement

To love and serve international students and scholars in the bonds of Jesus Christ.

Team Functioning

Everyone can be involved serving the international population and building relationships. There are also opportunities to assist and lead in Conversational English, coordinate airport pickup, and plan events.

Team Description

Prepare and participate in conversational topics and games at Conversational English. Meet new students at the airport and give them a ride to the campus. Plan and participate in special events.

Opportunities for Involvement

Cross cultural training provides the understanding and tools needed to participate. Participating in the events builds cross-cultural skills and leads to opportunities to lead and teach others.

Contact Information

ISM Team Leader

Kitchen Team

Mission Statement

The Kitchen Team facilitates ministry by serving the needs of the body as it pertains to the use of the kitchen.

Team Functioning

Our goal is to enable ministry to occur at Midtown. Our primary focus is to serve the physical needs of the body within the scope of the kitchen. This is most clearly demonstrated when we serve coffee and donuts on Sunday mornings.

Team Description

Our team consists of a variety of members who serve one or two times a month on Sunday mornings and Tuesday nights. There are at least two members on Sunday mornings; a leader and a helper. Tasks and responsibilities are fulfilled by the team members each week within a guideline and schedule.

Opportunities for Involvement

We are looking for members to get involved by serving in the kitchen on a monthly rotation.

Contact Information

Café-Kitchen Team Leader

Woman to Woman: “Truths from Titus” Bible study

Mission Statement

The Woman to Woman Bible Study makes disciples by teaching women God’s Word specifically from Titus 2:3-5 and helping them learn to live those principles practically in their families.

Team Functioning

Woman to Woman teachers are qualified to teach students to do the study either one-on-one or in a small group.

Team Description

Team Coordinator oversees small group or one-on-one focused Bible studies.

Opportunities for Involvement

Interested students can see the coordinator to discuss the study and get an application form.

Contact Information

Woman to Woman Team Leader

Midtown Baptist Temple Cleaning Ministry

Mission Statement

To have a clean, usable facility that enables Midtown Baptist Temple to build up individuals in the Word of God and train leaders to reach Kansas City and the world for the Lord Jesus Christ!

Team Functioning

Cleaning Coordinator – This role is responsible for all cleaning aspects of the church. This person is expected to:

- Develop schedules for both cleaning the church and the cleaning teams.
- Clearly communicate all necessary information.
- Ensure all supplies and tools are available to effectively and efficiently clean the building.
- Ensure the building is open and accessible for weekly cleaning teams.

Weekly Team Leader – This role is responsible for a weekly team of people, schedule, and cleaning the facility.

- Have knowledge of location and use of supplies and tools used to clean the facility.
- Clearly communicate upcoming cleaning schedule and roles to team.
- Ensure all areas of facility are clean and ready to use.
- Find ways to recruit and invest in replacement leaders.

Weekly Team Member – This role is responsible for arriving on time and completing the given tasks for the individual's scheduled week.

- Either arrive on time for their scheduled week or find a replacement if they are unavailable.
- Complete given tasks with excellence in spirit and execution.

Team Description

As above. The cleaning ministry is a practical way to serve the body. God has given us an incredible facility and it is our responsibility to make sure the building is ready each time we meet. It is important to realize that something as small as picking up a broom is making a serious investment in the work of the ministry.

Opportunities for Involvement

Teams are always eager for new members

Contact Information

Cleaning Coordinator

Mom's Group/Daytime Women's Bible Study

Mission Statement

Mom's Group/DWBS makes disciples by teaching women God's word in the spirit of Titus 2:3-5 and helping them learn to live those principles practically in their families, teaching others as they grow.

Team Functioning

Mom's Group/DWBS members study the Word of God together and learn ways to apply learned truths to our everyday lives. We strive to support each other and our church body in prayer, and we keep each other accountable through homework studies and growing relationships.

Team Description

Leadership Team: Host/facilitator, Prayer leader, "Lines & Links" – practical applications, Production Manager, Communications, and Facility Leader.

Opportunities for Involvement

Any woman can attend. There is no prerequisite for attendance. Discipleship and exemplifying "behaviour as becometh holiness (Titus 2:3)" will be required for teachers and guest speakers.

Contact Information

Anyone on the leadership team can give further information. You can contact the SOT/Mom's group team leader.

Circuit Riders Ministry

Mission Statement

Let the high praises of God be in their mouth, and a two edged sword in their hand;
Psalms 149:6

Team Functioning

The Circuit Riders ministry funnels members through SOT if applicable; gets men involved in all aspects and opportunities of preaching: in churches, bars, car washes, restaurants, nursing homes, detention centers, jails/prisons, homes, shelters, streets, etc.

Team Description

This ministry is made up of rough-and-tumble men who are not shy or afraid to preach to the masses, or minute men who love God and love his word. We are men who are young and old, poor and filthy rich, ignorant and brilliant, flexible, teachable, and adaptable.

Opportunities for Involvement

Currently people can get involved in teaching and preaching in nursing homes, detention centers, and others.

Contact Information

People who are interested can contact the Circuit Riders Team Leader.

MBT Baby Dedication Ministry

Mission Statement

To mold each individual into the image of Christ and to mobilize all to minister the Word of God to the world.

Team Functioning

Our ministry exists to make the body aware of new family members in order to raise them up in prayer and biblical encouragement.

Team Description

Our team is made up of individuals who create Power Point slide shows, write certificates, purchase gifts, and coordinate receptions for the families of our newest members.

Opportunities for Involvement

We plan to have semi-annual baby dedication celebrations through which people can get involved in a number of different ways to minister to the families in our MBT church body.

Contact Information

You can get involved by contacting the Baby Dedication Ministry Team Leader.

Jr. High Ministry

Mission Statement

Through the mentorship of middle school students, the Jr. High Ministry desires to create young disciples ready to take the gospel to their communities. Jr. high students are encouraged to be passionate about the Word of God and prayer and take ownership for their faith in Jesus Christ.

Team functioning

The team facilitates opportunities for learning, discipleship, and fellowship for Jr. high students. This is done through Sunday school activities and preaching, as well as monthly events. Summer Bible studies and small groups are also utilized.

Team Description

The Jr. High Ministry team consists of Director, Teacher, Assistant Director, Discippler/Mentor, Event Planner, and Counselor.

Opportunities for Involvement

Adults who have been or are involved in discipleship are welcome to visit the class and pray about participation. All positions require volunteers to fill out Ministry applications and background checks.

Contact Information

Those interested in involvement should speak to Jr. High Ministry Team Leader in person or e-mail using the contact list.

Nursing Home Ministry- Clara Manor

Mission Statement

The Nursing Home Ministry actively fulfills the Isaiah 61:1 prophecy to the residents, and provides Midtown members with opportunities to share the gospel through preaching, small groups, and one-on-one visits at Clara Manor.

Team Functioning

Our team functions through providing church services every other Sunday and praise/devotional services every other Saturday at the nursing home. We also provide seasonal/holiday celebrations for the residents.

Team Description

The Nursing Home Ministry team consists of a Preaching Coordinator who assigns those to preach the gospel, an Activities Coordinator who puts together and plans major activities, and a Food Server who helps to distribute food to our guests.

Opportunities for Involvement

All are invited to participate in this ministry. There are many opportunities for involvement with the residents every week through prayer, visiting the people in their rooms, and ministering to their needs, along with other service type responsibilities involved in the services and celebrations themselves.

Contact Information

Interested parties can contact the Nursing Home Ministry Team Leader.

Midtown Audio Visual Ministry

Mission Statement

Facilitate the presentation of the Gospel, and equip the saints through audio and visual media.

Team Functioning

Team members of the Audio Visual Ministry facilitate ministry at MBT by setting up the audio and presentation systems, and running these media during the scheduled events.

Team Description

The positions available in this ministry are Audio technicians and Presenters.

Opportunities for Involvement

Each member of the team is cross-trained to be able to run the audio system as well as the presentation system. There is always room for more team members.

Contact Information

Contact The MBT A-V Ministry Team Leader.

Prayer Pack

Mission Statement

Our mission is to teach our kids the importance, power, and necessity of prayer in each of our lives.

Team Functioning

Each Tuesday during corporate prayer, our team cares for kids aged 5th grade and down through free play, singing, Bible lessons, prayer time, snacks, and activities.

Team Description

The Prayer Pack team consists of a Prayer Pack team leader, weekly leaders, coordinators, caregivers for babies, and teachers and helpers for toddlers and up through 5th grade.

Opportunities for Involvement

Opportunities exist for anyone who has gone through the application/screening process used for all our KidTown/ MBT children's workers.

Contact Information

See any KidTown coordinator for an application, or contact the Prayer Pack Team Leader.

WOW Team (Women of the Word)

Mission Statement

Help participants to continue growing in the image of Christ (to make disciples and develop leadership) by staying accountable to the four goals of discipleship.

Team Functioning

- Group Leader
- Team Leader
- Assistant Team Leader
- Disciple of Jesus (all participants)

Team Description

- **Group Leader:** Coordinate meetings and events to create an atmosphere where all participants are encouraged to grow in the four goals of discipleship as they become disciple makers. Teach, hold accountable, and be available (one on one) to all members to help them grow. Oversee teams and develop leaders.
- **Team Leader:** Oversee members in teams of 3-6, helping them stay accountable in the Word and application of the Word; help participants to grow in the four goals of discipleship. Help group leader.
- **Assistant Team Leader:** Help Team Leader to oversee members in teams of 3-6, help them stay accountable in the Word and application of the Word; help participants to grow in the four goals of discipleship. Help group leader.

- **Disciple of Jesus (all participants):** Meet and participate with the team on a regular basis, staying accountable in the Word of God and growing in the four goals of discipleship. (Growing relationally naturally occurs in a team atmosphere.)

Opportunities for Involvement

Open to all ladies desiring to grow in Christ.

Contact Information

WOW Team SOT leader

Biblical counseling

Mission Statement

Our mission is to assist people in applying the Bible to help them solve specific problems so they may become more Christ like in thought and action.

Team Functioning

Gifted and trained counselors will be assigned to work with MBT members who have requested assistance in solving specific problems.

Team Description

Mature Christians that have a gift and heart to help members in need and who have completed Directions, counseling training, and have a strong understanding of the Bible and how to apply its principles.

Opportunities for Involvement

Opportunities exist for people who have gone through the application and training process and have proven to leadership that they possess enough Bible understanding to serve in this advanced-level ministry.

Contact Information

Contact the counseling team leader.

MBT Van Ministry

Mission Statement

To serve our congregation and visitors by providing transportation and fellowship to promote discipleship.

Team Functioning

Our team members drive and dispatch. We spend time with the people we serve to build relationships with them, helping them to develop relationships with other church members and to become involved in discipleship.

Team Description

Our goal is to have 6-8 drivers that will drive 1-2 times per month.

Opportunities for Involvement

This is a great place to begin in ministry. New team members are always welcome.

Contact Information

Van Ministry Team Leader.

College and Young Adults Ministry

Mission Statement

The College and Young Adults Ministry is dedicated to the evangelism and discipleship of young adults. By teaching God's Word, prioritizing prayer, and highlighting local and global missions, our young adults will be equipped to accomplish the great commission.

Team Functioning

- Sunday Prayer
- Sunday Bible Study
- Campus Bible Studies
- Men's and Women's SOT Groups
- Quarterly Meetings
- One-on-One Discipleship
- Mentoring High School and Junior High Students
- International Student Ministry Trips
- Events include Superbowl Party, Ice Skating at Crown Center, Summer BBQ's, Evangelistic/fellowship oriented Canoe Trip (summer), Evangelistic/fellowship oriented Hiking Trip (fall), ISM Thanksgiving Dinner, Christmas Party

Team Description

- Director
- Missions Update Coordinator

Opportunities for Involvement

Young adults can participate in discipleship and our SOT groups. People can also participate in our outreach to International students (ISM, Conversational English, Airport pick-ups, Weekend trips).

Contact Information

Director of the College Team

Bible Study/SOT

Mission Statement: To equip believers to study, apply, and teach the Word of God

Team Functioning: Small groups meet regularly around fellowship in the Word.
Principles of Bible study are taught and the revealed truths are shared.
Accountability to what you learn is encouraged.

Team Description

SOT stands for “Soldiers of Truth”. Most SOTs are made up of an SOT leader that stays coordinated with our church leaders. Beyond that each SOT has a personality of each own. Some groups are structured around a particular ministry. We have mens groups, womens groups, family groups etc. whoever you are we have a group for you.

Opportunities for Involvement

There are many SOT groups currently active at MBT. They meet at a variety of times, days and locations. Not only are most of the groups open and will accept new members, but MBT encourages its members to become involved in the accountability in the Word and to The Word that these groups offer. A complete list of SOT groups is available both on the MBT website and in the bulletin.

Contact Information

For information about any of MBT’s Sot groups please contact the team leader of the group/s you are interested in as listed on the contact list above.

Christ Singers

Mission Statement: To glorify God as MBT's children Praise and Worship Him.

Team Functioning: The Christ Singers choir meets Tuesday nights (the choir meets for half of the time, while Prayer Pack has the kids the other half of the time while adults are at the MBT prayer ministry upstairs). The choir sings periodically and does at least one musical annually.

Team Description: There is a choir director and a team of willing gifted believers who help lead this group.

Opportunities for Involvement: The team is always looking for those whom God as gifted and led to work in the ministry of children's choir. There is a mandatory background check since this is a ministry working with children.

Contact Information

Christ Singers Choir Director

Benevolence

Mission Statement: To show the love of God to a community in need.

Team Functioning: The team attempts to connect the church's resources with those in-need in a way that is biblical and responsible. Good stewardship of that which God has given us is key. The entire church body should be acting benevolently, but as needs arise people will at times be connected with a benevolence team member who assesses the situation. The need is considered and met in the best way we can meet it by recruiting church members or resources that are available.

Team Description: There is a team leader who works with the team and the church body. Team members are encouraged to meet the needs that arise.

Opportunities for Involvement: New members are always desired and are encouraged to apply for the benevolence team.

Contact Information

Benevolence team leader

Choir

Mission Statement: To praise God and lead others to do the same.

Team Functioning: To practice and sing periodically in services and special occasions. To pray, praise, and edify one another through the ministry of music.

Team Description: Bass, tenor, altos.... Directors, AV tech support, and accompanists are important members as well.

Opportunities for Involvement: Those who sing and/or direct are welcome to apply to the choir. AV tech support is always necessary as well.

Contact Information

Choir Director

Family Meals

Mission Statement: To show the love of God to our brothers and sisters in Christ by providing meals to them in times of need.

Team Functioning: The team coordinates meals for those who have been ill, have had babies, etc.

Team Description: There is a team leader. The team works to help the church body provide meals when needed to those who need them.

Opportunities for Involvement: Cooks and coordinators and all who would like to serve God in this ministry are encouraged to apply. Please contact the team leader.

Contact Information

Family Meal Coordinator

Good News Club

Mission Statement: To reach the children of our city with the good news of Jesus Christ.

Team Functioning: Teams spend about 1 ½ hours per week running a Good News Club (GNC) program at a local elementary school during the after school program. This is a proven curriculum prepared by Children's Evangelism Fellowship (CEF). The hard work has been done already! Just show up and teach the kids about Jesus.

Team Description: Teams are made up of 5-7 believers from MBT and other churches. Each GNC is assigned to a school and functions in coordination with CEF to provide and teach the curriculum.

Opportunities for Involvement: The number of schools in KC that want GNCs is astounding (over a hundred). The harvest is white but the laborers are few. Please consider this amazing opportunity. Training is necessary and provided for a minimal cost.

Contact Information

Good News Club Liaison

Sunday Morning Prayer

Mission Statement: To pray for the Sunday services, interceding for the church, according to the word of God.

Team Functioning: Prayers for praise and worship, the preaching of the Word, the anointing of God, etc. as God leads. Prayers are made for our church as well as the church at large.

Team Description: Prayer groups will be made up of at least three individuals. Groups from the team will rotate weeks in order to pray. Groups will meet somewhere in the church building during the Worship service to pray for the service.

Opportunities for Involvement: Servant-minded believers who believe in the power of pray are encouraged to contact the team leader and get involved.

Contact Information

Sunday Morning prayer team leader

Hospitality

Mission Statement: To connect people at MBT to the church body in such a way as to move them forward in their relationship with God.

Team Functioning: The team functions before, during, and after services to promote and protect an environment that is welcoming. The team engages and encourages those whom God has led to MBT by connecting them with the church body in such a way as to facilitate moving forward in their relationship with God. Examples include leading a lost person to Christ in salvation; or taking a new believer to the “discipleship table” to sign up for Directions, etc.

Team Description: The hospitality team is a group of believers whom God has led to interact with others as described above. A rotating schedule exists to define those who are “on duty” for the week’s main services.

Opportunities for Involvement: Team members are always welcome and encouraged to apply to the team leader for team membership.

Contact Information:

Hospitality team leader

Invitation Ministry

Mission Statement: To make disciples according to the Great Commission through invitation and evangelism, and to train church members in the area of evangelism.

Team Functioning: The team prays for and trains the body in the area of invitation and evangelism. It leads the church body in “Hit the Streets” invitation and evangelism campaigns in our community. This is usually in the warmer months when people are out in the neighborhood. Additional events occur periodically that provide excellent opportunity for “street evangelism”.

Team Description: There are team leaders that oversee the team functioning and events.

Opportunities for Involvement: Those who feel called to help lead the church in the area of invitation and evangelism are welcome and encouraged to apply.

Contact Information

Invitation team leader

Potluck

Mission Statement: Serve the Church with excellence in facilitating fellowship through Potlucks.

Team Functioning: Team members coordinate the event considering the use of the building, set up, flow, and clean up of potlucks at MBT.

Team Description: There is a team leader who works with the team in whatever capacity is necessary to complete the functioning described above.

Opportunities for Involvement: New team members are always welcome to help coordinate, set up, and clean up.

Contact Information

Potluck coordinator

Premarital Counseling

Mission Statement: To prepare believers for a Biblical marriage.

Team Functioning: Engaged couples meet with counselors for a series of premarital counseling.

Team Description: Counselors are a specialized team of equipped believers within MBT's Biblical counseling ministry. They counsel biblically according to a pre-established curriculum, as well as addressing needs that arise in the course of the counseling.

Opportunities for Involvement: New counselors are always welcome to join the team. There is a course of study necessary to be on any part of the counseling team.

Contact Information

Premarital Counseling Team Leader

Office Help

Mission Statement: To serve the Church in the tasks necessary for the completion of ministry at MBT.

Team Functioning: The current needs dictate the functioning of this team. It may be making copies, preparing documents, running errands, filing, etc.

Team Description: The church office administrator welcomes and all those who wish to help. This is a volunteer team.

Opportunities for Involvement: People can sign up to serve regularly, or on an “as needed” basis. Those who wish to help will be considered on an individual basis depending on their aptitude and the current needs of the church.

Contact Information

If interested in helping please contact the church office

Praise and Worship

Mission Statement: To see God’s presence, power, and purpose manifested in the life of every believer.

Team Functioning: Worship is ascribing honor, praise, reverence, and worth to God (Ps 5:7, 29:2, 66:4). Authentic worship requires sacrifice. As we worship God, we believe we enter into His presence (Matt 18:20, Eph 2:6, Heb. 4:16). In Isaiah 6 we find the prophet Isaiah entering into the presence of God. From this chapter we learn about worship as we observe God’s presence and man’s response:

- His Presence—God will be with us (Is 6:1-4). We respond with reverence.
- His power –God will convict hearts and change lives (Is 6:5-7). We respond with humility.
- His purpose—God will call us to something greater (Is 6:8). We respond with obedience.

Team Description: Team member requirements include:

Completion (or near completion) of Directions

- Tithing member of the church
- Accountability and submission to Word of God
- Submission to structure of the local church including Pastor and Worship ministry leadership structure.
- Commitment to attend weekly practices.

Opportunities for Involvement: Choir, Sunday morning and Tuesday Night Service teams. Ministry-specific Praise and Worship teams.

Contact Information: Praise Band Team Leader

Chapter 7. My Ministry: Ministry Specific Supplements.

Use this chapter to fill in ministry specific things that your team needs in order to make full proof of your ministry. (2 Ti 4:5).

Such things as schedules, checklists, calendars, contact information, etc. should go in this chapter.

Chapter 8. Ministry Application and Misc. Forms

Interest and Availability

What Ministry/Service are you applying for?

Please indicate the date you could begin to work. _____

How often are you interested in working?

Once a Month ____ Twice a Month ____ Once a Quarter ____

As a Substitute ____ Other _____

Are there any specific weeks of the month that you are not available to work?

Spiritual Journey

Use the back if you need more space to answer the following questions.

Summarize how you came to know Jesus Christ as your Savior.

Have you ever been baptized? _____ When? _____

Are you a member of MBT? _____ When did you become one? _____

Which services do you attend? Sun. _____ Tue. _____ Thurs. _____

If you have questions on how to become a member, please call the MBT church office at **816-398-8171**.

Church History and Ministry Experience

Have you completed Discipleship 1 or Directions? _____
Yes/no/currently involved

If yes, when? _____ Who disciplined you? _____

Discipler's contact information: _____

Are you currently discipling someone? _____ If so, who? _____

Have you completed Shepherd School? _____ When? _____
Yes/no/currently involved

What Bible studies, deeper classes, SOTS, or community groups are you currently attending? _____

What other ministry/services are you involved in? _____

Please describe your previous or current ministry experience:

Name of person(s) to whom you report(ed): _____

Address: _____ Phone: _____

Name of person(s) to whom you report(ed): _____

Address: _____ Phone: _____

Use the back if you need more space to answer the above questions.

Personal References

Please list three individuals not related to you who have known you for at least 3 years.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

The information contained in this application is correct to the best of my knowledge. I authorize any references listed on the application to give you any information (including opinions) that they may have regarding my character and fitness for service and ministry. In consideration of the receipt and evaluation of the application by Midtown Baptist Temple, I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or my family, on account of compliance or any attempts to comply with this authorization. I waive any right that I have to inspect any information provided about me by any person or organization identified by me in this application. I understand that I am subject to a criminal background check.

As a ministry worker of Midtown Baptist Temple, I agree to the Statement of Faith, bylaws and policies of the Midtown Baptist Temple, and to try to use scriptural conduct in the performance of my service on its behalf. I have read carefully the foregoing release and know the contents thereof, and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's signature _____ Date _____

----For Office Use Only ---- Please do not write in this area ----

Pastoral Approval _____ Ministry Leader Approval _____

Comments _____

Discipler Contacted _____ References Checked 1 _____ 2 _____ 3 _____ Comments _____

Membership _____ Comments _____

Budget Request Form

Ministry: _____

Ministry Head: _____

Phone Number: _____

How much money do you need?

—

What do you need it for?

_____ -
