

# **PROGRAM ORGANIZATIONS**

## **PROGRAM ORGANIZATIONS GENERAL**

All expenditures by each organization must first be approved by the head of each organization.

The head of each organization shall make a written report to the church at the quarterly business meeting.

## **BAPTIST MEN**

Baptist Men shall be organized in accord with the program recommended by the Southern Baptist Convention.

[7-\_\_-82]

The general officers of the Baptist Men shall be elected annually by the church upon a recommendation from the Nominating Committee of the Baptist Men. The Pastor shall be a member of such committee. Other officers, leaders and committees shall be elected within the Baptist Men.

A public installation service shall be held following their election.

The duties of these officers, leaders and committees shall be those designated by the approved denominational standards.

## **THE CHURCH DISCIPLESHIP TRAINING**

1. The Discipleship Training Director shall be elected by the church in February upon recommendation of the Nominating Committee. He shall be the General Administrator of the Church Discipleship Training Program and direct its work.
2. The Discipleship Training Director shall recommend to the Nominating Committee who shall recommend to the church for election such general officers and leaders as may be needed to carry out the training program of the church. They shall organize themselves to effectively promote the work of the Discipleship Training Program. They shall meet at least monthly to consider problems, methods and plans.

## **MEDIA MINISTRY**

Reference Media Ministry Committee



## CHURCH MUSIC MINISTRY

The term of the Music Council shall begin January 1 after election.  
[notebook II.B.6]

### THEME AND STATEMENT OF PURPOSE

The following THEME AND STATEMENT OF PURPOSE will serve as the Music Ministry's objective as goals are introduced and administered at Bon Air Baptist Church.

*The Music Ministry*

*Bon Air Baptist Church  
Richmond, Virginia*

### THEME

*"Magnifying Through Musical Excellence the Perfection of God's Glory"*

### STATEMENT OF PURPOSE

The mission of the Music Ministry of Bon Air Baptist Church  
is to communicate the joy and hope of the Christian life  
through the universal language of music. Spiritual commitment,  
diversity of talents, and excellence in performance are blended  
to make music a powerful experience of worship.

[10/18/95]

### USE OF ORGAN

Organ students who are active members of the church and its organizations are permitted to use the organ for stated periods of practice under supervision of the Music Committee with the Organist and Music Director serving as ex-officio members of the Committee. Scheduled meetings of the church shall always have precedence over any such practice sessions.

[10-9-63]

MUSIC MINISTRY (continued)

The Minister of Music, whose job description permits teaching organ, may use the church for an organ recital.

[\_\_-\_\_-76]

MUSIC INSTRUMENTS, EQUIPMENT AND MUSIC USE POLICIES

1. Music instruments, equipment and music shall be under the control of the Music Council.
2. Requests for the use of instruments and/or equipment available for loan shall be made to the Minister of Music or the Music Council by completing an Application for Use of Building, Equipment and/or Van form.
3. Requests for the use of music shall be made to the Minister of Music or Music Council by completing a Music Loan Contract form.
4. Permission for use of instruments, equipment and music and the period of time of such use shall be granted by the Music Council after its review and approval.
5. If the Music Council is unable or is unwilling to make the decision concerning the use of instrument and/or equipment, the request shall be referred to the Church Council for a recommendation to the church.
6. The instruments, equipment and music available for loan are:

|                                       |   |
|---------------------------------------|---|
| Standing Risers (15)                  | Music stand lights (12)                   |
| Children's Choirs Musical Instruments | Assorted Biblical Costumes and Drama Aids |
| Music Stands (12)                     |   |
| 600+ Anthems                          |   |

7. The instruments and equipment not available for loan are:

|                       |                          |
|-----------------------|--------------------------|
| Handbells (5 Octaves) | Tympani (2)              |
| Pianos                | Tone Chimes (30 Octaves) |

8. Those using the instruments, equipment and music assume all responsibility for repair of breakage or damage.

MUSIC MINISTRY (continued)

9. Priorities are as listed:
- |                              |   |
|------------------------------|---|
| 1. Our church organizations. | 3. Other Baptist church groups.               |
| 2. Our church members.       | 4. Church related groups other than Baptists. |
|                              | 5. Other organizations                        |

[11/18/87]

MUSIC LOAN CONTRACT

AGREEMENT

1. Copies may be loaned for three weeks at no charge.
2. After the three-week lending period, a rental fee at one-third of the replacement cost will be charged per copy.
3. There will be a charge for all lost or damaged copies at full replacement cost.
4. The maximum lending period shall be three months.

\_\_\_\_\_  
Name of Anthem/Collection \_\_\_\_\_

Catalogue Number \_\_\_\_\_ Number of Copies Loaned \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Organization \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Music Council  
Bon Air Baptist Church  
2531 Buford Road  
Richmond, Virginia 23235  
272-1475

[9/15/87]



## **SUNDAY SCHOOL**

1. The Sunday School Director shall be elected by the church in February upon recommendation of the Nominating Committee. He shall be the General Administrator of the Sunday School and direct its work.
2. The Sunday School Director shall recommend to the Nominating Committee, who will recommend to the church for election, such general officers and teachers as may be needed to carry out the teaching program of the church. These shall be elected annually. They shall organize themselves to effectively promote the work of the Sunday School. They shall meet at least monthly in general and departmental session to consider problems, methods and plans.
3. A public installation service shall be held following their election.
4. The duties of these officers and teachers shall be those ordinarily designated in the approved denominational standards.

## **COMMITMENT FOR GROWTH**

Because of our concern for carrying out the Great Commission - reaching the lost and un-enlisted people in our community for Christ - we, the members of the Church Council, church elected leaders and members of Bon Air Baptist Church, commit ourselves and resources to evangelistic outreach as our number one priority for the life and work of the church. To carry out this commitment, we resolve:

1. To give priority to the Sunday School as the church's organization for evangelistic outreach.
2. To place responsibility upon Church Staff Education and Outreach Ministers and the Sunday School Director, Department Directors, Outreach Leaders, and teachers for the leadership required for growth.
3. To magnify, expand and improve the Bible Teaching Ministry for the purpose of winning the lost and disciplining Christians.
4. To provide witness training for all Sunday School workers and members.
5. To coordinate church activities and allocate resources to undergird and support these commitments.
6. To use Southern Baptist Principles of Sunday School Growth as our guide.

**SUNDAY SCHOOL (continued)**

7. To seek the Holy Spirit's leadership in carrying out this commitment - for the glory of God and the advancement of His Kingdom.

Each year goals should be adopted by Sunday School workers in the following areas:

- I.
  - 1. Attendance
  - 2. New members.
  - 3. Persons reporting visits
  - 4. Number attending weekly officers' and teachers' meeting
  - 5. Training awards earned

Workers in each class and department will be involved in suggesting and adopting these goals for their respective groups and sharing ideas as to how goals can be reached.

- II. Weekly officers' and teachers' meetings should be held.
- III. An annual Sunday School Workers' Banquet should be scheduled each year in September.
- IV. Video equipment should be used for video training tapes produced by our denomination and others.
- V. It is our policy to enroll in our Sunday School anyone, anytime, anywhere, as long as they agree to be enrolled.
- VI. Tuesday is church-wide visitation day with....

....No other activities scheduled (except Baptist Women on 2nd Tuesday)

....10:00 A.M. Ladies Visitation and noon luncheon at church (Noon on 2nd Tues.)

....First Tuesday - Outreach Supper, 6:15 P.M. at church

....Second Tuesday - 7:15 P.M. at church

....Third Tuesday - 7:15 P.M. - by neighborhood (meet in a home)

....Fourth Tuesday - 7:15 P.M. at church

....Fifth Tuesday - 7:15 P.M. at church

[9-17-80]

SUNDAY SCHOOL (continued)

QUESTIONS AND ANSWERS RELATING TO THE BYLAWS ADOPTED 2-19-69

The Bylaw reads as follows:

"The Sunday School hour shall be devoted to Bible study.

The Bible shall be the textbook.

Southern Baptist Curriculum material shall be the literature used. However, a teacher has the liberty to search for Christian truth in other materials and may use other resource materials to supplement the Southern Baptist literature where appropriate." Bylaws, Art. VI, §2.

QUESTIONS AND ANSWERS RELATED TO THE BYLAWS

1. Can other than Southern Baptist literature be used to support the teaching of the Sunday School lesson?

**As stated in the bylaw, the intent is not to restrict the liberty of a teacher to search for Christian truth in other materials. Such other materials are to be used when they relate to the lesson and are needed to effectively teach the lesson and to make the study of God's Word relevant to the class members.**

2. Can any other material be used on a short term basis?

**There may be some rare and unusual circumstances when a teacher should exercise the liberty to use some other approach to the Bible study for a Sunday, but the intent of the bylaw is that we use the Southern Baptist literature as our basic guide to Bible study.**

3. Can the study of a particular lesson be continued for more than one Sunday?

**If the material is interpreted as being very vital to the needs of the class members and the teacher feels the leadership of the Holy Spirit, then he is at liberty to continue the study of the subject matter over more than one Sunday. It is suggested that the teacher briefly summarize any lesson omitted.**

4. If a class member has a specific problem, can the teacher meet the need in lieu of teaching that Sunday's lesson?

**The teacher is at liberty to be guided by the Holy Spirit in making judgments about such matters.**

SUNDAY SCHOOL (continued)

QUESTIONS AND ANSWERS RELATED TO THE BYLAWS (continued)

3. Can a teacher, on his own, teach any literature he wants to?

**No - The church membership establishes policy relating to the curriculum that is to be taught.**

4. Does the Sunday School Director have the authority to permit a class to substitute literature?

**The Director does not have the authority to permit the substitution of literature. The church membership, as a democratic body, decides the Sunday School literature that we are to follow.**

5. Why do we need control of the literature used in Sunday School?

**All groups of people that choose to be together, as we have done, must themselves decide on procedures to assure orderliness and direction.**

6. Does part three of the bylaw include directors in departments regarding their opening assembly subjects?

**Through the use of Southern Baptist literature and other material, the director should seek to have an inspiring opening assembly that will relate to the lesson as a part of the Bible learning experience.**

7. What procedure is proposed for the orderly evaluation of material other than Southern Baptist literature which may be under consideration?

**The intent of the bylaw is to make no proposal for such a procedure. It intends to keep us committed to the Southern Baptist program. [2-19-69]**

SUNDAY SCHOOL (continued)

NEW MEMBER TRAINING PROGRAM

RECOMMENDED ORGANIZATION FOR NEW MEMBER TRAINING

- I. Leadership (elected as part of Church Training Staff)
  - A. Director of New Member Training
    - 1. Director of Adult New Member Training
    - 2. Director of Youth New Member Training
    - 3. Director of Children New Member Training
- II. Study Materials
  - A. Adults - "In Covenant" and workbook
  - B. Youth - "Belonging" and workbook
  - C. Children - "Promises to Keep" and workbook

(The above to be supplemented by other Bon Air approved materials)
- III. Training Sessions
  - A. Four one-hour sessions, 9:40 - 10:40 A.M. on Sundays. (9:30 A.M. when building completed)
  - B. New members will receive letter from Pastor and personal contacts from age-group New Member Training Director urging attendance for training the Sunday following their uniting with the church.
  - C. Special training rooms will be designated for each age group.

[7-21-76]

## **WOMAN'S MISSIONARY UNION**

The general officers of the Woman's Missionary Union shall be elected annually by the church upon recommendation to the church from the Nominating Committee of the W.M.U. The Pastor shall be a member of such committee. Other officers, leaders, and committees, shall be elected within the W.M.U.

A public installation service shall be held following their election.

The duties of the officers and committees shall be those designated by the approved denominational standards.