

SBBC Basic Manual of Ministries

The Core value of leadership is humility.

Discipleship is by gaining the trust of people

and building a good relationship.

Jesus Christ is the best example

of being a leader.

Luke 6:31

And as ye would that men should do to you, do ye also to them likewise.

Philippians 2:3-4

3 Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves.

4 Look not every man on his own things, but every man also on the things of others.

Matthew 20:26-28

26 But it shall not be so among you: but whosoever will be great among you, let him be your minister;

27 And whosoever will be chief among you, let him be your servant:

28 Even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many.

I. Defining Church Ministries

A. The “WHAT” of church Ministries

Ministry is not what you can get

but what you can do for Christ.

Ministry is not a job or a Sunday routine,

it's a privilege to be chosen

and used by Jesus.

1. The Goal of Church Ministries.

Ephesians 4:12-13

12 For the **perfecting of the saints**, for the **work of the ministry**, for the **edifying of the body of Christ**:

13 Till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ:

—Church Ministries are all about

equipping and furnishing [perfecting],

—Attendance to serving [work of the ministry],

—and growing and building up [edifying the body]

until the whole body

is completely measured up

to the character and the person

of Jesus Christ (may grow up into Him in all things).

- Its platform of government is
humble service.
- Its desire is to please the Lord,
the Head of the Church:
- Its attitude is obedience to His will;
- Its motive is “By love, serve one another,”
- Its goal is to glorify God;
- Its mandate is the Great Commission;
and Its three most important purpose are:

-EVANGELISM (Soul-Winning)

-EDUCATION (Discipleship); and

-EDIFICATION (Worship)

2. The Premise of Church Ministries, The Church is:

i. RUN LIKE BUSINESS;

Running a business takes hard work,

dedication, and commitment.

Whether you're just starting out on your own

or have been running a business for a while,

there are a few things you can do

to set yourself and your business

up for success

Legend:

✓ Business

➤ Ministry

✓ **Hire the right team.**

➤ **in the ministry:**

Pray, love, and teach

that we may produce the right team

Success depends on

having the right people in the right roles.

The key is to build your team

so that every person is working

in their area of expertise.

There's no one-size-fits-all solution,

so you have to identify your business

or ministry's specific needs.

Think about the areas

that need the most attention

and whether bringing in

a dedicated team member

will help improve things overall.

✓ **Have a personal advisory board.**

➤ **in the ministry You need:**

-a model to inspire us

-a mentor to coach us

-a partner to assist us &

-a friend who brings out the best in us!

Especially in the early stages

of business or ministry,

you need people who you can trust

to turn to for advice.

Your personal advisory board

can be made up of mentors,

fellow worker or staff from other churches,

and in select cases, family members.

✓ **Perseverance is everything.**

➤ **in the ministry you need to have faith**

In any business or ministry,

there are many trials and tribulations

amongst the successes.

The key is to not let things get you down,

but to instead take those challenges

and use them to fuel your drive and desire.

It takes perseverance to push through

the challenges to come

out on the other side and achieve success.

✓ **Create a Business Plan**

➤ **in the ministry we have Mission and Vision,**

short term and long term goal.

Starting and growing a business or ministry is

a complicated affair.

Don't try to wing it.

your target achievements

Create a plan to lay out your operations

nothing is set in stone.

for the next few years

The world is changing more and more

and the steps you need

rapidly each day.

to take to achieve your goals.

The best way to remain relevant is

The plan will help keep you organized.

to keep your eyes open for changing tides,

✓ **Don't stop evolving**

your mind open to new ideas

➤ **in the ministry don't stop learning and improving**

and your skills in flexibility top-notch.

Your strategy, your plan,

Notice: be careful for negotiable

and non negotiable.

ii. TREATED LIKE A FAMILY;

- Try being more patient with each other.
- Watch your tone of voice. ...
- Treat each other like you want to be treated.
- Being generous with what you have
- Being honest with others
- Participating in teamwork whenever possible
- Love and respect each other

Esp. The elders

1 Timothy 5:1-4

1 Rebuke not an elder, but intreat him as a father; and the younger men as brethren;

2 The elder women as mothers; the younger as sisters, with all purity.

Of widows

3 Honour widows that are widows indeed.

4 But if any widow have children or nephews, let them learn first to shew piety at home, and to requite their parents: for that is good and acceptable before God.

iii. TAUGHT LIKE A SCHOOL; and

iv. PREACHED TO LIKE A LIFE-SAVING STATION

Preparation is the key

- Prayer
- study time,

➤ meditation, conceptualization.

➤ Application

➤ Aiming for excellence

B. The “WHY” of the Church Ministries.

The Lord built His Church to be:

1. The Repository of divine truth:

2. The Recruitment agency for God’s kingdom;

3. The Responsible agency

to carry out the divine mandate;

4. The Responding institution

to the helpless and hopeless;

5. The Revolutionary army

for divine change; and

6. The Representative earthly institution

of the heavenly kingdom.

C. The ‘HOW’ of the Church Ministries.

1. Methods taught by the Lord Jesus Christ Himself

and the apostles;

2. Pastoral teachings and experiences; and

toward her Stability, Continuity and Maturity

3. Scriptural methods and promotions.

([Matthew 16:15-18](#))

D. The “WHEN” of Church Ministries.

The Church started during

the personal earthly ministry

of the Lord Jesus Christ

and it will have its conclusion

at the time of the Rapture.

The Church at present is now marching

E. The ‘WHO’ of the Church Ministries.

God put men and women

into Church Ministries

to serve all His divine purpose.

He equips and prepares them

with Godly virtues such as:

1. Maturity

(1 Cor. 14:20; Ephesians 4:14-15; 1 Cor. 13:11)

2. Faithfulness

(Luke 16:10-12; 2 Cor. 5:7; Det. 28)

3. Loyalty

(1 Cor. 4:2; Proverbs 17:17)

4. Humility

(James 4:6; Phil. 2:3-11; Luke 14:11) and

5. Efficiency

(Eph. 5:15-17; Luke 14:28; Psalms 90:12)

APPLICATION:

The ministries as church composite

are designed to provide

opportunities and avenues

for spiritual growth and maturity

of every believer.

If you are serving the Lord faithfully

in one or two ministries here in our church,

I want you to know

that they can be your source of joy, strength,

honor and fulfillment.

And every faithful service that you do for the Lord

will surely be rewarded.

It's all worth serving God

in loving obedience and response

to what Christ has done for you and me.

The Lord says that His Father will honor

the one who serves Him

1 Peter 4:10

As every man hath received the gift, even so minister the same one to another, as good stewards of the manifold grace of God.

Ephesians 3:21

Unto him be glory in the church by Christ Jesus throughout all ages, world without end. Amen.

1 Corinthians 15:58

Therefore, my beloved brethren, be ye stedfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.

John 12:26

If any man serve me, let him follow me; and where I am, there shall also my servant be: if any man serve me, him will my Father honour.

II. Specified Ministries and functions in our Church

A. Primary groups:

1. Adult Men

Duties and Goals

➤ oath to lead well your family

and be the leader of the church.

GOAL: All Adult Men will become a SECOND MAN!

“minister among ministers to minister to the minister.”

Because in God’s divine appointment,

the second man might become

the FIRST MAN someday

2 Chronicles 20:20

- Build strong marriages and families
through love, protection and biblical values;
- Support the mission of our local church,
by honoring and praying for our pastor
and by actively giving our time and resources

2. Adult Ladies-

Duties and Goals:

➤ oath to be a light of the family,

partner of their husband

in raising their godly children,

and be a partner to the pastor in the ministry.

➤ Women’s Ministries exists to inspire, equip, support,

and disciple women to live in God’s purpose.

To fulfill the vision by creating opportunities

and resources for women

to discover their gifts and be empowered

to fulfill His purpose

➤ To be involved in the pulpit ministry

➤ To win more young men

who will serve the Lord faithfully

3. Young Men

Duties and Goals:

➤ To prepare them in leadership in our church

and eventually in their own family.

➤ to help and prepare them to reach their dream

as potential people of God

➤ To be a partner of our beloved Pastor

in the ministry

4. Young Ladies

Duties and Goals:

➤ **to be virtuous and pure in the sight of God.**

Proverbs 31: 1-31

➤ to help and prepare them to reach their dream

as potential people of God

and to become successful

in their ministry and career

and to prepare them to their future family life,

and be a partner of their pastor in the ministry.

5. College and Young Professionals

Duties and Goals:

- To build strong relationship with God,

the Pastor, and the Church
- To realize one's potential as partners of the pastor
 - For college students to finish their studies

and understand the career

they will pursue afterwards.

- For young professionals to love their career

and grow on the opportunity as God's vessel.

- For single young adults, to help them understand

God's design and His plans for them

- To prepare young adults in establishing

their own family:

- Am I ready for marriage

spiritually, financially, emotionally?

their God-given gifts and talents

to live a more engaging, exciting, meaningful,

and Spirit-filled life.

6. Elders/Senior Citizens

Duties and Goals:

The church plays a vital role in helping older adults

The goal of the Senior Ministry is

attain this goal.

to encourage members to grow

In addition, older adults can serve

in their relationship with the Lord

as teachers and mentors

to have a more peaceful lifestyle

for the spiritual well-being of others.

while growing in confidence to share

For older adults, spiritual guidance is made available

through worship, pastoral care, Bible study,

prayer groups, and support networks.

--And be a partner of our Pastor in the ministry.

And be a partner of the Pastor in the ministry.

➤ To help and prepare them to reach their dream

as potential people of God

and to be a successful leader of the church.

7. Children's Department

Duties and Goals:

➤ To help children develop a biblical mindset

whose values and skills will contribute meaningfully

to their families and to the community.

➤ always obey and be faithful to the Lord.

MISSION

Train up a child in the way he should go:

and when he is old, he will not depart from it

Proverbs 22:6

GOALS

TRAINING THE CHILD IN THE WAY OF;

i. Worshipping God through

- a. singing b. serving c. giving

TRAINING THE CHILD IN THE WAY OF;

ii. Winning souls (age appropriate)

iii. Memorizing bible verses

iv. Praying

v. Honoring their parents/elders

BFAD

CORE Leaders

This team of people is responsible

for the management and stewardship

of church financial resources.

Being good stewards of those funds

is a primary responsibility of the BFAD.

* To ensure the security of God's money

by accounting, budgeting,

and auditing (Clean records)

* To be a prayer warrior

* To promote cheerful giving and generosity

-(Christlikeness) by your example.

* To be accountable in case of trouble

-aware

-first to commit an extra mile

-follow up the unfaithful

-to open with the leaders and to the church.

B. Classified Group

Classification of our Ministries:

1. Music Ministry

Leader: Sis Jenny Cabarles

➤ it is an important part of

the worship service of the church.

➤ “Our music must to Glorify our God”

➤ Be committed to prepare, practice

and play music to bring honor to God.

*This preparation is in four areas:

i. Preparation of heart.

ii. Development of skills

iii. Developing and training the team

iv. Planning for the service at hand,

and be a partner of the pastor in the ministry.

2. BRUSH MINISTRY

BEAUTIFICATION, RECORD, AND USHER MINISTRY

Leader: Sis. Jerralyn C. Llanderlar

in this way we can be a partner of our Pastor

- It is an act of keeping and cleaning the house of God

in the ministry.

beautiful reflecting God's light.

- Ushers

By keeping and adding beauty

It is an act of attending to the needs of visitors,

to the church facilities and grounds.

to accompany and assist them to their seats properly.

- Keeping our church clean and organized,

Also responsible for orderliness of church

promotes a sense of achievement and relaxation.

and people during service.

- A clean environment helps our pastor

By being always present and early in the church,

and he encourage optimism,

approaching everyone with gladness

and wearing a welcoming smile in your face.

when they usher the members to their seats

they do it for God.

when the ushers see to it that

an atmosphere of reverence and order is maintained

before, during and after the service, they do it for God,

and they want to help and be a partner

of the pastor in serving God.

Leader: Bro. Alexander Cabarles

➤ it is the ministry of caring, repairing and improving

the appliances and equipment of the church.

➤ in this ministry, the person involved is

responsible for monitoring and controlling

computer systems,

such as sounds, power point presentations

and other related programs of the church.

➤ the goal of the multimedia ministry is

to support all other ministries

in communicating the word of God

3. Multimedia Ministry

through quality presentations.

And to become a partner of the pastor in the ministry.

4. Cook Ministry (kfc)

Leader: Sis. Marievic Roque

- strives to glorify God by providing excellence

in food service.

- Responsible of the maintenance of the kitchen

and its contents.

- Develop and recommend a budget

for operation of the kitchen

and for the acquisition of needed

equipment and supplies.

- Coordinates menus and meals for fellowship and events.

- This ministry cooks, prepares, and serves food

with the spirit of the Christian servant

and be a partner of the pastor in the ministry.

5. On the Wheels Ministry

Leader: Bro. Carlo Aguinaldo

- Provides and arranges transportation

for members to/ from various activities

conducted by the church.

- This ministry supports the other programs at the church

by providing members with a means

by which they can access

the services and the other ministries offered.

as mandated by our Lord Jesus Christ.

- Group Bible Study and Discipleship

To be Christlike in character and behavior.

To help the believers to grow in their faith,

spiritual life, to become productive,

and the most important thing is to be able

to teach others also.

- Visitation and Follow up

by praying and visiting the sick, birthday celebrator,

those who have lost their love ones,

6. Soul Winning Action Team

- Soul winning

This ministry is dedicated to winning more souls

to the kingdom of God.

The purpose is to help every believer

to fulfill the Great Commission

in the power of the Holy Spirit

and spiritually in need and in- active members.

This Ministry is to reflect God's love

Be a representative of your Pastor to them,

in this way we can be a partner of

our Pastor in the ministry.

7. PRAYER WARRIOR MINISTRY

because it is the power and fuel of the church

for us to keep going.

Making the temple, a house of prayer.

Prayer is a primary ministry.

Our temple is open 24 hours

for use by any member for private prayer

any day or evening of the week

when the church is open for joy or tears.

III. Dynamics of the Ministry

A. Preach, Teach and Train

B. Pray and Plan for improvement

C. Perform it enthusiastically as a team

D. People Skills