



WELCOME!

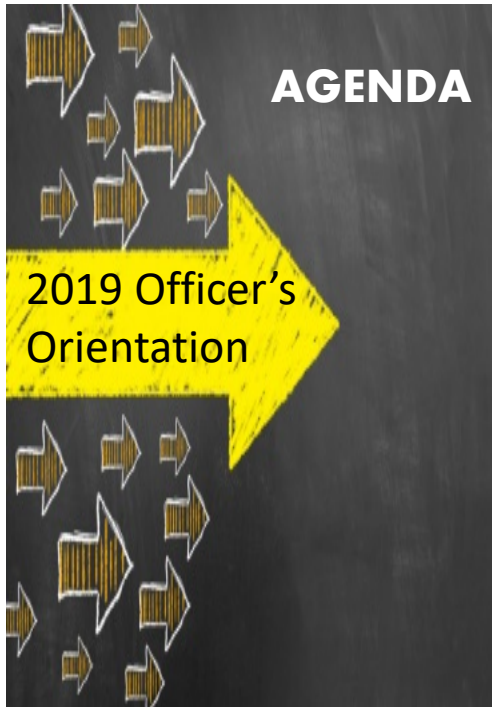
FMZBC 2019

Officer's
Orientation

Saturday, January 12, 2019

10:00am-11:00am

Living in God's Assurance
Isaiah 41:10



Welcome and Opening Prayer

Pastor Torian

Deaconess Ministry

Deaconess Woolfolk

Deacons Ministry

Deacon J. Manning

Trustee Ministry

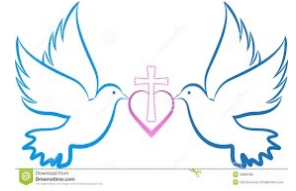
Trustee Davis

Church Business Administrator

Renee Woolfolk

Living in God's Assurance

Pastor Torian



DEACONESS MINISTRY

Deaconess Claudia Woolfolk

THE DEACONESS MINISTRY



Chair- Deaconess Ministry
Vice Chair- Deaconess Ministry

Secretary

**Assistant
Secretary**

Chaplain

Ministries Under Our Care
**Journey to Joy
(GriefShare)**
Mary Elizabeth
Social Committee
Willing Workers
Greeters
Flower Ministry

Committees
Communication and Administration
Strategic Planning
Budget Committee
Consecration Training
Zone Ministry
Nomination
Benevolence
Outreach
Community Giveaway
Communion and Baptism
Prayer and Visitation
Joint Leadership Training
Small Group
Rio Hondo
Special Requirements Committee
FMZBC Safety and Security
Women's Ministry
Candidate Selection

2019

DEACONESS MINISTRY OFFICERS



Chair

**Deaconess Claudia
Woolfolk**

Vice-Chair

**Deaconess Carole
Roney**

Secretary

**Deaconess Vietta
Williams**

**Assistant
Secretary**

**Deaconess Janice
Cooper**

Chaplain

Deaconess Terry

2019 DEACONESS ROSTER

*Ledora Akanni
Denise Bagwell
Andrea Bailey
Ivery Barnes
Beverly Bolden
Jacqueline Boone
Cynthia Brown
Andrea Bryson
Tina Coates
Sannette Coles
Janice Cooper*
Gwendolyn Crimiel
Terry Davis*
Bella Fetters
Norma Fields*

*Mozelle Floyd
Pamela Ford
Jacquelyn Foy
Ada Gregory
Cathy Harkless
Tanya Harvin
Jan Jacobs
Sharron Johnson
Sandra Lewis
Adrienne Little
Mary Lively
Cora Lynch
Dorothy Mann
Cheryl Manning
Lynell Manning*

*Deborah McLaurin
Donna Oliver
Carole Roney *
Betty Ross
Doris Sessoms
Doreather Seth
Patricia Suggs
Netra Taylor-
Goodwyn
Deborah Tribble
Vieta Williams*
Carolyn Woodson
Claudia Woolfolk**

*Deaconess Emeritus
Bernice Bryant*



*Asterisk indicates the Officers

DEACONESS MINISTRY



SCHEDULED MEETINGS

Monthly Business Mtg. 3rd Tuesday/Month

Executive Team 1st Monday/Month

Joint Leadership Thursday prior to Church Mtg.

Other Meetings Designated by Chair/Vice Chair

DEACONESS MINISTRY



2019 THEME AND SCRIPTURE

*Has not been decided, but will be based on the
FMZBC*

2019 Scripture and Theme:

“Living in God’s Assurance”

*Isaiah 41:10 (NKJV) “Fear not, for I am with you;
be not dismayed, for I am your God. I will
strengthen you, Yes, I will help you. I will uphold
you with My righteous right hand”*

MISSION

*Advancing the cause of Christ through Unity,
Peace and Love for one another and the
congregation we serve.*

DEACONESS MINISTRY



Deaconess Servant Leaders:

- **Are called by God to serve** His people;
- **Support the Shepherd** of FMZBC, Pastor Torian, and Church approved programs.
- **Partner** with the Pastor, the Deacons and Trustee Ministries in worship, stewardship, service and the study of God's word. This includes **executing all the responsibilities** for worship services, Zone Ministry, ministering to the sick, needy and distressed members of the Church and the community.

DEACONESS MINISTRY



Deaconess Servant Leaders:

- Prepare the Lord's Table for **Communion** and assist in serving and maintenance of all Communion linens, sacred serving utensils and supplies.
- Assist all female **Baptism** Candidates for baptism and maintain the baptism linens and the baptism laundry contract.
- Support and assist in the work of the assigned **Ministries under the Deaconess care.**

DEACONESS MINISTRY



Deaconess Servant Leaders:

- **Attend and support** worship and prayer services, Bible study, Sunday School, Small Groups and Leadership Training.
- Strive to **fulfill Biblical teachings** regarding giving of their tithes, offerings and in the work of personal evangelism; and,
- In conjunction with other FMZBC Ministries and Leaders, **teach, exhort, advise** and **encourage** the **women, men and children** of the church.

MINISTRIES UNDER OUR CARE



GREETERS MINISTRY, *Jacquelyn Peterson*

JOURNEY TO JOY MINISTRY, *Maria Simpson*

MARY ELIZABETH MINISTRY, *Jonelle Cameron, Felicia Simmons*

SOCIAL COMMITTEE, *Courtney Holeman*

WILLING WORKERS MINISTRY, *Shemone Fullilove*

FLOWER MINISTRY, *Vera Brackett, Elnora Wells*

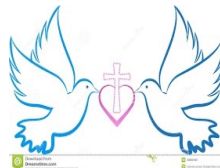
MINISTRIES UNDER OUR CARE

- **[Greeters Ministry](#)**: Meet and greet those who enter the facilities for the 8:00 am and 11:00 am worship and other services. Collect visitor cards, and direct members and visitors to their desired destinations.
- **[Journey to Joy](#)**: Responsible for providing emotional support, spiritual enrichment, educational awareness, community resources, and fellowship for FMZBC members and the community who are experiencing grief.
- **[Mary Elizabeth Ministry](#)**: Serves as a Christian outreach intervention program to address the unique needs of adolescent parents. The ministry also provides community outreach support, compassion and education.



MINISTRIES UNDER OUR CARE

- **Social Committee**: The Social Committee promotes fellowship within the Church and, when so requested by the Pastor or Deaconess, be responsible for Church events. The committees' efforts will be aimed at helping members become better acquainted.
- **Willing Workers**: The goal of the ministry is to foster Christian love, compassion, service, interaction, and encouragement for physically challenged Church members and to edify senior saints residing in local nursing centers. Participation is voluntary and open to all members willing to serve others.
- **Flower Ministry**: Provides flowers for the church sanctuary, sick, shut-ins, births, families of deceased members. Maintain live flowers for the weekly worship services and throughout the complex. An ancillary role of the ministry is to provide support decorating services for the sanctuary during the Christmas season.



DEACONESS MINISTRY

Questions



***DEACON MINISTRY
BRIEFING
for the***

**First Mount Zion Baptist Church Officer's
Orientation**

12 January 2019

The Deacon Ministry is committed to supporting the pastor and serving the congregation in a manner that pleases God, and brings honor and glory to His holy name.

DEACON THEME FOR 2019:

Serving with Humility in Unity

Philippians 2: 1-4

The Deacon Ministry primary focus is providing member care as an extension of our Pastor

DEACON EXECUTIVE COMMITTEE

CHAIR – JEFFREY MANNING

VICE CHAIR OPERATIONS – CARL ROSS

**VICE CHAIR COMMUNICATIONS EDUCATION & POLICY –
DENNIS CRIMIEL**

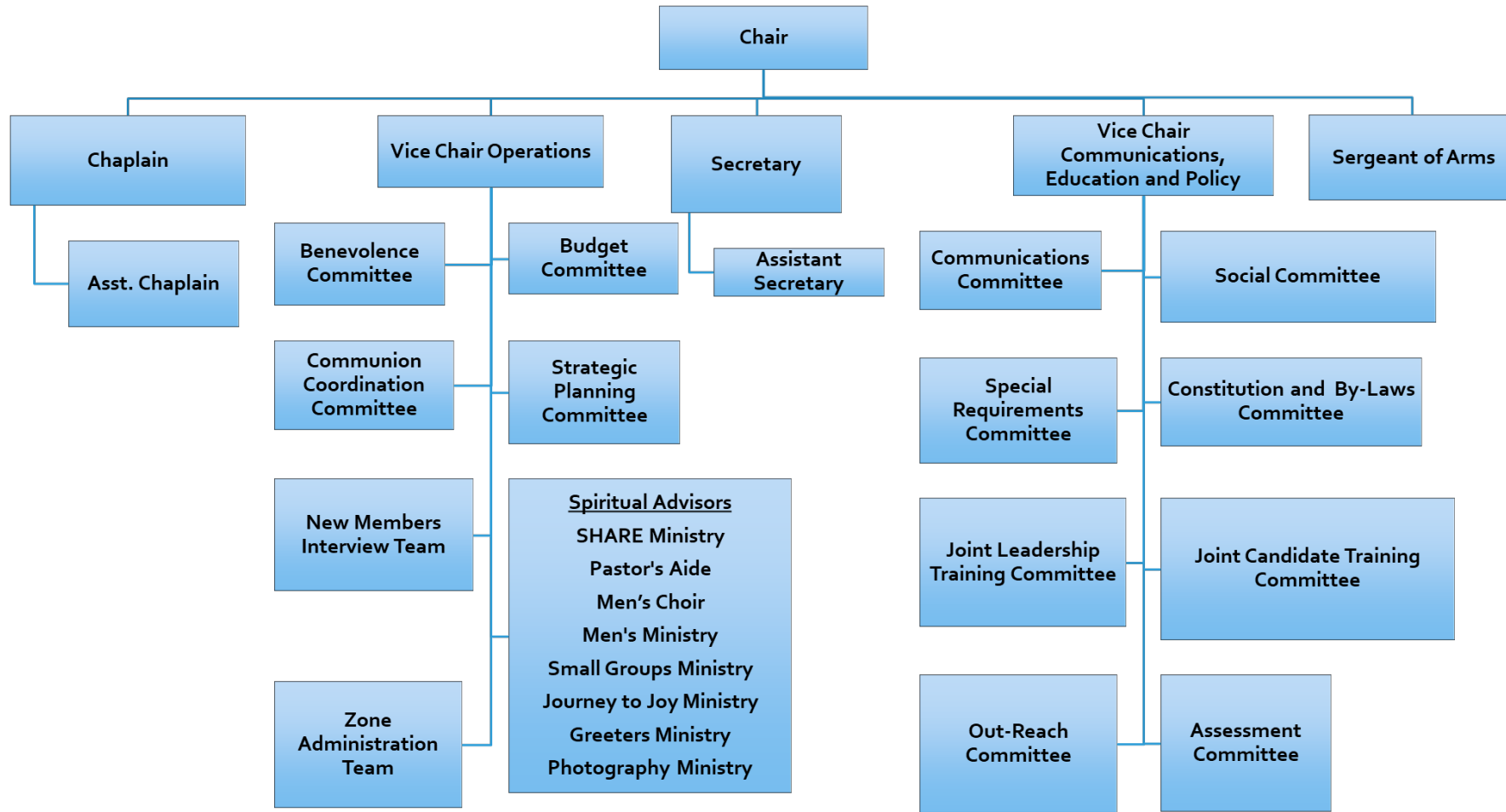
SECRETARY- ALONZO WILSON

ASST SECRETARY – KAVIN JOHNSON

CHAPLAIN- RONALD COOPER

ASST CHAPLAIN- VINCENT O'NEAL

DEACON MINISTRY ORGANIZATION



DEACON MINISTRY OVERSIGHT

† ***ZONE MINISTRY***

† ***BENEVOLENCE MINISTRY***

† ***SHARE MINISTRY***

† ***PASTOR'S AIDE MINISTRY***

† ***PHOTOGRAPHY MINISTRY***

† ***COMMUNION TEAM***

† ***NEW MEMBERS INTERVIEW TEAM***

QUESTIONS

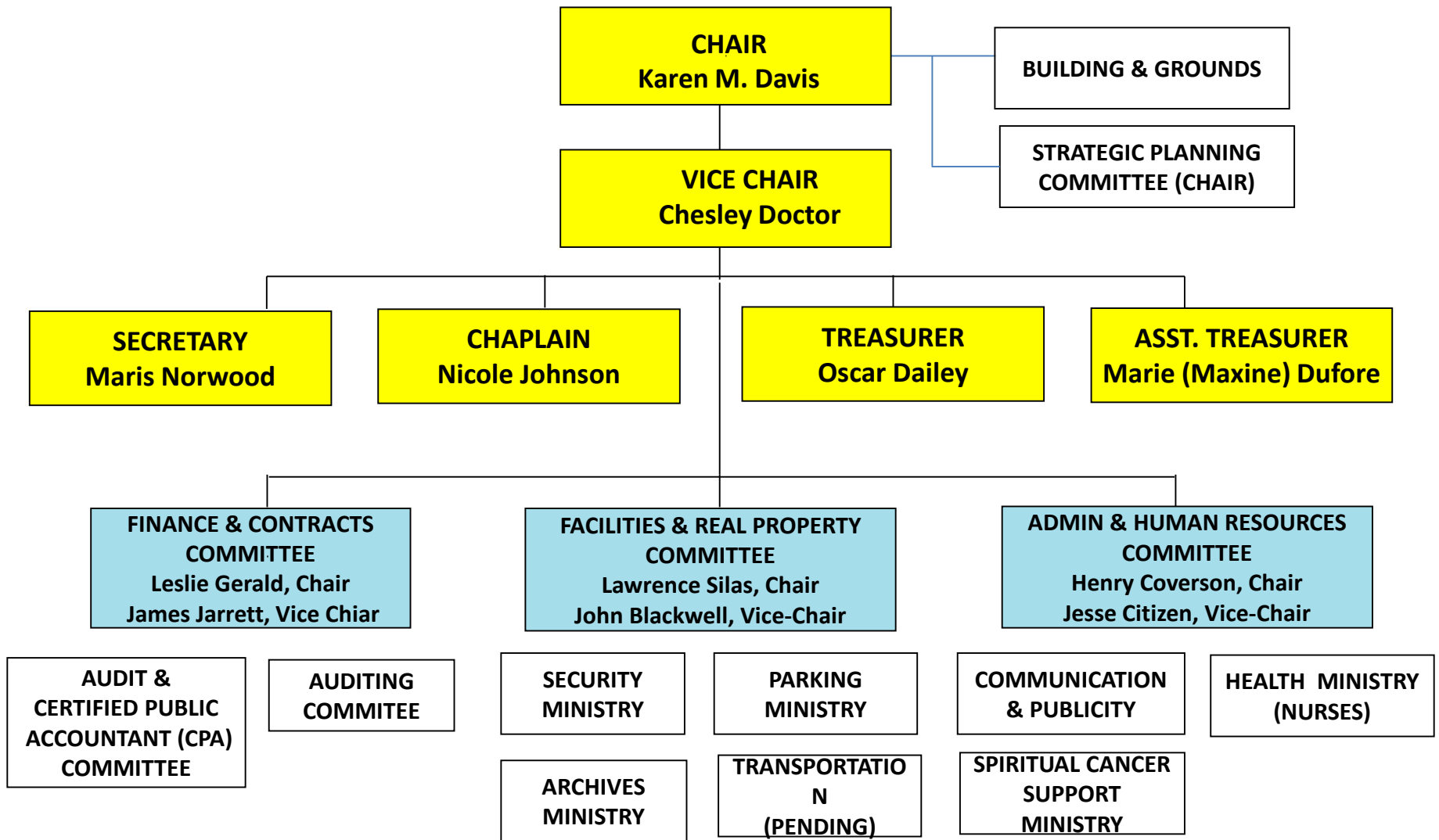
FMZBC Trustee Ministry Overview

FMZBC Ministry Officer's Orientation
"Living in God's Assurance" *(Isaiah 41:10)*

January 12, 2019

Trustee Karen M. Davis, Chair
Trustee Chesley Doctor, Vice-Chair

FMZBC Trustee Ministry Structure



2019 Trustee Ministry Complete Roster

Chair:	Davis	Karen M.
Vice-Chair:	Doctor	Chesley B.
Secretary:	Norwood	Maris
Chaplain:	Johnson	Nicole
Church Treasurer:	Dailey	Oscar B.
Church Assistant Treasurer:	DuFore	Marie F. (Maxine)
Finance & Contracts Committee Chair:	Gerald	Leslie A.
Finance & Contracts Committee Vice-Chair:	Jarrett	James
Administration and Human Resources Committee Chair:	Coverson	Henry M.
Administration and Human Resources Committee Vice-Chair:	Citizen, Jr	Jesse J.
Facilities and Real Property Committee Chair:	Silas	Lawrence S.
Facilities and Real Property Committee Vice-Chair:	Blackwell	John F.
	Bradley	William H.
	Burns	Carol A.
	Durr	Alfranda L.
	Lewis	Robert
	Long	Bobby J.
	McPhail	Juan A.
	Simmons	Titus S.
	Simpson	James E.
	Stokes	Charles D.
	Tanner	Derrick L.
	Williams	Eric L.
	Woolfolk	Rogers J.
Emeritus:	Fortune	Fred
Emeritus:	Gholson	Howard
Emeritus:	Parker	Murray
Emeritus:	Thompson	Andrew

2019 Trustee Committee Assignments

• Finance and Contracts*

- Leslie Gerald (Chair)
- James Jarrett (Vice-Chair)
- William Bradley
- Carol Burns
- Oscar Dailey
- Marie (Maxine) DuFore
- Bobby Long
- James Simpson

• Facilities and Real Property*

- Lawrence Silas (Chair)
- John Blackwell (Vice-Chair)
- Juan McPhail
- Derrick Tanner
- Eric Williams
- Rogers Woolfolk

• Human Resource and Administration*

- Henry Coverson (Chair)
- Jesse Citizen (Vice-Chair)
- Nicole Johnson
- Robert Lewis
- Charles Stokes

• Special Projects*

- Chesley Doctor (Chair)
- Maris Norwood
- Titus Simmons
- Alfranda Durr

2019 Count Teams

- **First Sundays***

- Alfranda Durr (Lead)
- John Blackwell
- Jesse Citizen
- Henry Coverson
- Derrick Tanner
- Rogers Woolfolk

- **Second Sundays***

- Chesley Doctor (Lead)
- Carol Burns
- Robert Lewis
- Bobby Long
- Maris Norwood
- Charles Stokes

- **Third Sundays***

- James Jarrett (Lead)
- Marie (Maxine) DuFore
- Leslie Gerald
- Lawrence Silas
- Titus Simmons
- Eric Williams

- **Fourth Sundays***

- Oscar Dailey (Lead)
- William Bradley
- Karen M. Davis
- Nicole Johnson
- Juan McPhail
- James Simpson

* and corresponding 5th Sunday

Oversight Ministries

Ministry / Activity	Chair / Primary Point of Contact	Trustee POC
Archives - preserves items or records having historical value to the Church; responsible for all records not required for current use; updates the Church's official history annually; records a quarterly summary of all major events; and presents annual historical report to the Church.	Gwen Hopson	Carol Burns
Auditing - coordinates auditing of the financial records of the Church.	Marie (Maxine) Dufore	Marie (Maxine) Dufore
Spiritual Cancer Support - provides a safe, caring and spiritually supportive place for those touched by cancer.	Sheila Coverson	Henry Coverson
Communication & Publicity - provides cohesive, coherent and coordinated communication and publicity to amplify the Word of God.	Joe Boutte	Charles Stokes
Health - provides emergency first aid during church services, programs and events and assists in health and wellness education and disease prevention in the congregation.	Lynette Juluke	Rogers Woolfolk
Parking – acts as ambassadors for FMZ while providing safe and secure parking for worshipers and their vehicles, along with managing pedestrian traffic.	Ricky Grayson	John Blackwell
Security – provides security measures for church members, and physical security for the building, ensuring safety during worship and fellowship activities.	Yvonne Dabney	Derrick Tanner
Strategic Planning - reviews and analyzes current and future FMZBC organization, operations, and finances and develops a five-year strategic plan for the staffing, operating, and financing of FMZBC.	Ricky Gallaway	Bobby Long
Transportation - ensures safe transportation for its members and others, to participate at Sunday Worship Services and other fellowship activities from within a reasonable geographical area.	Gwen Joiner	Juan McPhail

Supported Ministries

Ministry / Activity	Primary Ministry/POC	Trustee POC
Benevolence	Deacons	Oscar Dailey/Karen Davis/Chesley Doctor
Joint Leadership Training and Scheduling Matters	Joint Leadership	Alfranda Durr
Audio Visual Ministry	CBA	Eric Williams, James Simpson 27

FMZBC Trustee Overview

- Trustee Mission Statement: To ensure that the development, acquisition, maintenance, and use of church property, as well as the overall fiscal management of the church, is done in a manner that is above reproach and in such a way as to duly carry out the church's mission.
- Key Responsibilities and Qualifications:
 - The Trustees hold title to and are responsible for the physical property and the financial matters of the Church
 - The requisites and qualifications of Deacons equally apply to Trustees (1 Timothy 3:8-11 & 1 Corinthians 4:2)
 - Each Trustee must obtain Bonding Certification via the Judge of the Circuit Court, Prince William County, VA
- FMZBC Constitution and By-Laws identifies some 25 official duties / responsibilities for the Trustee Ministry.
 - 14 Financial
 - Legal
 - Property/Facilities
 - 2 Human Resources
 - 5 Faith

Summary of Trustee Duties / Responsibilities

	FINANCIAL
1	Receive and account for all monies belonging to the Church.
2	Keep separate accounts of all funds raised or contributed for particular purposes.
3	Receive, preserve, and pay out all money, keeping at all times an itemized account for all receipts and disbursements.
4	Pay bills promptly when a valid invoice accompanies said bill.
5	Disburse funds only for the purpose for which they were raised or contributed.
6	Disburse emergency funds in accordance with the Emergency Disbursement Policy.
7	Review and resolve issues related to unauthorized bills.
8	Disburse benevolence funds, as authorized by the Deacon Ministry.
9	Make written financial reports and recommendations to the Church body at Church business meetings and at such other times as may be directed by the Church body.
10	Upon receipt of the Treasurer's report, the books shall be submitted for an annual audit at the February meeting of the church.
11	Hold in trust all property belonging to the Church.
12	Recommend the bank wherein the funds of the Church shall be deposited.
13	Approve all bills authorized by the Church for buildings, grounds, and other property before payments are made.
14	Refer all financial matters not covered by the budget to a Church meeting for the expression of its will.

Summary of Trustee Duties / Responsibilities

LEGAL

- 1 Perform such other legal duties as are imposed by the Church and State.

PROPERTY and FACILITIES

- 1 Take necessary measures to protect, manage, and maintain the Church's property.
- 2 Provide advice on liability and appropriate use of church property, whenever non-FMZBC members request use of the Church building.
- 3 When Authorized by the Church, buy, mortgage, lease, and transfer Church property.

HUMAN RESOURCES

- 1 Secure the services of a custodian by contract after approval by the Church.
- 2 Secure the services of church employees after approval by the Church.

Faith

- 1 Manifest full cooperation with the church leadership and support Church approved programs.
- 2 Be faithful in attendance of all Church services.
- 3 Be faithful in attending prayer service, Bible class, Sunday School, and Leadership training.
- 4 Be faithful in the giving of tithes and offerings.
- 5 Be steadfast in the work of personal evangelism.

Sunday Service and Ministry Oversight

- Sunday Service
 - Pre-Service Prayer (Chair, Vice-Chair, TOD, Count Team Lead)
 - Worship Leadership (e.g., Prayer and Scripture, Right Hand of Fellowship)
 - Post-Service Prayer (as needed/requested)
 - Trustee of the Day
- Count Team
- Traffic Management
- Parking Ministry
- Security Ministry
 - Also serve on call for weekday and Saturday security matters
- Archives Ministry (Church Archives open on Select Sundays)
- Health Ministry (Nurses)
- Transportation

Processes

- Business Meetings
 - First Tuesday of each month at 7:30PM - 9:00PM
 - Last Tuesday of each month at 7:30PM – 9:00PM Executive Board
 - Tuesday prior to February, April, August and December Church Meetings at 7:30PM - 9:00PM
 - Thursday prior to February, April, August and December Church Meeting at 7:30PM - 9:00PM (Joint Leadership)
 - Monthly - Representative at Deacon and Deaconess Ministry Meetings
 - Call Meetings - as needed
- Annual Audits – initiated in February/March
- Annual Church Budget – initiated annually no later than May/June
- Purchase Requests – will be honored only if expenditure is proper
- Church Credit Card – usage will be monitored for proper usage/activity and adherence to credit card policy.
- Checks – usually processed on Mondays
- Contracts - only the Trustee Chair signs contracts (i.e., legally binds FMZBC for payment via contract)

Select 2019 Focus Areas

- Facility Recapitalization Planning
 - A/V and HVAC are near-term opportunities
- Facility Security
- Continued Improvement of Management Internal Control Processes
- Continued Automation and Use of Modern IT Tools/Protocols

Conclusion

- The Trustee Ministry will accomplish its work through:
 - A spirit of service to God through sound fiduciary practices that are above reproach and conducted on behalf of the First Mount Zion Baptist Church Congregation
 - Teamwork, mutual respect, open communication (e.g., honesty and transparency) and appropriate coordination with the Pastor, Church Staff and Ministries

Our Focus is Successful Achievement of FMZBC's Mission.

Questions

FMZBC Operations

Renee M Woolfolk, CBA

Living In God's Assurance

Isaiah 41:10



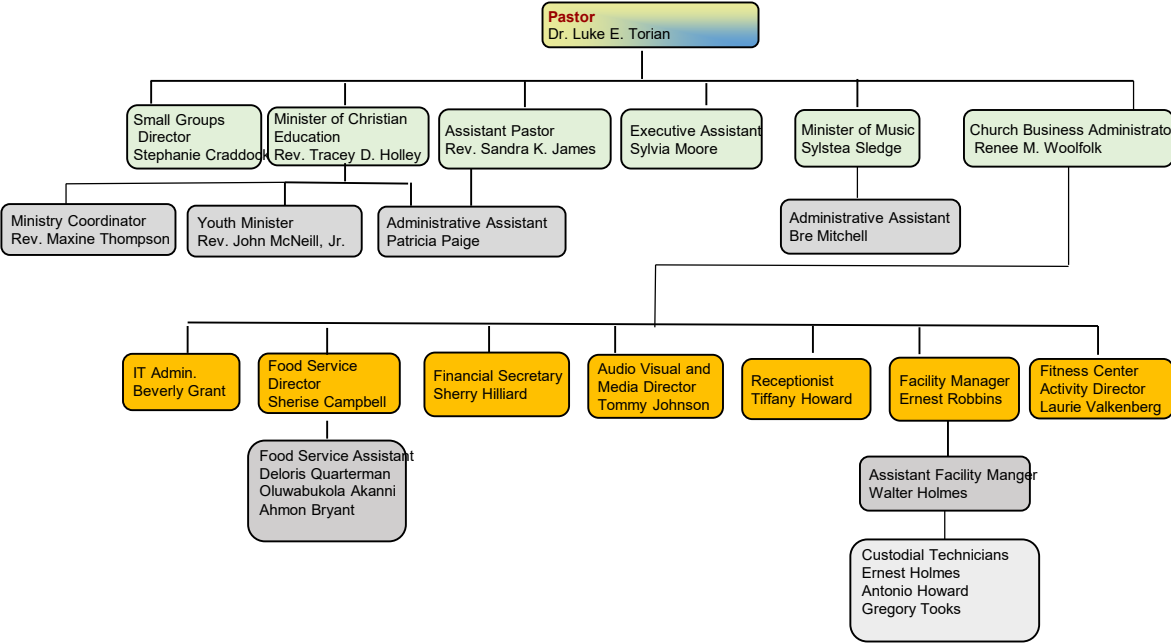
FMZ Processes

- ▶ Operations
- ▶ Hours of Operation
- ▶ Use of Facility-BURF
- ▶ Sunday Announcements
- ▶ Meeting PowerPoints
- ▶ Van Use
- ▶ Purchasing

Operations

- Personnel/Human Resource Management
- Facilities and Property Management
- Budget and Finance Management
- Communications and Marketing
- Staff Development
- Information and Audio Visual Technology
- Grain of Heaven
- Fitness Center
- Tenants

FMZ Staff



Hours of Operation



Office Hours

Monday-Friday 8:30-5:00pm
Admittance through Door A all members and visitors must sign-in

Evening Meetings

Monday, Tuesday, Thursday and First Friday 7:00pm-9:00pm

Wednesday Bible Study

Wednesday 7:30-9:00pm

Weekend Meetings

Saturday Meetings 8:00-1:00pm

Accessing the Building During Business Hours Using the Gym/Fitness Center Beauty/Barber Shop



2 Sign-in Points

Door A	Monday-Friday	8:30am-5:00pm
Door P	Monday- Friday M, T, Th & 1 st Friday Saturday	9:00am-12:00pm 9:00am-12:00pm & 5:00pm-9:00pm 9:00am-1:00pm

Hours of Operation



Fit By God Fitness Center and Gym

Monday, Tuesday, Thursday and 1st Friday

9:00am -12:00pm and 5:00pm-9:00pm

Wednesday and Friday

9:00am-12:00pm only

Saturday

9:00-1:00pm

Access through Gym Entrance Door P Only. All members must sign in and visitors must be accompanied by an FMZ member. No admittance to other floors.

Hours of Operation



Grain of Heaven

1st Sunday, 7:00am-10:30am (due to communion)

2nd - 4th Sunday, 7:00am-10:00am

Hours of Operation



Divine Cuts Barber Shop **Access Through Entrance A or P**

**Appointment Recommended (703-670-6567)*

Mon., Tues., Thurs.	11:00am-7:00pm
Wed. and Fri.*	10:00am-5:00pm
Sat.	9:00am-1:00pm

Beauty Salon **Access Through Entrance A or P**

(703-670-0294)

Monday, Tuesdays, Wednesday	Closed
Thursday, Friday	10:00am-7:00pm
Saturday	10:00am-1:00pm

Divine Inspirations Bookstore

Mon.-Thur.	6:30pm-9:00pm
Fri.	CLOSED
Sat. and Sun.	9:00am-1:00pm

Notice of Inclement Weather

WWW.FMZBC.COM



Check FMZ Website, www.fmzbc.com
for Building Closure and Cancellations during times of
inclement weather.

Register at www.cancellations.com

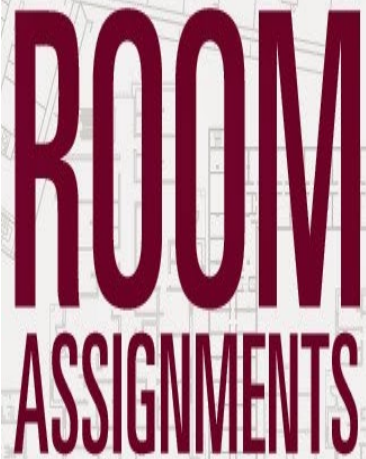
The B's of Building Use

Submit a Building Use Request Form For Meetings (BURF)

- Be Timely (14 days in advance)
- Be Thorough (note the start and end time; equipment needs & requested support on the BURF)
- Be Prompt (start and end on time)
- Be Prepared (bring pens, markers, etc.; arrive early)
- Be Polite (call to cancel; treat areas as your own)



Meeting



ROOM ASSIGNMENTS

If you do not receive a confirmation by email please confirm receipt of BURF by viewing the FMZ calendar or calling FMZBC Receptionist (703) 670-0184.

Submitted BURF may be printed from the FMZ calendar

Room Assignments are shown on the monitors in the narthex and the second floor. Security has a listing of daily room assignments.

In the event meeting is not on the monitor please notify Facilities for assistance. Facilities Extensions 1108 & 1149. Security can assist.

Sunday Announcements

Sunday Announcements & PowerPoints

- Email, announcements@firstmountzionbc.org
- Deadline is Wednesday at noon
- Announcements should be clear and concise (no more than 4 lines). Altar flowers 2 lines
- PowerPoints should be compatible with Microsoft 2013
Suggested font size is 28
- Announcements are shown for 2 consecutive Sundays



PowerPoint Presentations for Ministry Meetings

- Email to Beverly Grant, IT Assistant
BGrant@firstmountzionbc.org
- 3 business days prior to ministry meeting
- PowerPoints should be compatible with Microsoft 2013
- AV Support may be requested on the BURF



Van Use

- Vehicle Use request forms are in the front office and in the hallway by the south elevator
- VUR Form is available online
- Processing Timeline:
 - Submit form at least 7 days prior to desired use
 - Requests will be confirmed NLT than 2 business days prior to usage
- Ministry designee needed to drive for ministry events



Purchasing



- Budget Tracking (please be mindful of your budget). Plan for spending. Be aware of deadlines.
- Expenditures must be approved by Ministry Lead before purchase.
- Contracts must be signed before expenditures are made. Allow time for processing. All contracts require signature by the Chair of the Trustee Ministry.
- Method of payments to vendors by check. Credit card payments only when required.
- All expenditures require a completed PR with signatures and receipt(s)
- Event Planning (Time and Task Form and planning meeting no later than 1 month before event)

“Living In God’s Assurance”

Dr. Luke E. Torian, Pastor

SO DO NOT FEAR
FOR I AM WITH YOU
DO NOT BE DISMAYED
for I am your God
I WILL STRENGTHEN YOU AND HELP YOU
I WILL UPHOLD YOU
with my
Righteous right Hand

Isaiah 41:10

The background features a soft, warm glow of light, possibly representing a sunrise or sunset. Two hands are shown in silhouette, reaching towards each other from the left and right sides. A faint silhouette of a cross is visible in the lower-left quadrant. The overall mood is one of hope and divine presence.

FMZBC 2019 THEME

LIVING IN GOD'S
Assurance

Isaiah 41:10