



FEBRUARY 2019

MSBC LEADERSHIP MATERIALS

MSBC FORMS AND TEMPLATES

MORNING STAR BAPTIST CHURCH
1512 Woodlawn Drive | Gwynn Oak, MD 21207



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MSBC Vision Statement

Morning Star is an experience committed to the mission of Jesus Christ resulting in transformed lives, effective disciples, empowered communities, and authentic worship.

MSBC Mission Statement

Morning Star strives to be a forward-thinking church that plays a vital part in the spiritual growth of our community by connecting, discipling, giving, partnering, reaching, seeking, and serving.

MSBC Leadership Protocols

Leaders must:

- Be active members of MSBC
- Complete or actively working towards the completion of Discipleship and Stewardship courses
- Attend Bible Study at MSBC
- Be active Tithers
- Be actively involved for at least one year in the ministry that they desire to lead or be a part of the leadership team.
- Attend MSBC Leadership Sessions
- Have taken the Spiritual Gifts Assessment

Ministry Focus Areas

- Spiritual growth of the Congregation
- MSBC in the Community, connecting beyond the sanctuary
- Project Vision
- Transforming lives

MSBC Ministry Worker Resume

Objective

My objective is to have an open heart and be receptive to the Spirit's leading s that I can be used by God to have impact in the Kingdom and in the lives of His people.

Qualifications/Ministry Profile

- I am a servant who considers it a privilege to serve God and His people
- I am a servant who is available, accessible, and accountable to God
- I am passionate about helping persons experience the power and love of God in their lives
- I believe in the power of prayer and so I am constantly praying for my church, my Pastor, and the spiritual growth of my church
- I value the will of God and so I spend time meditating on the will of God
- I am committed to growing my personal relationship with Christ
- I support my Pastor and the vision of Morning Star
- I am a tither of my time, my talents, and my treasure (financial resources)
- I am self-motivated and open to new ideas and learning new things
- I am faithful and I follow through on my commitments in a timely manner
- I am a team player who serves for the good of the body with no personal and/or hidden agenda
- I have a positive attitude and my lifestyle is one that honors God
- I am creative in my approach to ministry and am a forward thinker

Ministry Experience

- Actively engaged in at least one ministry
- Active participant in worship service on a weekly basis
- Attends bible study on a weekly basis
- Participates in Leadership Institute on a monthly basis
- Completed Discipleship and am now discipling others
- Supporter of the IMAGINE MORE Campaign
- Supporter, promoter, and participant of major church events and activities

Why Tithe?

1. **Tithe because you love God and the bible teaches that this is the will of God.** You acknowledge God as the One who created the universe and is the only One who knows what is best for you.
2. **Tithe because of what God has done for you.** He gave His only Son, He saved your soul and He blesses you with possessions. He said, "Prove me" (Malachi 3:10) and He has proved faithful.
3. **Tithe because it is God's plan to work through you to grow the kingdom.** "Ten percent of everything you harvest is holy and belongs to me, whether it grows in your fields or on your fruit trees." (Leviticus 27:30). It not only is holy, it belongs wholly to Him.
4. **Tithe because tithing brings you joy.** The knowledge of doing God's will brings peace of mind and joy to your heart. "God loves a cheerful giver" (II Corinthians 9:7).
5. **Tithe because it supports the work of ministry.** The church supports the vision of God and makes a difference in the world. "Bring the entire ten percent into the storehouse, so there will be food in my house." (Malachi 3:8).
6. **Tithe because people need the Lord.** People will be reached and saved as God's people do their part.
7. **Tithe because you desire God's blessings.** God blesses the nine-tenths of your salary. He promises to pour out a blessing there would not be room enough to receive. This is not always in financial returns, but in ways that only you realize.
8. **Tithe because you want to reap from what you sow.** "A few seeds make a small harvest, but a lot of seeds make a big harvest." (2 Corinthians 9:6).
9. **Tithe to safeguard your treasure.** You are investing where it is totally secure. "Don't store up treasures on earth! Moths and rust can destroy them, and thieves can break in and steal them." (Matthew 6:19)
10. **Tithe because you want to be in right relationship (do not want to be a thief.)** God says people rob Him when they withhold tithes and offerings. (Malachi 3:8-9)

Staff Requested Printing Protocols

Ministries are required to have documentation that needs to be printed for ministry to the Front Office or their Staff Representative at least 48 hours prior to needing the documents printed. This is a courtesy offered by the church and is for Church related meetings and events only.

MSBC Email Standards

Each Morning Star Ministry has an email address for our campus (@msbcministries.org) that is accessible from any device with Internet access via the Google Gmail suite. It is the responsibility of the leader(s) of the ministry to manage the email mailbox and take attendance through InFellowship. *Please note: InFellowship training is included in our overall training program, however there are InFellowship training sessions that are offered throughout the year.*

Marketing Protocols

Marketing requests should occur between 60 – 90 days in advance of the need to ensure the concept of the graphic, printing, size of flyers, etc. is understood. The message to be conveyed via the News, Bulletin, Email, Text, and Social Media should accompany the graphic and the formal request should be submitted to [Marketing @msbcministries.org](mailto:Marketing@msbcministries.org) at least 60 days in advance. With a 2 month lead time, the Ministry has the time to do Grass Roots efforts in the Community and surrounding area as well as the Marketing Department can properly plan staggering announcements on the various communication avenues.

Ministry Weekly Status

In an effort to help Staff have the information needed to be forward thinking about certain Church Wide Events, each Ministry will be asked to turn in a Weekly Status to their Staff representative. The report should be turned in every Thursday even if there is nothing to report, an email with “Nothing To Report” in it would be sufficient. The filename should include the Ministry Name and the Date, something similar to: <*Ministry*> WeeklyReport MM.DD.YYYY



Morning Star Baptist Church
Weekly Report

<Ministry Name> <Thursday Date>

Accomplishments from the past week:

Topic	Details
	*
	*
	*
	*
	*

Goals for next week:

Topic	Details
	*
	*
	*

I need Staff **Assistance** with:

Topic	Details
	*
	*
	*

Ninety Day snapshot:

Date	Event Overview (1 Sentence), Proposal Complete, Budget determined
	*
	*
	*

Next **Ministry Meeting**:

Budget

The Official MSBC Budget template from the Chief Financial Officer (CFO) contains a Summary sheet (shown below) followed by up to 15 Activity Tabs for individual Ministry activities. The Template should be used over a regular Calendar Year (January – December) and should include all expenses and revenue received. The Budget comes with instructions and has been designed to conveniently auto populate the summary page shown below from the individual Activity Tabs. Each Tab should represent a different Activity, though there may be multiple activities in one month.

Summary Page				Activity Page		
FISCAL YEAR 2018 (JANUARY - DECEMBER) BUDGET REQUEST & JUSTIFICATION INSTRUCTIONS						
Ministry Name:	Insert Ministry Name.					
Ministry Goal:	Insert Ministry Goal. If an existing Ministry, review and modify the goal as needed, to ensure the goal still aligns with the Church's overall high-level vision, priorities, and emphasis for the upcoming year. If a new Ministry, the goal should be established.					
Ministry Objective(s): <i>should be measurable</i>	Insert Ministry Objectives for the upcoming year. The objectives should be measurable, and directly support the Ministry Goal. These objectives should be evaluated at the end of the year to determine if they were met.					
Ministry Activities:						
MONTH	DATE	EVENT	PROJECTED REVENUE	PROJECTED EXPENSES	PROJECTED NET INCOME/(LOSS)	
1	The information for this table will propagate from the Activity Worksheets. Prepare a separate Activity Worksheet for each event, activity, and program etc that the Ministry will sponsor in the upcoming year.					
2						
3			\$ -	\$ -	\$ -	
4			\$ -	\$ -	\$ -	
5			\$ -	\$ -	\$ -	
6			\$ -	\$ -	\$ -	
7			\$ -	\$ -	\$ -	
8			\$ -	\$ -	\$ -	
9			\$ -	\$ -	\$ -	
10			\$ -	\$ -	\$ -	
11			\$ -	\$ -	\$ -	
12			\$ -	\$ -	\$ -	
13			\$ -	\$ -	\$ -	
14			\$ -	\$ -	\$ -	
15			\$ -	\$ -	\$ -	
TOTAL			\$ -	\$ -	\$ -	

Green Sheet (Disbursement Request)

The Green Sheet is Morning Star's financial request form and should be turned in 30 days prior to the "Request Date." Typically, the Green Sheet is accompanied by the Budget, any quotes, invoices, or contracts from vendors.

Contracts are included with the submission of the Green Sheet and are left unsigned. The only authorized individuals to sign Contracts on behalf of Morning Star Baptist Church are the Trustee Co-Chairs or the Chief Financial Officer (CFO).

1. Check, Store Acct, or Credit Card

Check Request is the recommended request. If a Credit Card payment is approved (very rare), it must be approved through Deaconess Robbin Brown at least 2 weeks in advance.

2. Contact Information

Please specify where the check is being mailed or identify the person who is coming to the Front Office to pick up the check. The Front Office will typically call and let you know you can come pick up the check. Otherwise, if the check is being mailed directly to a Vendor, it will go out on a Thursday (with the exception of Holidays.)

3. Dates

Enter the current date and the Requested Due Date. The Request Due Date is typically a few days to a week before the actual event or activity. Checks are disbursed on Thursdays.

4. Ministry Information

Identify the correct ministry and check the appropriate line item.

5. Expense Codes

Identify the Expense Code on the back of the sheet. Most activities fall under 5079 - Special Days/Activities, however review the list on the back for the best option based on the event or activity.

MORNING STAR BAPTIST CHURCH
Catonsville, Maryland

DISBURSEMENT REQUEST

Select all that apply:
 Check Request
 On Store Acct. Hold for Invoice
 Credit Card: CHECK BOX
 Amex Visa

1
 Please mail (Provide the address)
 Front office pick-up
 2
 Return to who:

3
 Today's Date: _____
 Request Due Date: _____

GENERATIONAL: 6000

below	MINISTRY#	DEPARTMENT/SUB-MINISTRY NAME	*EXPENSE CODE
	6101	Generational Ministry	
	6102	Couples Ministry	
	6103	Men's Ministry	
4	6104	Pearls of Wisdom (Seniors) Ministry	5
	6105	Women's Ministry	
	6106	Young Adult Ministry	
	6107	Singles Ministry	
	6108	Family Life/Parent Advocacy Ministry	

MEMO DESCRIPTION: 6
 *CHECK APPROPRIATE BOX ON THE BACK OF THIS FORM ----->

PAY TO ORDER OF: _____

AMOUNT OF REQUEST: \$ 7

TRANSFER EXPENSE TO THIS MINISTRY: _____

MINISTRY LEADER SIGNATURE: _____

MINISTRY COORDINATOR SIGNATURE: 8

❖ *Bishop's Approval* _____

PLEASE NOTE:
 All disbursement requests must be submitted to your Ministry Coordinator by Wednesday for disbursement on the following Wednesday. Thank you.

FOR TRUSTEE / ACCOUNTING USE ONLY

Reviewed by:	Date:
Check Issued by:	Date:
CHECK NUMBER	DATE:

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Figure 1 - Front of Green Sheet

6. Memo Description

A short descriptive reason for the check request. Ex. "Children's Trunk or Treat", "Youth Ministry Snacks for Youth Day", "Women Ministry Brunch", etc.

7. Money Dissemination

In most cases, the *Pay to the Order Of* is the Vendor, however, sometimes a Ministry Member may be responsible for going and picking up the food, or items needed, so the Ministry Member would have the check made out to them, with the understanding, they will provide receipts within 1 week of receiving the money. The amount requested should match the amount allotted in the Budget, the Quote or the Invoice that accompanies the Green Sheet.

8. Signatures

The Ministry Leader and the Ministry Coordinator/Liaison should both sign the form and make a copy for the ministry's records. If the Ministry Leader is unavailable, the Ministry Coordinator should sign it and provide the supporting documentation.

Back of Green Sheet

Reason for Request – On the back of the Green Sheet are the Expense Codes used to populate the **Ministry Information** Section. Select the best reason for the request and then place the 4 digit numeric code equivalent on the front of the Green Sheet in the Ministry Information section.

REASON FOR REQUEST (CHECK APPROPRIATE BOX BELOW)	
5505	Advertising
5282	Auto Insurance
5202	Background Checks
5020	Broadcasting
5105	Cable
5206	Childcare
5238	Client Incentives
5210	Computer Equipment
5208	Computer Maintenance & Tech Support
5045	Conferences & Seminars
4085	Contractual
5055	Contributions/Benevolence
5065	Covenant Partners
5224	Data Processing
5284	Disability Insurance
5226	Dues, Subscriptions & Memberships
5204	Employee Benefits
5212	Equipment Rental/Lease
5068	Flowers
5070	Food Kitchen/Culinary
4105	Fringe Benefits
5510	Fundraising
4130	Garnishments
4140	Honorariums & Gifts
5286	Insurance
5905	Interest Expense
5130	Janitorial
5071	Kitchen Supplies
5135	Laundry & Cleaning
5232	License & Permits
5072	Marketing
5214	Musical Equipment Expense
5233	Office Expense & Supplies
4110	Other Personnel
4135	Pastoral Expense
5292	Penalties & Fines
5234	Postage
5222	Professional Fees
5165	Property Insurance
5228	Registration Fees
5140	Repairs & Maintenance – Building
5218	Repairs & Maintenance – Equipment
5075	Scholarship
5145	Security
5077	Seminars & Institutes
5290	Service Charges & Bank Fees
5079	Special Days/Activities
5235	Stationary & Printing
5220	Storage
5080	Supplies – Church
5082	Tapes/Books/Video Recordings
5150	Taxes
5255	Telephone/Telecommunications
5084	Tickets
5265	Training
5275	Travel & Transportation
5242	Uniforms
5155	Utilities
5280	Vehicle Expenses
5240	Vending
5160	Waste & Trash Removal
4145	Worker's Compensation Insurance

Figure 2 - Back of Green Sheet

Pink Sheet (Income and Deposit Record)

The Pink Sheet is typically turned in the same day the money is received as Morning Star's Policy is that money collected on the premises for Ministry does not leave the premises. There are drop boxes in both buildings to receive the money and Pink Sheet. Wrap the money with the pink sheet and put in a business envelope. Label the envelope "Trustees" and on the back put the Ministry. It is recommended to have a second pink sheet to serve as a "Copy" for the Ministry records of the Deposit.

1. Ministry Information

Identify the correct ministry and check the appropriate line item.

2. Ministry Activity

A short description of the activity. Ex. "Trunk or Treat", "Youth Day Snacks", "Women's Brunch", etc.

3. Amount

Enter the Amount collected, keeping the total cash separate from the total amount in checks.

4. Income Activity

Enter the Income Activity from the list provided into this section, and/or circle it.

5. Total Deposit

Enter the total Amount of money collected, keeping the total cash separate from the total amount in checks

6. Depositor and Witness

The Depositor is the one who counted all of the money, the Witness is the one who verified the amounts. It is MSBC's Policy to have two signatures on the form as a Quality check of the amount being turned in.

MORNING STAR BAPTIST CHURCH
Catonsville, Maryland

INCOME AND DEPOSIT RECORD

GENERATIONAL: 6000

✓ below	MINISTRY#	DEPARTMENT/SUB-MINISTRY NAME
	6101	Generational Ministry
	6102	Couples Ministry
1	6103	Men's Ministry
	6104	Pearls of Wisdom (Seniors) Ministry
	6105	Women's Ministry
	6106	Young Adult Ministry
	6107	Singles Ministry
	6108	Family Life/Parent Advocacy Ministry

MINISTRY ACTIVITY	AMOUNT	*INCOME ACTIVITY
2	3	4

Total Deposit \$ 5

*TYPE OF INCOME	*SELECT INCOME ACTIVITY CATEGORY*	
4	Offering 3010 Fundraising 3135	
	Tapes/Books/Video 3105 Donations 3140	
	Dues (SEE BACK) 3050 Bible Study 3025	
	Fellowship 3055 Sunday School 3100	
	Retreats 3045 Tuition 3115	
	Reimbursements 3080 Patient Service Income 3160	
	Rental Income 3320 Collaborative Partnership 3165	
	Special Days/Activities 3185 Self-pay Income 3170	
		DSS Income 3355

Name of Depositor: 6 Date: _____

Witnessed by: _____ Date: _____

ACCOUNTING PURPOSES ONLY

Verified by: _____ Date: _____

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Figure 3 - Front of Pink Sheet

Proposal Template

This proposal is meant to serve as an example of the key areas necessary for what Morning Star considers to be a complete proposal. There may be additional areas included based on the event, activity, or project, but there are the bare minimum of what is expected for an acceptable proposal.

<* Title of Event *>

Date and Time

<* Weekday, Date – Start Time – End Time *>

Location

<* Location of the event (even if off site, or in the Parking Lot on Campus, etc.) *>

Ticket Price

<* Ticket price per person (if a ticketed event) *>

Goal

<* Targeted quantity of people, specify if Families, Men, Women, 18 and Older, 12th Grade and Younger, etc.*>

Purpose

<* What is the overall vision of the event? What is the purpose of the event? Why have the event? What are the expected the outcomes. *>

Timeline

<* Is there a timeline? Milestones to meet? T-shirt or other merchandise sales by what date? Ticket Sales beginning when? Marketing plan? *>

Flow

Time	Duration	What	Who
<*Start – End *>	<* Total min *>	<* What is happening? <i>Opening Prayer, Guest Speaker, Announcements, etc.</i> *>	<* Who is the lead for this part of the flow?*>

Budget

<* Include a Budget explanation, if needed.*>

<* Copy and paste the actual Budget filled in from the Budget Template. *>

MSBC Calendar Date Submissions

Every Ministry is responsible for submitting their Calendar Date activities for review during Staff Retreat held in July. All submissions are due by June 1st and should be in the following format:

<*Month*>

<*Proposed Date*>

<*Event*>

<*Proposed Time*>

<*Purpose/Goal*>

<*Proposed Budget*>

The proposal and budget which should help justify the Calendar Date Submission should also be submitted with the Ministry Calendar.

General Timeline

This General Timeline is for Event Planning and covers a 12 month time period and helps track the major milestones of an Event. The general Event Tasks for events follow the overall timeline.

Event Timeline



Event Tasks

The general detailed tasks to be completed over the 12 month period have also been identified. This Task list is not all-inclusive, but covers most of the areas for general events and when things should be completed.

Event Task List - Event Tasks

Task	Months Prior	Date Confirmed	Assigned To	Comments/Details
Date and Time				
Date	12			
Time	12			
Location	12			
Theme	12			
Speaker(s)				
Speaker(s) Approved	12			
Acceptance Confirmed	12			
Hospitality Established	12			
Guest(s) - Soloist, Comedian, Musician, DJ, etc.				
Guest(s) Approved	12			
Invites Sent	12			
Acceptance Confirmed	12			
Payment Completed	12			
Hospitality Established	12			
Caterer				
Food PO Submitted	12			
Hors d'oeuvres	12			
Main Item(s)	12			
Sides	12			
Beverages	12			
Condiments	12			
Coffee/Tea Cup Size	12			
Coffee Machine	12			
Water Warmer (Tea)	12			
Juice/Water Cup Size	12			
Buffet or Served?	12			
Location of food	12			
Head Table Servers	6			
Head Table Menu (if different)	12			
Sponsors/Vendors				
Sponsors/Vendors Approved	10			
Invites Sent	10			
Acceptance Confirmed	10			
Payment Completed	10			
Hospitality Established	10			
Facilities - Decorations/Floor Plan				
# of Round Tables	9			
# of High Boys	9			
# of Long Tables	9			
# of Estimated Guests	9			
# of Chairs	9			
# of Sponsor/Vendor Tables	9			
Layout of room	9			
Table Cloth Color	9			
Chair Cover Color	9			
Napkin Color	9			
Center Pieces	9			
Menu Cards (Head Table?)	9			
Table Tent Cards	9			
Decoration Day/Time	9			

Event Tasks (Cont'd)

Event Task List - Event Tasks

Task	Months Prior	Date Confirmed	Assigned To	Comments/Details
Registration/Check In				
# of Stations/Tables	9			
# of Volunteers per Station	9			
Names of Volunteers at Each Station	6			
Lead for Registration	6			
On-site Ticket Purchases	6			
Trustee(s) Confirmed	3			
Security Confirmed	3			
In House Worship And Arts				
Choir/Praise Team Requested	8			
Dancers Requested	8			
Musicians Requested	8			
Mimes Requested	8			
Ministry				
Team Arrival Time	1			
Flow Created	2			
Flow Participants Notified	1			
Attendance/Registration Sheets	1			
Survey/Evaluation Complete	1			
Meeting/Walk Through of Event	1			
Event Day Checklist Complete	1			
Survey/Evaluation				
Lead for Sending this out	6			
Received list of attendees	0			
Evaluations sent (within 48hrs)	+2days			
Evaluation reminder sent	+9days			
Evaluation closed	+14days			
Evaluation results shared	+3wks			
Evaluation results discussed	+3wks			
Marketing				
Graphic Received	3			
Registration Start Date	2			
Bulletin Start Date	2			
Email Start Date	2			
MSBC News Start Date	2			
Social Media Start Date	2			
Website Start Date	2			
Publication Requested (Flyers)	2			
Audio/Video				
Sound Check Time	2			
# of Microphones	2			
Music from phone or flash drive	2			
Laptop/TV for PowerPoint	2			
Videos to Video Ministry	2			
Photographer Requested	3			
Photographer Confirmed	3			
Videographer Requested	3			
Videographer Confirmed	3			
Streaming Confirmed	3			
Parking				
# of Guest Spaces	2			
# of Parking Lot Attendants	2			