



WESTSIDE

2020-2022

Servant Leader Guide

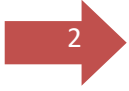
Dr. Delvin Atchison, Senior Pastor

Mission Statement:

*The mission of Westside Baptist Church is to serve God by sharing Christ and loving people.
(Matthew 22:35-40; Matthew 28:16-20)*

Vision Statement:

*The vision of Westside Baptist Church is to have every member of Westside Baptist Church
engaged in a ministry that fully utilizes their God given gifts
(Eph. 4:11-16)*



Please see
attachments

Guidelines

FellowshipOneGo Calendar

F1GO is the scheduling system linked to the churchwide calendar that allows ministries to select times, locations and resources for their regularly scheduled meetings and special-events. **NOTE: All recurring weekly/bi-monthly/monthly/quarterly meetings, etc. are to be placed in the calendar through F1GO** and will be approved by the Church Administrator. This prevents a lack of resources needed. **NO MEETINGS** are allowed during churchwide service/event **NOR ARE MEETINGS ALLOWED** during regular worship hours (9:45 AM) or Kingdom Connection Hour (8:30 AM – 9:30 AM).

Room Set-Up and Table Requests should be emailed, with a set-up diagram ten (10) business days prior to meeting/special-event) to Jackie Massey (jackiemassey601@aol.com) and Marcus Hardy, Facilities Manager (mhardy@wbcchurch.org). Please include the number of tables and chairs needed.

NOTE: There is no weekend clean-up crew, so clean-up of Friday and/or Saturday events, the Servant Leader and their ministry are responsible for ensuring that the room or area used is cleaned, trash emptied and ready for use the next morning. For questions, please consult the facilities ministry.

Church Council

Servant Leaders comprise the Church Council along with the Senior Pastor, Deacons and Church Staff. The Church Council handles ministerial operational matters of Westside and meets once a quarter on the fourth (4th) Thursday at 7:00 PM. Email notifications are sent by the Executive Assistant to the Senior Pastor or Church Administrator only if the meeting has been rescheduled or postponed.

Announcements

Weekly Video Announcements:

- Weekly video announcements must be submitted on the MarCom Request Form found on the church website, under resources and membership services. Video announcements run two-weeks prior to your F1GO approved event and should be submitted no later than the Monday prior to the video announcement.

Pulpit Announcements:

- Pulpit announcements must be submitted to the Executive Assistant to the Senior Pastor and are at the Senior Pastor's discretion. Ministries are **strongly** encouraged to use the information boards, monthly bulletin, MarCom and/or social media to publicize meetings/events. Ministries are **strongly** encouraged to send a copy of the request to the Marcom Ministry as well, so they can promote your event across Westside's other communication channels.
- **If needed**, pulpit announcements **must** be provided to the Executive Assistant to the Senior Pastor at least five (5) business days prior to the date of the pulpit announcement. "Day-of" announcements are strongly discouraged.

Special Verbal Announcements (a Servant Leader or ministry representative standing before the congregation):

- Special announcements are limited and must be approved by the **Minister of Worship & Arts** and are at his/her discretion.

MarCom (Marketing & Communication)

Event Flyer Requests:

- All internal and external marketing must be submitted to the MarCom team (MarComteam@wbcchurch.org) via the Marcom Request Form **60** days prior to your event (this does not include monthly announcements).
- MarCom will design your event flyer if requested. A ministry may design their own flyer, however, the flyer must meet the requirements of MarCom for quality and consistency and have MarCom's seal of approval. **(Guidelines provided)**
- All in-house slide presentations must be submitted to MarCom for design or approval (if done outside of MarCom).
- All ministries have \$500 built-in for marketing per fiscal year which will be housed within the Marcom budget.
- Printed flyers must meet the following criteria: (1) a plan for community distribution (not within the congregation) either through mailers, street distribution or door-to-door opportunities. Ministries will need to quantify the need for and the effectiveness of printed flyers. The focus is to move more toward digital media and less print media.

Social Media Promotions

- Social media will promote upcoming Westside events and ministry updates on Facebook and Instagram. Please indicate on the Marcom Request Form any social media needs for your event. If you have a ministry update, story or testimony, email the information to socialmedia@wbcchurch.com. You may find Westside on social media at @westsidebclewisville on Facebook and Instagram. YouTube: <https://www.youtube.com/c/WestsideBaptistChurchLewisville>.
- **Social Media Live Streaming Coverage**
- Should your ministry need live stream social media coverage (live stream chat) for your event, send a request through the Marcom Request Form. If the event is held outside of normal church hours, there will be a charge to have a social media team member present.

Administration

Annual Budget Planning Process

- Draft budgets are due the last Friday in August of each year to the Budget/Finance Committee.
- Must include projected income from all sources (special offerings, events, etc.)
- Must include event description, line-item description, unit cost, quantity and planned month of expense.

Budget Allocation Process

- Your approved budget is not guaranteed but is based on current expenditure to revenue ratio.
- Designated and/or special donations do not automatically increase your ministry budget.

- If you do not use your allocated budget in that fiscal year, there is **no carryover** into the next fiscal year.

Check/Disbursement Requisition

- Check/disbursement requisitions must be accompanied by an itemized invoice or itemized receipt.
- Must be signed by Staff Liaison (see organization chart) and place in Church Administrator's Invoice Box (in the mailroom).
- Prior approval is need from the Staff Liaison for all expenditures.
- Reimbursement checks/echecks are processed within ten (10) business days.

Purchase of Services & Goods

- All third-party services must be coordinated (payment, delivery, contract) through the Church Administrator and delivered to the 900 Bellaire address
- With prior approval from you staff-liaison, servant Leaders can purchase perishable goods and submit the proper documentation for reimbursement. Note: Please inform vendors of tax exempt status – forms available online and in the mailroom)
- **AMAZON – WE HAVE A TAX EXEMPT ACCOUNT -Please coordinate with Church Admin**

Ministry Card

- Each ministry as necessary will have access to a Ministry Card to make approved purchases. The ministry card will be activated upon need with your pre-define amount. You will need to inform the Church Administrator of the amount needed at least a week in advance. The servant leader may keep the card; however, receipts are still required. If you are needing to go to Sam's, you will still need to check out a membership card and return within 48 hours of use.

Collection & Deposit of Money

- All funds collected must be deposited with the money counters with the checks, cashed listed on the ministry deposit form located online and in the mailroom. Please retain a copy of the deposit for your ministry records.
- Servant Leaders are not to collect cash funds and immediately disburse those funds. If cash is collected two ministry officers must sign on the deposit slip. Petty cash clause: Some ministries have a treasurer, however, that treasurer must practice good accounting and keep accurate records of the money in their ministry's petty cash – not to exceed \$500. The treasurer must present monthly to their staff liaison and these funds may be requested by the general church fund at will.

Forms

- Check/Disbursement Requisition
- Ministry Deposit Form
- W-9 (Request for Taxpayer Identification Number & Certification). To be used with all speakers, artists, performers and needs to be filled out and returned to be paid at time of service ten business days prior to their appearance.
- Texas Sales and Use Tax Exemption Certification
- Texas Hotel Occupancy Tax Exemption Certificate

- Background Check (Each servant leader must have a signed form on file).

Facilities

- Names & Locations
 - **Worship Center** (900 Bellaire Blvd., Lewisville, TX)
 - Business Hours: 8:00 AM – 5:00 PM (Monday – Friday)
 - Usage is Pre-Arranged through calendar

Contracts & Legal Agreements

- Must be submitted 30 business days in advance of due date to Church Administrator.
- Must be signed by the Church Administrator
- Contracts/agreements can be submitted to the Church Administrator via email.

Development of New Policies

- All policies and procedures are under the governance of the Policies & Procedures Committee.
- Policies are broad-based statements submitted to Policy & Procedure Committee for approval and can be submitted to policyprocedure@wbcchurch.org.
- Procedure are guidelines that Servant Leaders use to carry out the policy statement.
- Servant-Leaders may submit new policies or procedures to the Senior Pastor for consideration.

Copiers

- Use of copiers is limited to official WBC business and/or purposes.
- Use of color copiers is not permitted for flyers, agendas, announcements, sign-up sheets, etc., without prior approval of the Church Administrator or Chairman of Deacons.

Technology & Internet

- Internet and technology access is available through the “guest” Wi-Fi network.
- Use of WBC’s technology is limited to official WBC business.
- All external technology and software as a service must be approved by the Media Ministry.

Technology Used by WBC

- Microsoft Suite (Word, PowerPoint, Excel, Access, Outlook and Publisher)
- Fellowship One Go
 - Membership database and system of record, giving and calendar
- Push Pay online giving
- WBC app

Website

- Servant Leaders may submit all none event website updates, changes, modifications directly to the webmaster. The link is listed on the website under Membership Services- Website Support.

Media

- Send all media requests to: MediaRequest@wbcchurch.org.
- Announcements must be in PowerPoint format by 4PM on Friday
- Will be processed the following week.
- Service Request must have two weeks’ notice.

- Service Request must include services needed (Audio, Video, PowerPoint, Streamline Service, etc.).

Social Media

Scope

The Social Media Policy (the “Policy”), approved by Westside Baptist Church (the “Church”), applies to all its officers, employees, servant leaders and volunteers. The Church reserves the right to modify or amend this Policy at any time it deems necessary. In the event this Policy conflicts with existing law, regulation, or contractual obligation of the Church, the Church shall comply with said law, regulation, or obligation.

Purpose

Westside conducts its ministry and business with integrity and in accordance with biblical and the highest ethical standards. As a director, officer, employee, or volunteer of the Church, you are expected to uphold these standards in every activity you perform. All servant leaders, directors, officers, employees, or volunteers of the Church are expected to exhibit a Christian lifestyle in all areas of their daily life. This obligation includes your use of social media on **a work-related and personal basis**. “Social media” refers to any situation that allows you to interact with, communicate with, and express opinions with other individuals or organizations in an internet, telephonic, video, or other media format, all types of social networking sites including, but not limited to Facebook, Twitter, Instagram, YouTube, blogging, as well as personal electronic forms of communication such as e-mail, text messages or instant messaging. It also includes such technology, applications, or branding as may be developed in the future that allows for social networking opportunities. Even if your use of social media is strictly for personal use, many viewers may assume you are speaking on behalf of the Church.

Recognizing that the use of social media technology has inherent legal, ethical and moral implications but also recognizing that use of such technology is a prevalent and effective method of communication, the Church has determined that it is in the Church’s best interest to clearly articulate the general guidelines that it expects all servant leaders, directors, officers, employees and volunteers to observe when using such technology, whether for ministry related activities or for personal use. Accordingly, the Church has adopted the following guidelines for social media use. As social media continuously evolves, this living document will be revisited as necessary.

Guidelines for Use of Social Media

Westside Baptist Church’s social media is intended to create a digital body of Christian believers that is intended to reflect the love of Christ to and for the world. The social media content is to reflect the teachings and doctrinal beliefs of Westside Baptist Church.

Notify Appropriate Leadership. If you desire to make use of social media for ministry related purposes, first obtain permission from your immediate ministry servant leader. Then you along with the ministry servant leader will obtain written (this document) permission from the Senior Pastor, Church Administrator, staff liaison and/or the MarCom Servant Leader. In most instances, the ministry will only have certain designated

persons who are authorized to state positions or public statements on behalf of the ministry, and you need to verify with your ministry lead what your authority is in this regard

Uphold Christian Standards: All servant leaders, directors, officers, employees, or volunteers of the Church are expected to exhibit a Christian lifestyle. This obligation includes your use of social media on a work-related and personal basis. The content of your social media page and any images of you on other pages should reflect Christian values and the religious beliefs of the Church. Use of social media that portrays images, opinions or choices that are contrary to the Church's religious beliefs—as set forth in the **Church's Statement of Faith**—shall be grounds for discipline up to and including termination/removal from your position of employment, authority, or leadership.

- Westside Baptist Church staff (paid and volunteers) **shall not** create Church social media accounts without the knowledge and approval of the Senior Pastor, Church Administrator and/or MarCom Servant leader. This is to protect the church and to create a justifiable model for content production.
- Once a church and/or ministry social media account is created, **there must be three people** (Church Administrator, MarCom Servant Leader, and the Social Media Lead) with full administrative rights. Passwords (if applicable) will be shared with the Church Administrator, the MarCom Servant Leader and appropriately distributed. Editors will be limited to additional members of the ministry upon the servant leader discretion.
- Staff (paid and volunteers) should use wisdom when posting on their personal social media as employees and volunteers of Westside Baptist Church.

Maintain Respect.

The Internet and social media tools are a public, not private, forum. This means that anything posted online is available, regardless of privacy settings or efforts to delete the content. And, for the most part, any postings or statements made in this setting are available to be viewed for a long period of time, perhaps indefinitely. Accordingly, you agree to be respectful towards others when using social media. You agree not to disparage or speak negatively of the Church, leaders of the Church or post content that would allude to such disrespect. You agree not to ridicule, gossip, defame or libel other churches, organizations, or individuals. You agree not to post content that is obscene, sexually suggestive, profane, libelous, slanderous, harassing, or hateful. Use care in your language, as meaning and tone are often lost in translation. Carefully craft words especially when dealing with potentially sensitive topics. Ask: Does this do harm? Does this do good? Does this reflect God's love and love of neighbor and self? Ask: What is the purpose of this post?

There have been some notable legal cases in which authors of statements on an online posting had the opinion that they could say anything they wanted to about other people or organizations without any consequences because they were made in a "virtual" setting. We now know that these online postings are usually examined the same as if they had been made in person or in a conventional written format and are subject to creating liability for defamation both to the author as well as to the author's employer if it can be established that the comments were authorized by the employer either explicitly or by implication.

- When using social media, observe Wesley's General Rules:
 - o Do no harm

- o Do good
- o Stay in Love with God. (Attend to the ordinances of God)

- Claim, maintain, and monitor your congregation's social media profiles and websites. Take care to keep the online profiles, websites, and administrative responsibilities current. Who is/will be responsible for monitoring your congregation's social media profiles and websites and how often?
- Since Westside Baptist's Church post reflect the congregation – ask: Is this post or information timely? "Is this information accurate? Is this information newsworthy? Is this information ready for the world to see?"
- Be respectful, collegial, and intentional of other's privacy. Ask: Is this news to tell? Do I have permission to share this information?
- Be friendly and be fair.
- Remember your Christian witness and allow your use of social media to proclaim the Gospel of Jesus Christ.

Discretion and Confidentiality:

Be careful of your online conduct and speech. Use discretion by refraining from sharing confidential information from meetings or personal interactions with others that could compromise Westside Baptist Church or any of its relationships.

Content that is shared on social media networks must be done solely by the individual who will be held accountable for what is shared if confidentiality is broken.

Social media is never appropriate for counseling parishioners – even in private message, text messages and emails. You are a public figure. When posting to social media people cannot differentiate whether your post is spiritual or as an every-day person. You are a minister in the community and people hold you to a higher standard. Make sure that everything you post either in words or photos is worthy of this calling and the standard people hold you accountable to.

You are not authorized to speak for the Westside Baptist Church. Giving your opinions, especially on hotly debated topics, can be construed as making a statement on behalf of Westside. It is smarter to say nothing, especially if you're inclined to make a statement contrary to Westside's theologies and/or policies, which you have taken a vow to uphold. Even a disclaimer, what you say and do does reflect on your church.

RESPECT your privacy and the privacy of the people you serve. Also, help those you serve to be sensitive to the privacy of others. Please be mindful of how people will respond, and it is not appropriate to share concerns whether joy, sorrow or concern without their permission.

ACCURACY. Review posts for factualness and grammatical errors. If quoting someone please ensure that it is a direct quote. If you post a non-factual post or a post that has grammatical errors it should be updated with a note to the effect, "this post has been updated to correct (_____).

SAFETY. Sometimes sharing links to external websites are phishing (**fraudulent attempt to obtain sensitive information**) plays to get information on you and your friends. Protect the church, yourself, and those you serve by being careful about what you click on or post on your wall.

E. Obtain Permission. Before you post a picture that was taken at a Church or ministry related event, you must first obtain written permission from the individuals photographed—or in the case of minors, the permission of the minor's parent or guardian. This rule applies to all individuals, but extreme caution should be taken to adhere to this rule before posting pictures of minors.

F. Communication with Minors. The Church considers any person under the age of eighteen (18) to be a minor. Great care should be exercised when communicating with minors and you should avoid any communication which:

1. Would potentially allow the minor's personal information, address, phone number, picture or similar information to be available over the Internet or to third-parties not having a proper Church-related purpose.
2. Violates the Church's children/youth policies.
3. Requests the minor to agree to an activity or undertaking which requires parental consent or at least would customarily be understood to require parental consent.
4. Suggests the minor meet with you for any kind of activity not part of regular Church events or a Church-related purpose and;
5. Would be considered as child abuse or neglect as described by the Church's policies and applicable law.

Any action that would violate the Church's policies regarding children/youth will also violate the Church's policies if undertaken in a virtual or electronic forum rather than in person.

Devotion of Time.

Time devoted to use of social media for personal purposes should be on your own time and, if you are an employee or volunteer, should not interfere with your job functions and other work-related responsibilities. Time devoted to social media for ministry related purposes should be reasonable and should create value for your ministry. Specific limitations on time devoted to social media for ministry use should be discussed with your ministry lead.

Use of Church Intellectual Property.

Do not use the Church's logos, materials, trademarks, copyrights, or other creative works on personal media pages unless written permission is first obtained from your MarCom Ministry and Church Administration.

Maintain Confidentiality.

As a servant leader, director, officer, employee or volunteer of the Church, you will be privy to and will receive information that is confidential, sensitive or proprietary in nature. You must use caution not to intentionally or inadvertently discuss, transmit, divulge or reproduce in any form confidential information. If you have a question as to the confidentiality of an issue, speak with your immediate ministry lead, MarCom Servant Leader and/or church administration before publicizing the information through social media. This includes the publication of private prayer requests.

Incorporate a Disclaimer.

When utilizing social media, you should make it clear that the views that you are expressing are your own opinion and do not necessarily reflect the views of your Church. Unless specifically authorized by the Church, you are not permitted to make any statement to a third-party that is represented as the Church's official or unofficial policy regarding organizational, management, or governance issues or any alleged liability of the Church.

Commercial and Political Activities.

The Church is a nonprofit corporation. If the Church engages in commercial or political activities, then its nonprofit status can be threatened or expose the Church to tax liabilities. You should avoid or limit any situation in which

commercial or political links are established between the Church's communications and third-parties. If there are such links, the Church can be a sponsor of those advertised commercial activities or an endorser of a political candidate, thus leading to liability. The Church can take positions regarding matters of public policy or regarding social issues so long as (a) it does not become an endorsement of a political candidate or party and (b) it does not advocate specific legislative change such that the church is viewed as being involved in lobbying.

Use of Church Computers and Internet.

1. As a servant leader, director, officer, employee or volunteer of the Church, you may use the Internet to increase productivity. Use of the internet and e-mail system is to be used for business purposes of the Church only. We recognize that there may be occasional personal use of electronic equipment during non-work time (e.g., for e-mails to friends or spouse), but it is required that you use common sense and good judgment, keep it to a minimum, and comply with Church policies. Use of the internet and e-mail system by an employee grants consent to the review of any of the messages in the system.
2. If you are using an Internet site paid by the Church, you are expected to use it for business purposes only. Under no circumstances are pornographic or harassing materials to be sent or received using Church facilities and/or equipment, at any time, or using personal facilities and/or equipment during working hours. All use of the Internet is subject to review by the Church.
3. The Church's computers are to be used for Church business only. Personal information should not be kept on Church computers. Accordingly, materials that appear on computers, e-mails, voice mails, facsimiles and the like are presumed to be for business purposes; the product belongs to the Church and all the materials are subject to review by the Church at any time without notice to the employee.
4. As a servant leader, director, officer, employee or volunteer of the Church, you are not to have any expectation of privacy with respect to any material on Church property.
5. As a servant leader, director, officer, employee or volunteer of the Church, you are not to use the computer, equipment and/or any other devices, belonging to the Church, to view or download pornographic materials, to solicit minors for sexual contact or conduct, sexual intercourse, and/or deviant sexual behavior.
6. Do not create any links between the Church's website or other media addresses and any third-party without prior written permission from the pastor or the church administrator. Such links can have the effect of creating the impression of endorsement by the Church of the linked-site creating various unintended damage to the Church's reputation and, depending upon the nature of the linked site, potentially threatening the Church's nonprofit status (generally commercial and political sites).

Violations.

Violations of this Policy will result in discipline, removal from your position, termination of membership and termination of employment. Any appeals of decisions made based on the interpretation of this Policy shall be made by the Pastor, Deacon Council, Board of Directors or the highest ecclesiastical tribunal of the Church.

Think Before You... Blog... Post...Text...Twitter... Send...

Use common sense. Does your message reflect your religious beliefs and standards? Does it reflect the beliefs of your Church? Does it maintain church confidences? Would you be comfortable with your grandmother reading the content of your message? Exercise self-control.

Current Law.

Nothing in this policy is intended to prohibit employee rights under the law, and any conflict between the language in this policy and the current state of the law will be decided in favor of the law.

If you are ever in doubt about whether an activity meets the Church's ethical or Biblical standards or may compromise its' reputation, discuss the matter with the Pastor, Church Administrator or Personnel Committee immediately.

Table & Kiosk Process & Procedures Guide to using tables and the kiosk around the sanctuary.

This document is a guideline for All WBC Leadership teams, Ministries and any vendor of products.

Objective: To clean up the front foyer, and to give an orderly process to using tables and Kiosk around the building.

Definitions: Tables - folding tables located on the Edmonds and Bellaire Side of the Sanctuary. Each Ministry will only be allowed to use a table, two weeks prior to their event. The two designated tables will have a standard covering, the color chosen for the standard is brown, but each ministry may add their decorations on top.

Display - Any tabletop exhibit, showing a series of events or one-time event. Any Professional marketing stand or Easel. Such as WMPO, Seniors Celebration, or the Prayer Display. Must have permission before displaying from staff liaison or Church Administrator.

Kiosk - The stationary desk located on all three sides of the Sanctuary. Ministry may use the kiosk 30 days prior to their event.

Information Board - The board located on the Edmonds and Bellaire Blvd sides of the building. We are asking all leaders to take advantage of the information boards to share info to the church body.

Request Process:

Request for tables, kiosk, display or bulletin board must be submitted 30 days in advance through our online portal(calendar). The request will then go to one of our Staff liaisons and they will get you into the rotation of Kiosk and table. **In the calendar under rooms, look for the Kiosk you want, then choose the next field after the box and choose the table and chairs.**

Table Limit:

Each Ministry can request two tables one on each side of the building. Each week once you use the tables, please remove your forms from the tables. Please remember to use the information board to deliver info to membership and guest.

Time Frame:

Understand that you will be given the ability to use the **Table & Kiosk**, Kiosk 30 days out, and two weeks before your event **Display** you will be given your two tables. Outside Vendors and Nonprofit groups, will be given the ability to use the center Kiosk the day of their event and this must be submitted by the servant leader two weeks before their guest arrives.

Kiosk limit:

Each ministry will be a schedule to use all three kiosks in accordance with the date of their event. No forms/literature will be allowed to stay on the countertop of the kiosk. Also asking each ministry

not to store anything under the kiosk. You may sale and **Kiosk limit:** do signage from the kiosk prior to being assigned your tables, within your 30-day time frame. (We are in the process of cleaning out the closet in the middle area and placing shelves, which you will have a designated shelf to keep your things between table time usage).

Time Limit:

Please note that it is the servant leader's responsibility to keep their items up to date on the information board, when your event ends, please take down all papers about that event. If you do not have a spot on the board, please get with our Administrative Assistant. The board is first come first serve, since space is limited. So be mindful that each ministry only has one area to display from the information board.

WBC Childcare (events)

- Contact the Childcare Coordinator. This call or email must be made BEFORE the event is advertised.
 - The deadline for making reservations is one week before the event; this date should be included in the advertisement. Understand that if these steps are not followed, childcare may not be possible for your event.
- If you wish to have ministry specific events, please allow at least 60 days' notice and there may be a per child charge.

ⁱ With proper planning pulpit and other verbal announcements shouldn't be needed. All Servant-Leaders are being asked to work toward that end.