



**INTERNATIONAL
BAPTIST CHURCH
MINISTRIES
HANDBOOK**



International Baptist Church

Foreword



Dear IBC Member,
Please take some time to look through the Ministry Handbook showing the various ministries of IBC. While we are all unique in our gifting and even personalities, the Bible makes it clear that we all have a place in the Body of Christ. Which part are you?

I remember years ago damaging a small part of my body that I rarely thought about – my little toe. While I had never before given it a moment's thought, I suddenly became acutely aware of just how vital the function of this seemingly insignificant part of my body is. I understood the words of Paul clearly when he said, *“those parts of the body that seem to be weaker are indispensable!”* (1 Cor. 12:22) I longed for the day it would be healed and return to its regular role and function with the rest of my body.

At times I may feel like just a little toe – seemingly insignificant or *weaker*. I may feel no one would miss me if I were gone. But I'm reminded each part is different, but so necessary – indispensable! The Body of Christ needs me, and I need the Body of Christ. And yes, it needs you too.

Each part of this body we call IBC is striving together to achieve the vision God has given to us. Read through again our Vision booklet and pray which part God would have for you to play. And remember this: *“God has arranged the parts in the body, every one of them, just as he wanted them to be.”* (1 Cor. 12:18)

Pastor Ken Young

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Baptism Ministry Reggie & Charis Stevens

Ministry Purpose



To prepare the Baptistry pool, robes and towels for the Baptistry candidates, while ensuring a blessed baptism service and to clean up afterwards, empty the pool and clean and dry robes and towels.

Ministry Objectives

- To ensure efficient preparation with minimum interruption to the service.
- Creating a team with excellent communication between themselves and a shared burden to serve in this capacity, equally sharing responsibilities so as not to overly stress the team members.
- To minimise or eliminate any awkwardness or risk of accident resulting from wet gowns, floors and creating private comfortable changing areas for candidates.



Care Ministry

Pastor Mike Huffman

Ministry Purpose

To provide physical and spiritual care for the congregation that exemplifies the Lord's ministry on Earth in a variety of ways including hospital visits, gifts for special occasions (births, marriages), counselling and interceding in situations as well as focusing on the wellbeing of our families and individuals through seminar sessions for strengthening relationships, financial stewardship, and training for ministering to other people.

Ministry Objectives

- Train three IBC couples in the area of Biblical counselling.
- Develop a network of interdependent ministries to make known of special needs within the congregation, eg. Life Groups, Ladies Bible Study Groups, Men's Ministry group.
- Visit each member of IBC as personal needs arise.
- Provide counselling for special situations of life.



Chinese Ministry Pastor Ken & Pastor Mike

Ministry Purpose



To provide a place where Chinese speakers can learn the Bible in their own language and experience fellowship among other Chinese speakers.

Ministry Objectives

- Life Group Bible study every Friday night.
- Develop an individual within the group to lead the studies.
- Provide translation to Sunday morning sermons and Friday night study when needed.



Choir Ministry

Jacqui Wee

Ministry Purpose

To reach out to the lost by sharing the gospel of Christ through song, as well as enabling Christian fellowship and discipleship among those who are part of the choir

Ministry Objectives

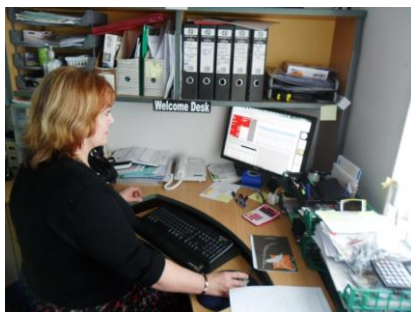
- Evangelism through songs (reaching out to people as our ultimate goal).
- Grow and deepen spiritually as a group
- Grow professionally as church singers.



Church Admin Ministry

Bernard Lee

Ministry Purpose



To effectively provide for the needs of IBC, it must be ensured that the Office is running smoothly and efficiently. Another purpose is to have an accurate and up-to-date database of all the people who attend IBC and use this to help with future planning of

spiritual growth and discipleship.

Ministry Objectives

- IBC office – Reorganise office and security.
- IBC equipment – to be made more secure; ventilation for photocopy machine to be installed to meet OSH requirements.
- Database for IBC to be updated and applied to Church directory and member census.
- Analysis and trends to be looked at once all data has been collated for future directions for IBC to be released at AGM 2012.
- Church issues register to be started regarding decisions from
- Employment contracts to be developed in consultation with Pastor Ken for all employees of IBC.

Couples Ministry

Pastor Mike Huffman



Ministry Purpose

To provide a structured study where couples can find spiritual growth and encouragement in their marriage and family.

Ministry Objectives

- Provide quarterly “Home Builders” sessions which last for the duration of 6 weeks.
- Attend the annual “Family Life” life conference with other churches.
- Plan and organize an annual “Couples Banquet”.

Crèche

Gillian Randall

Ministry Purpose

Crèche (age under 2) – To provide a safe, encouraging and happy place for our babies, to learn the earliest and simplest of Christian teachings, and to show parents that their little ones are being well cared to enable them to focus on the morning worship service.



Preschool (ages 3 and 4) – To introduce these preschool age children to a simple style of classroom plan, helping to prepare them to move into Junior Church at age 5, teaching them basic Bible stories and participation in music, as part of worship.

Ministry Objectives

- To surround the children with Biblical truths through music and activities
- To give children a basic understanding of Biblical stories

Décor

Amy Lee / Grace Tsang



Ministry Purpose

To provide themed décor at church to tie in with special events. To create designs, decorations, wall banners, pamphlets, and handouts to tie in with Sunday sermon topics.

Ministry Objectives

- To ensure IBC is aesthetically presentable and pleasant, conducive for worship and glorifying God.
- To support IBC pulpit ministry by producing décor that ties in with sermon topics / themes.
- To support IBC Special Events by producing special themed décor that ties in with each event.



Facilities & Maintenance

John Felton

Ministry Purpose

To provide care and tending for God's house by ensuring all church facilities are in good working order, as well as being clean and tidy to allow everyone who comes to IBC to enjoy our facilities.

Areas under Facilities & Maintenance include:

- General maintenance
- Cleaning
- Lawn mowing & gardening / landscape
- Car park
- Security



Ministry Objectives

- Church facilities and church ground maintained in good order, clean, tidy and pleasant.
- Security and access policy in place and each ministry is clear of the access and lock up procedures.

FBI (Faith-based Intermediate)

Gavin Cox



Ministry Purpose

To provide suitable teachings and transform young lives through Christ's message of forgiveness, purpose and hope in FBI.

Ministry Objectives

- To train intermediates in discipleship
- To focus intermediates in prayer
- To bring each member to a saving knowledge of Christ
- To grow each member in Christ's likeness.



Hospitality

Amy Lee



Ministry Purpose

To provide food and beverage as a means to welcome visitors and encourage churchgoers to join in fellowship.

Ministry Objectives

There are three key areas in the Hospitality ministry:

1. Bread of Heaven
 - Provide morning tea after Sunday morning service as a way to encourage the church to stay back and fellowship with one another.
 - Provide an easy way for new Christians to start serving in ministry.
2. Lord's Supper
 - Prepare the Bread and Cup for the Lord's Supper once a month or as and when required.
3. Special Events Catering
 - Organise the food for each major event
 - Coordinate helpers/co-workers to ensure sufficient people are helping at each event including helpers on food, servers, and clean up post-event.
 - Manage the special event food budget
 - Provide an easy way for new Christians to start serving in ministry.



Junior Church

Pastor Chad VanderMark

Ministry Purpose

To provide Christian teachings and education to young children, and to transform their lives through Christ's message of forgiveness, purpose and hope.



Ministry Objectives



- To bring each child to a saving knowledge of Jesus Christ.
- To build a foundation through Bible stories.
- To focus the children in prayer.
- To connect with the adult services.
- To grow each child's relationship with God.
- To engage each child at their maturity level.

Ladies Ministry

Pastor Mike & Genia Huffman / Jennifer Young

Ministry Purpose

To provide a structured environment where the ladies of IBC can encourage one another as ladies, mothers, and wives through weekly bible study.

Ministry Objectives

- To provide a weekly session for ladies study time including mums and babies.
- Purchase discipleship material that will be useful to disciple women.
- To be available to help with various ministries as needed.
- Provide leadership in an annual ladies conference.



Library Ministry Bernice Cortez

Ministry Purpose

To provide additional tools in the forms of books, audios, and videos to assist church members in their spiritual growth through a systematic, organised, and effective library management system.

Ministry Objectives

- Prepare a spreadsheet to help organize all information of all the books and re-group the books.
- Catalogue a library using Dewey Decimal System.
- Create a filing system for the card catalogue.
- Categorize the books accordingly.
- Create a manual log for book borrowers.
- Audit all the books belonging to IBC



Life Groups

Michael Ng

Ministry Purpose

To provide Lifegroups and where the pastors, Lifegroup leaders and church staff are able to minister and tend to the physical, spiritual and emotional needs of church members. A part of each Life Group meeting is spent praying about the specific needs of each, celebrating special times, encouraging one another and growing together in faith. It is also about developing a strong bond with each other in the context of a smaller group of about 12 -15 attendees of the IBC church family.



Ministry Objectives

- Increase Life Group participation by the congregation to 85% of the church attendees.
- Increase the number of new Life Groups by 2 groups by end of each year.
- Increase fervour in discipleship and love for the Lord demonstrated by involvement in IBC church ministries.
- Train at least 3 more LG leaders by the end of each year.



Men's Ministry **Pastor Mike Huffman**

Ministry Purpose

To provide a place of accountability, encouragement and structure to men through bible study and conferences with likeminded men from IBC and other churches.

Ministry Objectives

- Meet quarterly for Saturday morning breakfast, fellowship and Bible challenge.
- Attend the annual Men's Retreat in Hamilton with associated churches.



Missions Ministry

Daniel Goh

Ministry Purpose

To provide a holistic plan for IBC's Missions Program, enabling IBC to become a missions-minded church. It is also to establish criteria to help determine who and how missionaries are to be supported or how support is curtailed as well as making possible the most effective use of resources devoted to the missions program at IBC. Finally, it is to communicate to the church and missionaries about the overall program of missions at IBC.



Ministry Objectives

- To coordinate Missions Conference.
- To publish regularly missions news on missionaries whom IBC supports.
- To manage the Mission's offerings and disbursement to the various missionaries and agencies which are part of the program.
- To pray as a board for missions and to be actively seeking to educate the different areas of the church about missions and elicit involvement in the overall missions program where possible
- To recruit people of the congregation to consider the ministry of missions and participating in short-term and long-term missions service

Music Ministry Carl Gaffney

Ministry Purpose

To provide an environment conducive to unifying IBC in worship to God and to have hearts blessed, prepared and receptive to His Word.



Ministry Objectives

- To recruit more members and channel their musical gift to serve the Lord through music / singing.
- To prepare two core teams ready for double Sunday Services in 2012.

New Members' Class Herny Nurdjaja

Ministry Purpose

To provide classes and teachers, to lead people to commit first to Christ as Lord and Saviour, and secondly to commit to His church at IBC. Our church's basic beliefs and doctrines, as well as what it means to commit and be a member to the church will be explained to the new members.



Ministry Objectives

- 80% of new visitors who regularly attend IBC to be enrolled in New Members Class.
- To review teaching to ensure it gives a clear picture of IBC beliefs and practices.
- Provide a good foundation to new people whom the Lord brings to IBC to connect them to the church family.
- To connect new people with the church pastors and leadership.

Sound Equipment

Daniel Randall

Ministry Purpose

To provide the setting for quality worship and to do the most and the best with the talent IBC has been blessed with. However, although we want to do the best we can to set the atmosphere for worship, it is ultimately not about impressing God or others with our music equipment.

Ministry Objectives

- Set a new standard of worship with a sound team consisting of people who have a passion for sound / music and worship in general.
- Have at least 2 fully trained sound technicians on regular rotation roster.
- Have the sound booth relocated to a more appropriate position for better performance and understanding of the sound being produced.
- Upgrade microphones and fix / upgrade the whole monitor setup for musicians and singers.
- Commence a full overhaul / audit of the current setup.



Special Events Grace Tsang

Ministry Purpose

To provide suitable environments by using various special events to draw the church together to remember God's goodness and faithfulness, and to celebrate His blessing as one body. Most importantly, to use these events to attract visitors and new comers to the church to hear the gospel.



Ministry Objectives

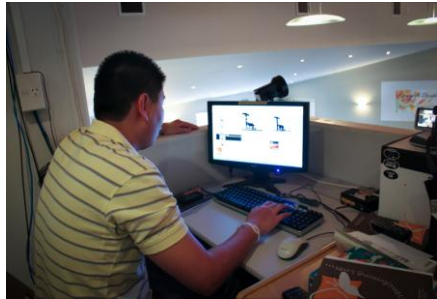


- To coordinate with various ministries and work in unity to ensure God is glorified in each event.
- To manage the special events budget wisely and with care.
- To advertise and publicise each event in the community to attract visitors and new comers to IBC.

Technology Ministry Ken Kan

Ministry Purpose

To provide an environment worthy of the worship of Jesus Christ - accomplished by ministering to the technical, physical, and spiritual needs of those who have entrusted God's Word to us so we may deliver its message to the hearts of the body of Christ.



Ministry Objectives

- Improve the sermon availability for the ministry workers, during and after the worship.
- Improve the support to the translator's team.

Ushers Ministry

Rex Au

Ministry Purpose

To provide a suitable welcome for visitors to a relaxed and friendly environment for the purpose of worship and fellowship.



Ministry Objectives



- To give all visitors a warm welcome to IBC.
- To welcome regular church members so they feel they have returned to the house of the family of God.
- To provide a physical environment which is conducive to worship and fellowship.
- To assist in the collection of offerings.

Welcome Lounge Calvin Channing

Ministry Purpose

To provide a friendly environment to make visitors feel welcome at IBC, to encourage them to visit IBC again and also to connect them with a Lifegroup.

Ministry Objectives

- Make contact with more of our Visitors to the Church.
- Connect more Visitors with the Church and our ministries such as Life Groups.



Young Adults Bernard Lee

Ministry Purpose



To provide teaching and instruction in the basic principles and truths related to their spiritual life to young adults from University age and onwards. To lead them to understand their position in Jesus Christ and the essential resources God has provided

through His Word and the Holy Spirit. In addition, to train young adults to successfully participate in the process of growth to spiritual maturity by practical application and obedience

Ministry Objectives

- To get the Young adults to identify specific areas of their lives that needs biblical change.
- To get the Young adults to notice times during their day when they need to cooperate with God's plan for change.
- Ask God to burden them for the needs of other people around them who also need change.
- To get the Young adults to have regular prayer and quiet time everyday.



Youth


Pastor Chad VanderMark

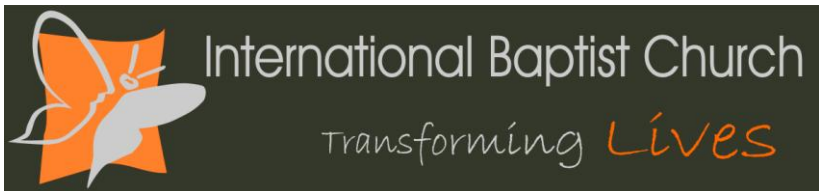
Ministry Purpose

To provide a suitable environment for the youth of IBC where leaders can transform young lives through Christ's message of forgiveness, purpose and hope.



Ministry Objectives

- To bring each member to a saving knowledge of Jesus Christ.
 - To mature each member in their personal walk with God.
 - To train each member to disciple others.
- 
- To teach the youth how to evangelize.
 - To help each youth find their place & ministry in the church.
 - To teach the youth sound biblical doctrine.
 - To focus the youth in prayer.



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