



*Pilgrim Journey  
Baptist Church  
Handbook*

Empowering fellowship  
through worship.

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## **INTRODUCTION**

This Church Manual sets out to provide an overview of Pilgrim Journey Baptist Church, the guiding principles and procedures to enable the effective and efficient working of the church's various organizations, ministries, and programs. It shall be used by all members of PJBC.

All information and procedures contained in this Manual have been coordinated with the Bylaws of the church, and become effective upon their adoption by the church at a regular or special business meeting. In the event of any contradiction, the Bylaws shall prevail over the Manual.

This manual shall be reviewed at least every four (4) years by an ad hoc committee selected by the Pastor and Church Council (Combined Board). In the interim between regular reviews, any member or organization may suggest an amendment or modification to the Manual. Those changes shall be reviewed by the Pastor and Church Council (Combined Board), and if accepted, presented to the church for approval at any regular or special business meeting.

# "EXPERIENCE THE JOURNEY"

## Pilgrim Journey Baptist Church

7204 Bethlehem Rd.  
Henrico, VA 23228

(804) 672-9319  
[www.pjbcrichmond.org](http://www.pjbcrichmond.org)



Greetings Members of Pilgrim Journey, present and future:

The document that follows serves as a light onto your pathway, and a lamp unto your feet. It will provide the lenses for which we will assess our contribution to the work of the Kingdom and measure our commitment to be a church “Living Together in Love”. The motto that grounds us so that we may continue to strive to be an unusual and provocative congregation who finds favor with God while being a blessing to the community.

Always look forward to new ways in which God will manifest both goodness and glory to us. May we always be a congregation the Holy Spirit visits and whose presence is strongly felt.

It is my great pleasure to serve the people here at Pilgrim Journey.

In Christian Love,

Rev. Dr. Angelo V. Chatmon  
Pastor

## CHURCH HISTORY

The initial idea of the Pilgrim Journey Baptist Church originated in 1887 when a group of neighbors affiliated with the Elijah Community Hall began to meet occasionally for the purpose of Sunday school and extensive Bible study. The sessions were led by Rev. John Burton and Rev. Sherman Morse and included such memorable workers as James Garner, Phillip Pondexter, Randall Burrell, Lizzie Burrell, Lucy Burrell, and Martha Burrell.

The building of the church was motivated by Randell Burrell. This small group of people with a deep desire and strong aspirations laid the ground work for what was to become the Pilgrim Journey Baptist Church. The church was erected on a parcel of land donated to the group by Elijah Hall. The land was located next to Elijah Hall. Church services were held in Elijah Hall while the work continued on the church.

**During the period of time, approximately 1887 – 1892**, weekly literacy meetings targeted illiterate African-Americans. The focus was exclusively on the improvement of reading and writing skills. In 1891 the initial **Sunday School Program was implemented (1891 – Present)**. The program was held both before and after the service to help children develop basic literacy skills. Also, meals were delivered to the sick and shut-ins.

In 1892, construction of the new church was completed. The name Pilgrim Journey Baptist Church was adopted, an off-spring of the name of the community it was to serve. It called its first pastor, the Rev. Andrew Jackson and appointed its first Deacon Board, composed of: Randall Burrell, James Garner, Phillip Poindexter, and Baylor Winston. The pastor, deacons and a few members turned to the community and surrounding areas seeking membership as the community's spiritual needs grew. In an era of limited transportation, the proximity of the church to the community made it possible for greater participation in church activities.

Blacks were significant to the labor market during the 1800's; however, any African Americans had little to no transportation. Segregation was at its peak, therefore, streetcars were not a viable mode of transportation for blacks in the Richmond area. Fortunately a group called the Traveling Pilgrims would shuttle workers to work to keep them from facing discrimination on the public transportation system. The only cost to the community was gas fare. Members met at the church and the shuttle went out every hour on the hour.



**From 1906 – 1915, Employment Workshops were held at the church.** Members team up with the Virginia Normal School to implement night classes at the church for working adults once a week to become more literate.

In 1911, the Rev. Nelson McCargo was called to Pilgrim Journey. Rev. McCargo is remembered for his strong youth program. During Rev. McCargo's pastorate, the late Madams Clara Coleman and Lucy Coleman were converted and baptized.

In 1914, following the services of Rev. McCargo, the church selected the Rev. John E. Fountain to be the Shepard of the church. Reve. Fountain was the pastor of Pilgrim Journey for 40 years. Pilgrim expanded in membership and mission during his tenure. Rev. Fountain was such a dynamic deliverer of God's word that he would preach at First Union Baptist Church early on Sunday morning, then drive out to a waiting congregation at Pilgrim. Church lasted for hours. During this time the church was blessed as four of its sons were called into the ministry. They were the Rev. Joseph N. Robinson, Dr. Maryland T. Fleming, Sr., Benjamin T. Starke, deceased and Rev. Emmett Fleming, Sr.

**From about 1919-1923, Voter Registration** became an integral part of the church population. Members from Pilgrim attended the local National Association for the Advancement of Colored People (NAACP) meetings. In efforts to help John Mitchell, Jr. (the only black person on the 1921 gubernatorial ticket) win, Pilgrim members initiated a series of voter awareness campaigns at the church. Members were tasked to go out into the community and increase awareness "of the black man on the ballot". Research suggests that members put their lives on the line to increase awareness of the importance of voting.

Pilgrim Journey experienced the first of two devastating fires in 1923. The entire building and all records were destroyed. This disaster strengthened an already united membership, and with faith in the Almighty God, cooperation of Rev. Fountain and a hard working congregation, the Pilgrim Journey Baptist Church was rebuilt in 1925. The history of this church would not be complete without mentioning the name of the late Mrs. Emma W. Diggs. She was responsible for numerous Christian programs and was well-known as a Christian lady in the church and community. She donated the money for the first radiator heating system used in Pilgrim Journey in the 1940's. Mrs. Diggs served Pilgrim Journey as President of the Ladies Auxiliary Usher Board, and as a Missionary for many years until failing health prevented her participation. She died in 1957. Mrs. Diggs was the grandmother of Mrs. Alice Winston, Mrs. Alberta Brooks, Mrs. Clara Powell, Mrs. Blanche Willis, and Mr. Archie Willis, presently members of this branch of Zion.

Rev. Earnest C. Fogle accepted the pastorate of Pilgrim Journey in 1954. He served the church and community well for nine years. During Rev. Fogle's tenure, disaster again struck Pilgrim Journey. On March 20, 1960, the church was for the second time in its history, completely destroyed by fire. While the remains were still smoldering, the members met for worship and voted unanimously to rebuild. That day the members were reminded that the church is not the building, but it is made up of a certain kind of people.

In appreciation of long years of service to his church and community, Deacon Fleming was honored by his fellow deacons. Thereby, he became the first deacon honored for service rendered over a lifetime. Many of the deacons sponsoring this service also received this honor in succeeding years. By April 1955, Deacon Horace, as he was respectfully addressed, had served 32 years as Sunday School Superintendent and teacher, 34 years as Deacon, 25 years as Treasurer, 20 years as Church Sexton and sang lead in the choir. He also served as a Sunday School and Community Counselor. A chorus was named in his memory, "The H. H. Fleming Memorial Chorus". This chorus served faithfully every 3<sup>rd</sup> Sunday, 1964 – 1989.

In October 1961, groundbreaking service was held. Services were held at neighboring churches and then at the Union Public School, while the church was being rebuilt. The new church building was completed in June 1962. Rev. Benjamin Starke led the congregation in dedicatory services of the new church building on July 1, 1962. A humble and grateful congregation praised God for his generosity.

Rev. James I. Brooks became the next pastor of Pilgrim Journey in September 1963. Rev. Brooks' program stressed salvation through preaching, teaching, mission and education. He was dedicated toward saving souls. The church made great strides under the leadership of Rev. Brooks.

On May 26, 1968, Rev. King of Gravel Hill Baptist Church spoke at the Mortgage burning service. The burning of the mortgage was conducted by Miss Pheola Epps and the late Deacon James Winston. In this same year, Rev. Leroy Jones became the shepherd for the Pilgrim Journey flock. He was officially installed on June 30, 1968. Along with our new pastor, we welcomed First Lady Mrs. Theo Jones and their two sons, Michael and Anthony Jones.

Under Rev. Jones' untiring and urging leadership, the church has progressed spiritually and financially. Rev. Jones stressed Bible study, missions and education.

Two sons and one daughter of PJBC accepted the call to the gospel ministry during the early years of Rev. Jones' ministry. They are Dr. Ralph Henley, Rev. Gerald Fleming and Evangelist Ethel Green.

For several years, there were only seven deacons; but as the membership grew and sickness and death invaded the board, the constitution was changed from seven to nine. In 1976, there were only five deacons on the board and four more deacons were ordained on June 12, 1977. The board functioned with nine deacons on the board for 12 years.

The church began to experience problems associated with this change. Thefts and vandalism of the church property began to occur and traffic congestion made entrance and exiting difficult. After much study and prayer, the congregation voted to relocate the Pilgrim Journey Baptist Church from West Broad Street.

In 1983, just prior to leaving the old sanctuary, the Church established a committee who worked along with members and developed an organizational flow chart based on the Church's constitution, by-laws, current functioning organizations and activities. The committee consisted of Rev. Leroy Jones, Deaconess Pauline Campbell, Deacon Robert Campbell, Thomas Kenney, James Thompson and Tyrone Bailey, Co-coordinator. Before entering the new sanctuary, the Church accepted the established "Organizational Flowchart" which is currently used.

The Trustee Board, which consisted of Chairman Thomas Kenney, Charlie Chamberlayne, Tyrone Kenney, James Thompson and John R. Valentine, Sr. was authorized to begin a search for a parcel of land large enough on which to build a church. The Trustees were also instructed to locate a buyer for the Broad Street property.

A parcel of land was located in the 7200 block of Bethlehem Road. The congregation voted to purchase the land and to sell the Broad Street property to Richmond Hotel Developers Unlimited. The congregation further agreed to have the remains of those who had passed on to Glory removed from the church graveyard and re-interred at Rose Lawn Memorial Gardens Cemetery in Hanover County, Virginia.

In spite of heavy hearts, yet with great anticipation and thankfulness, Rev. Jones led the congregation in the final morning worship service at 7009 West Broad on December 2, 1984. Immediately after the morning service, the congregation traveled to its new church location on Bethlehem Road for the Groundbreaking Service. The oldest member in attendance was the late Mrs. Clara Coleman and the youngest member was Jamal Cooper.

The beginning of the next phase in the history of Pilgrim Journey Baptist Church commence on December 9, 1984. Services were held at the Masonic Lodge on Callison Drive in Glen Allen, Virginia while construction took place on the new church building.

On July 13 1985, the cornerstone laying service for the new building was conducted at the Limelight Lodge #301 with Ralph Christian, Sr. as Worshipful Master.

December 15, 1985, Rev. Leroy Jones assisted by Thomas Kenney led in the ribbon cutting ceremony and led the congregation into its new home at 7204 Bethlehem Road for the first morning service. The dedication service was held in March 1986 by a grateful people who thanked God for another miracle.

During this time frame, Wilma Harris and Zeke Robinson were the first to wed in the new church.

The congregation voted to purchase the land adjacent to the church for future expansion. A committee, spearheaded by Deacon Florence Harris, was organized to plan for the purchase of the land. The land was purchased for \$85,000 and paid for in less than five years.

As the Church initially settled in the new sanctuary, the Sunday school program and education activities for youth and adults were vibrant. The vision of improving education for the youth was in the forefront of the members.

The untimely death of Marshall Gilbert Johnson, member of PJBC and brother of trustee Delores Dickerson-Wood, devastated the entire community. He was an active member, educator, and musician. He was killed in a car crash on his way to the University of Virginia, seeking his doctorate in Education Administration.

Once the initial shock of his loss subsided, Dr. Emmett Fleming, a childhood friend of Marshall's, generated the first \$100 to establish a scholarship in Marshall's honor. Each year the scholarship committee sponsors fund raisers for scholarships. At the

same time, a banquet is held in honor of Rev. Dr. Maryland Taft Fleming, one of our renowned sons of the church to commemorate his accomplishments.

The congregation continued to grow in Grace and attendance. In 1989 Pilgrim Journey appointed its first Assistant Pastor, Rev. Darrell Williams. The church was further blessed with the following associate ministers: Rev. Major Coles, Rev. Jess Rufus, Rev. Derrick Jones, Rev. Mary Jackson. Rev. Craig Ester, Rev. Victor Williams, Rev. S. Janine Hyman, Rev. Sharone Davis, Rev. Dwight Shanklin, Rev. Elijah Thornton and Rev. Britt Starghill (deceased 2016).

In 1991, we reached a milestone in our history: this was Pilgrim Journey's centennial and we celebrated 100 years of being established and being the beneficiaries of God's Grace and Mercy. The church family spent the year praising God's goodness and rejoicing. As the Church transitioned from the Limelight Lodge #301, in the 1990's, the following Deacons were selected and ordained in this order: Major Coles and Kevin Fleming; Tyrone Bailey, Theodore Burrell, Sr., Anthony Jones; James Cabiness, James Thompson, Cornelius Waddey and Ralph Fleming.

In the year of 1995 Deacon Florence Harris chaired "Project 2000" to raise funds for the expansion of the church by adding a fellowship hall. This committee was later named "Building for the Future".

In June of 1997 Rev. Leroy Jones announced his retirement after having served for 29 years. Rev. Jones was a faithful and very dedicated servant of God. Rev. Jones' theme in life was "You are not completely dressed without a smile". Also, during his time of service, he coined the **church's motto** – "Living Together in Love."

The Tape Ministry was introduced under Rev. Jones – Tyrone Bailey, Sandra Basil, Rose Fauntleroy and Gladys Thompson. Technology was initiated by Tyrone Bailey with Rev. Jones.

September of 1997 Dr. Harold Braxton became the interim minister. During Dr. Braxton's tenure Lamont Gooding accepted the call into the ministry.

May 1999, the Rev. Angelo Virtus Chatmon accepted the position as the 7<sup>th</sup> Pastor of the Pilgrim Journey Baptist Church (PJBC). Joining Pastor Chatmon is his wife – Sheila, daughter – Nora, and son – Malachi. The installation service for Pastor Chatmon was held at Virginia Union University. In June of the same year, pastor married Dina Coles and Joe Smith, his first after becoming our new pastor.

Under Rev. Chatmon's leadership (1999 – Present):

- Adopted the Pilgrim Journey Invocation
- Developed mission statement (read during service)
- Mrs. Bessie Brent and Mrs. Shirley Knight were installed as deaconess
- Mrs. Kate Starke was reinstated as a deaconess
- Deacon John Ballard was voted in by the church to join the Deacon Board
- Deacon Ruth Ballard was the first female deacon – acknowledged by Pastor Chatmon
- In December 2000, The Deaconess were ordained as deacons: Bessie Brent, Florence Harris, Julia Hopkins, Renee Jones, Shirley Knight, Kate Starke, Phyllis Waddey, Joyce Williams, Lillian Wooten, and Bessie Henley. During the same period, Florestine M. Johnson and Mary Madu were installed as Trustees.
- Evangelism and Public Ministry initiated with Rev. Kenneth Myrik as facilitator
- Health Ministry orchestrated by Rev. Greg Howard
- The first newsletter “The Vision” was published with Jackie Lightfoot and Jennifer Snead as reporters and editors
- Elm Tree Group (Seniors meeting mid-week) established
- Praise Dance ministries: Elements of Praise and Movements of Praise
- 2007 adopted CARITAS ministry directed by Associate Rev. Robert Hill
- Wednesday night Bible study taught by Rev. Chatmon with Prayer and Praise led by Associate Rev. Cora Felder
- Thursday night Women’s Bible study led by Associate Rev. Jacquelyn Lightfoot
- Kingdom Couples Ministry led by Mrs. Sheila Chatmon
- Purchase of several pieces of land from the Nigel Cooper and Mattie White families
- Security Ministry – orchestrated by Carl Doggett
- Nursery Ministry
- Computer Training Classes – started by Mrs. Sheila Chatmon
- Expansion of Tape Ministry – Joe Smith
- Technology Committee – Expanded with Joe Smith

- 2012 – Pastor Chatmon created the Strategic Planning Committee – led by Jennifer Snead; current Chairperson is Robert Hickson. The initial committee consisted of:

➤ Jennifer Snead	Jackie Howie
➤ Jackie Tuppane	Lana Agostini
➤ Debbie Winston	Tiffany Helber
➤ Elaine Pleasant	Barbara Smothers
➤ Ronita Wilson	Ellen Green
➤ Cornelius Waddey	Joe Smith
➤ Kevin Dunn	Rev. Angelo Chatmon

- Wednesday mid-day Bible study led by Associate Rev. Renee Jones.
- Social Justice Action Committee led by Barbara Crump
- Combined Board meeting re-instituted (2016)
- **Congregational Welcome:** We're so glad you came. Because of your presence, this service won't be the same. We invite you to Sing, Clap, Praise, Worship, and be free. Visitors....WELCOME TO THE JOURNEY!
- **Congregational Offertory Prayer:** Lord receive our gifts for the up building of thy Kingdom and mission on the journey.
- Selection of Mother of the Year (annually in May)
- Selection of Father of the Year (annually in June)
- Baptizing performed quarterly
- Praise and Worship from 9:45 – 10:00 a.m. on 1<sup>st</sup> and 2<sup>nd</sup> Sundays of each month conducted by Sister Barbara Smith
- 2013 – The Disciples of Praise – orchestrated by Wanda Tiller and other members provided praise and worship opportunities prior to 10:00 a.m. church service on 3<sup>rd</sup> and 4<sup>th</sup> Sundays; responsible for 5<sup>th</sup> Sunday music during regular church service
- Late 2015 to 2018, praise and worship prior to morning service is provided by Joyce Holmes Harris Memorial Praise and Worship Group led by Sister Kim Baker and others.
- In 2015 Thomas Williams, the grandson of Rev. Julia Hopkins and son of Deacon Joyce Williams was licensed into the ministry by Pastor Chatmon; also Rev. Vivian Kinney and Rev. Renee Jones (wife of Deacon Anthony Jones)
- Several scholarships established to assist students seeking education beyond high school. Students can apply for assistance from:
  - Marshall Johnson (member of PJBC and brother of trustee Delores Dickerson-Wood) was an active member, educator, and musician who was killed in a car crash on his way to the University of Virginia seeking his doctorate in Administration. The actual scholarship was started

because of Marshall's interest in education by his closet childhood friend, Dr. Emmett Fleming. Each year the scholarship committee sponsors fund raisers for scholarships. At the same time, a banquet is held in honor of Rev. Dr. Maryland Taft Fleming, one of our renowned sons of the church to commemorate his accomplishments.

- The Thomas Kenney Scholarship was started with contributions of approximately \$50,000 from Mr. Kenney himself. Scholarships are awarded based on interest accrued during the year. Mr. Kenney has been very supportive of children seeking higher education.
- The LeRoy Jones Scholarship is supported by programs, contributions/funds raised by Mrs. Albert Brooks and Rev. Renee and Deacon Anthony Jones in honor of the late Rev. LeRoy Jones.
- The Benjamin Lambert Scholarship was a result of Benjamin Lambert's membership at PJBC; however, this scholarship has been discontinued since his death.
- The Tuckahoe Baptist Association offers scholarships to our students who apply because of our participation in the association.

On June 24, 2001 Judy Pollard was the first female licensed to the ministry. This was the beginning of many: Sisters Linda Gresham, Shaniqua Jones, Jacquelyn Lightfoot, Julia Hopkins, and Jenee' Gilchrist. Brothers Justin House, George Jordan, and Robert Hill were also licensed into the ministry. Rev. Linda Gresham, Rev. Lamont Gooding, Rev. Justin House, Rev Greg Howard, Rev. Jacquelyn Lightfoot, Rev. Antoine Britt, Rev. Marquita Burton, and Rev. Timothy Jones have been Ordained.

In 2006, Sisters Minta Brown, LaVerne Coles, Nichelle Cooper and Pamela Knight were ordained as Deacons. In 2015 Brothers Kevin Dunn and Clarence Felder have been ordained as Deacons and are active participants of the board.

As of our 125<sup>th</sup> year celebration, veteran board members include: Bessie Henley, Kate Starke, Joyce Williams, Preston Anderson, Tyrone Bailey, Phyllis Waddey, Anthony Jones, Shirley Knight, and Bessie Brent making a total of 14 PJBC Deacon Board members.

Regular occurring events include:

- Black History Month activities (February)
- Youth Revival – February of each year
- Friends & Family Day – 3rd Sunday in March
- Pastor's birthday – April 23<sup>rd</sup>



- Pastor's Anniversary – 1st Sunday in May
- Women's Day – 3rd Sunday in May
- Vacation Bible School – June of each year
- Education Sunday – 1<sup>st</sup> Sunday in June of each year
- Revival Services – 2<sup>nd</sup> week in July
- Back-to-school supplies collected and distributed to K-12 students (August)
- Men's Day – 2nd Sunday in September
- Deacon and Trustee Day – 2nd Sunday in October
- Church Anniversary – 3<sup>rd</sup> Sunday in October
- Church meeting – every quarter
- Missionary Circle is celebrated every 5<sup>th</sup> Sunday of the year
- Youth Choir Rehearsal – Saturday before the 1<sup>st</sup> Sunday
- Youth Sunday – 1<sup>st</sup> Sunday of each month
- Men's Choir rehearsal – Thursday before the 2<sup>nd</sup> Sunday of each month
- Men's choir responsible for 2<sup>nd</sup> Sunday worship music
- Mass Sanctuary Choir – responsible for service 3<sup>rd</sup> & 4<sup>th</sup> Sundays of each month
- Mass Sanctuary Choir – rehearsal every Tuesday night
- Late 2015 the Disciples of Praise had a name change to "The Joyce Harris Memorial Disciples of Praise" under the direction of Sister Kim Baker.
- For many years members have been expected and encouraged to participate in the NAACP. Dues related to this membership usually are collected by Deacon Ralph Fleming; however, because of his absence, one of our junior members, Brandon Rosado, took on the responsibility until 2019. Effective 2022, the responsibility for collecting is done by Deacon Minta Brown.
- Contributions to Lott Carey
- Contributions to Virginia Union University
- Contributions to Baptist Children's Home
- Missionary Circle sponsors Haiti children, sick & shut-in
- Strategic Planning Committee - Strategic Planning is a review and planning process that is undertaken to make thoughtful decisions about the church's future in order to ensure its success. It involves clearly defining the church's mission and an assessment of its current state and landscape. Strategic planning also requires a well thought out plan for how to properly allocate time, human capital and financial resources.

## **ARTICLES OF FAITH**

### **I. The Scriptures.**

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

### **II. The True God.**

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

### **III. The Fall of Man.**

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

### **IV. The Way of Salvation.**

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

### **V. Justification.**

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done,

but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

## **VI. The Freeness of Salvation.**

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

## **VII. Regeneration.**

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

## **VIII. Repentance and Faith.**

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest and king, and relying on him alone as the only and all-sufficient Savior.

## **IX. God's Purpose of Grace.**

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

## **X. Sanctification.**

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

## **XI. Perseverance of the Saints.**

We believe the Scriptures teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

## **XII. The Law and Gospel.**

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

## **XIII. A Gospel Church.**

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the ordinances of Christ; governed by his laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, and Deacons whose Qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

## **XIV. Baptism and the Lord's Supper.**

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to

commemorate together the dying love of Christ; preceded always by solemn self-examination.

#### **XV. The Christian Sabbath.**

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of God.

#### **XVI. Civil Government.**

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the Kings of the earth.

#### **XVII. Righteous and Wicked.**

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death.

#### **XVIII. The World to Come.**

We believe the Scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

### **CHURCH MOTTO**

“Living Together in Love”

## **MISSION STATEMENT**

We are established for the purposes of Christian education and spiritual development: spreading the word of God through evangelism and public ministry; empowering the fellowship through worship.

## **VISION STATEMENT**

Living together in love and faith while extending God's promise through spiritual development, education, service, and fellowship.

## **PRINCIPLES**

Composed of a group of collectives that define our self-identity, activity, and spirituality as a congregation. These collectives provide the congregation anatomy and strategies for how we proceed in ministry in the world.

- A Collective Consciousness
- A Collective Spirit
- A Collective Nature
- A Collective Faith
- A Collective Love
- A Collective Trust
- A Collective Mission
- A Collective Objective
- A Collective Optimism
- A Collective Peace
- A Collective Virtue
- A Collective Future

## **CHURCH DOCTRINE – (original taken from church constitution)**

The aim of the Pilgrim Journey Baptist Church is in accordance with the Holy Scriptures, and undergirded by the Articles of Faith.

## CHURCH ORDINANCES

**Baptism.** Baptism symbolizes the death, burial and resurrection of Jesus that has made possible our salvation. Baptism also symbolizes that a person through faith in Christ has passed from death to life and that this person has identified with Christ's death and resurrection (Romans 6:3-5; Colossians 2:12).

Only the total immersion of a person in water adequately symbolizes this death, burial and resurrection.

Deacons enrich the experience of baptism for both the baptismal candidates and the congregation by assisting the Pastor and the candidates in preparing for the ordinance. General responsibilities include:

1. Ensure that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
2. Assist the Pastor in designating the proper order of candidates when there are multiple persons to be baptized.
3. Assist the candidates into and out of the pool and arrange to give as much privacy as possible.
4. Assign Deacons to assist candidates in dressing rooms to ensure appropriate baptismal attire is available. If needed, Deacons will provide appropriate baptismal attire. Deacons will remain in the area until all candidates are dressed and ready for service.
5. Launder used church baptismal items and return to storage.

**Communion.** The Lord's Supper should be celebrated frequently by the assembled church (1 Cor. 11:26). While this is a most holy ordinance and should be observed with solemnity and dignity, the bread and the cup of the Supper are symbols of the broken body and the shed blood of our Lord Jesus Christ. In order to maintain the purity of this ordinance, the Deacons will faithfully seek to ensure that believers are admitted to the Table. The Lord's Supper is celebrated by the church no less than once every month.

Deacons are responsible for preparing for communion service and assisting the Pastor with serving the congregation.

## CHURCH ASSOCIATION & COUNCIL AFFILIATIONS

Pilgrim Journey Baptist Church is directly or indirectly affiliated with the following:

Lott Cary Foreign Mission Board  
Virginia Union University  
Tuckahoe Baptist Association  
Henrico Minister's Conference  
Baptist General Convention  
Deacon's Conference of Richmond and Vicinity Women's Auxiliary & Youth  
Department  
National Baptist Deacon's Convention  
Virginia State Deacon's Convention  
NAACP (National Association for the Advancement of Colored People)  
CARITAS (Congregations Around Richmond Involved to Assure Shelter)

## **WORSHIP SCHEDULE**

- Sunday School 9:00 – 9:45 AM
- Worship Service Every Sunday 10:00 AM
- Communion Fourth Sunday
- Elm Tree Bible Study - Wednesday 11 AM
- Prayer & Praise - Wednesday 6:15 PM
- Bible Study - Wednesday 7:00 PM
- Men's Ministry Fellowship – Third Saturday each month 11:00 AM
- Women's Bible Study - Thursday 7 PM

**NOTE: Notifications of cancellations of services/activities due to inclement weather will be on local TV channels and a message on PJBC One Call message system and Facebook.**

## **ANNUAL DESIGNATED SPECIAL PROGRAM DATES**

- 3<sup>rd</sup> Sunday in March – Family & Friends Day
- Easter Sunday – Sunrise Service & Regular Morning Service
- 1<sup>st</sup> Sunday in May – Pastor's Anniversary
- 2<sup>nd</sup> Sunday in May – Mother's Day
- 3<sup>rd</sup> Sunday in May – Women's Day
- 3<sup>rd</sup> Sunday in June – Father's Day
- 2<sup>nd</sup> Sunday in July – Homecoming/Revival
- 2<sup>nd</sup> Sunday in September – Men's Day
- 3<sup>rd</sup> Sunday in October – Church Anniversary
- 2<sup>nd</sup> Sunday in November – Deacon/Trustee Day



- 3<sup>rd</sup> Sunday in November – Harvest Sunday
- Hanging of the Greens – Sunday immediately following Thanksgiving
- 2<sup>nd</sup> Sunday in December – Installation Service
- December 31 – New Year’s Eve Service (rotate with sister churches)

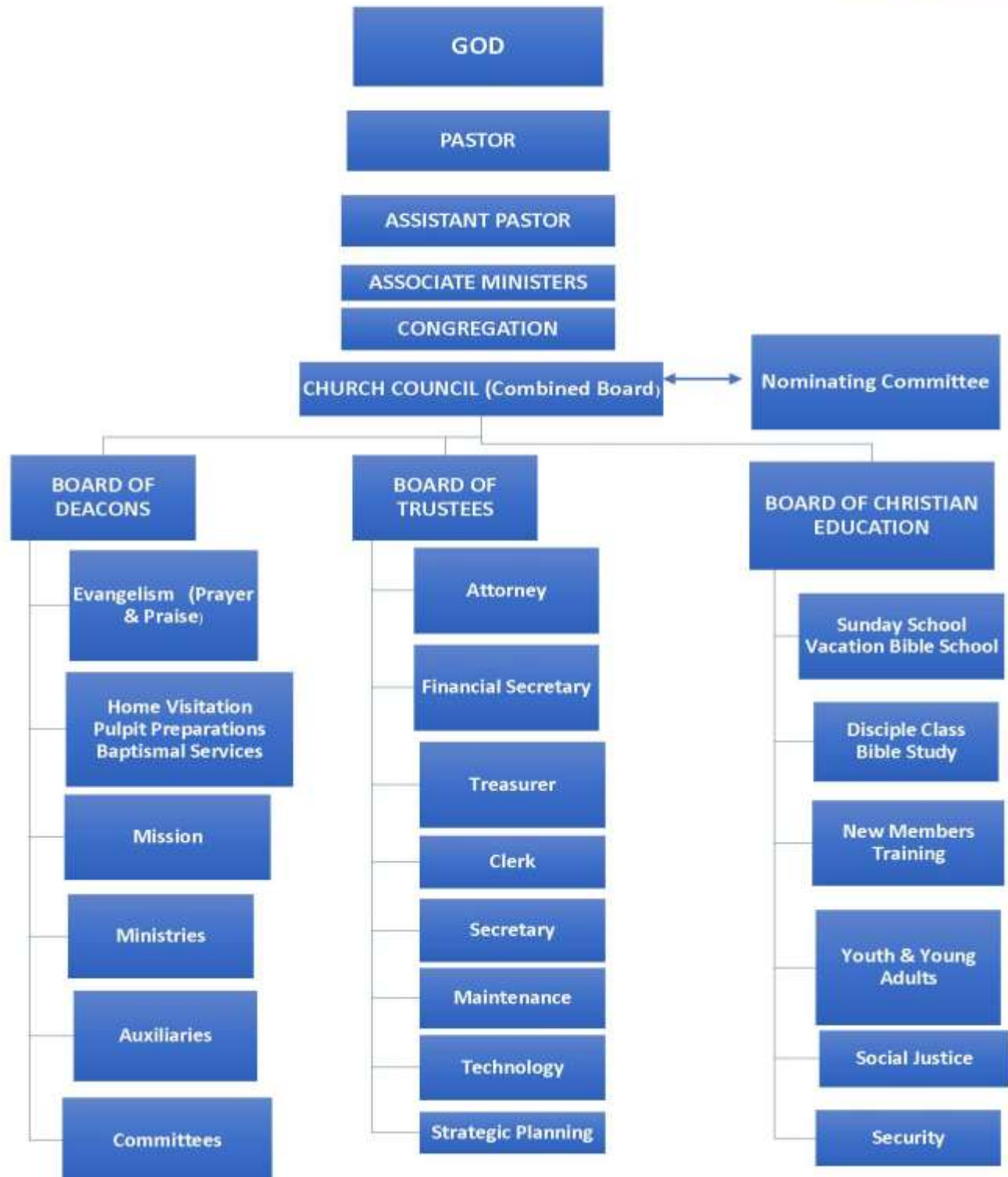
## **CHURCH MEETING SCHEDULE**

Church meetings are held the second Monday night of each quarter (January, April, July, October) at 7:00 p.m. at the church unless a change is needed based on extenuating circumstances. At these meetings church business is conducted and ministries, auxiliaries, committees provide reports of their activities. Special meetings are called as needed, with a minimum of two weeks prior notice.

Combined Board meetings are held the 2nd Monday (December, March, June, September). Committees should bring recommendations, suggestions, etc. for discussion and consideration to bring before the congregation at quarterly church meetings.

**PILGRIM JOURNEY BAPTIST CHURCH**  
**7204 BETHLEHEM ROAD, HENRICO, VA 23228**  
**(804) 672-9319**

Website: [www.pjbcrichmond.org](http://www.pjbcrichmond.org) Email: [pjbcrrva@gmail.com](mailto:pjbcrrva@gmail.com)



## **CHURCH OFFICERS**

### **Pastor**

The Pastor serves as the spiritual shepherd of PJBC. He/She is primarily responsible for encouraging the spiritual life of the congregation through the pulpit ministry and pastoral leadership. He/She is expected to support Sunday School, prayer services, bible study, and all other ministries of the church.

The Pastor:

- Is a servant-leader and offers spiritual guidance and direction to the church. The Pastor, through pastoral counseling, is expected to mediate and counsel disagreements between parties within the church when necessary. Regular office hours will be scheduled and posted at the Pastor's discretion.
- Is responsible for the worship ministry of PJBC and works with the Assist and Pastor and Associate Ministers. He/She works collaboratively with ministerial staff in helping the congregation grow in spiritual maturity.
- Is responsible for the pastoral ministry of the church. He/She seeks to be informed of needs meriting pastoral response and systematically visits the sick and shut-in members of the church. The Pastor is available for counseling at the request of church members. He/She also informs the congregation of significant needs and concerns within the church family.
- Shall attend meetings of the Combined Board, and provide concise communication/direction to congregation in a timely manner. He/She has the right to attend any meeting of any organization in the church and to provide leadership to any and all organizations of the church.
- Serves as Moderator for all church meetings. He/She supervises workshops for church leaders and ministers and establishes seminars for various organizations or appoints a designee or a staff member.
- Works with the Assistant Pastor to prepare ministerial quarterly reports for presentation at church meetings.
- Is available to conduct wedding ceremonies and funerals at the invitation of the membership.

- Represents the church in a positive manner throughout the community, denomination affiliations and conventions.
- Assists the congregation in the development and implementation of ongoing goals and strategies for the spiritual formation of the church.
- Works with Assistant Pastor to regularly schedule and attend ministerial staff meetings to coordinate assignments of pastoral duties/specific responsibilities such as worship services, special services, and administrative planning/coordination and providing information for special activities.

## **ASSISTANT PASTOR**

The Assistant Pastor is licensed and ordained and will report to and serve under the direction and supervision of the Senior Pastor. The Assistant Pastor is the right-hand to the Pastor and provides support and assistance with all aspects of ministry, from preaching and teaching to counseling and other pastoral duties. The Assistant Pastor offers services when the Senior Pastor is out of town, on business, or on vacation.

## **DUTIES**

- Collaboratively work with the Senior Pastor in helping the congregation grow in spiritual maturity and helps the Senior Pastor in getting the work done efficiently and quickly.
- Support (own and cooperate with) the vision and direction of the Senior Pastor.
- Work with Senior Pastor to prepare and present reports on behalf of the ministerial team at quarterly church meetings.
- Preach/teach in the Worship Service as assigned by the Senior Pastor.
- Assist the Senior Pastor in training and equipping Ministerial staff and leaders of the church.
- Coordinate regularly scheduled meetings with Senior Pastor and Associate Ministers to plan activities, discuss ideas/suggestions/concerns, and assign duties for Worship Services.
- Actively contribute to and share in the fellowship of the associate ministry team.
- Seek and take advantage of opportunities for self-development (i.e. training, workshops, conferences).

- Lead Bible Study and/or Sunday School classes.
- Speak at scheduled times as determined by you and/or the Senior Pastor.
- Officiate at weddings and funerals upon request.
- Conducts Communion as Senior Pastor determines.
- Coordinate and plan for baptisms.
- Participate in evangelism efforts through preaching and giving invitations during worship services, revival or other special services as directed by Senior Pastor or in his/her absence.
- Represent the church at appropriate external events.
- Perform other duties needed as assigned by the Senior Pastor.

### **Associate Ministers**

Associate Ministers serve to extend, strengthen, and facilitate the ministry of PJBC by sharing the pastoral ministry of the church with specific responsibilities. They will assist in the worship ministry, visitation, and general Christian education.

Associate Ministers will assist the Pastor in the coordination of any church activities and ministries as needed. General responsibilities include:

- Assists any areas of the church's program ministry as needed (i.e. vacation bible school, weekly prayer service, Sunday School, etc.).
- Assume pastoral leadership in the absence of the Pastor and Assistant Pastor.
- Share the worship ministry as requested by the Pastor.
- Visit the hospitalized, shut-ins, and prospective members as directed by the Pastor.
- Be available to the membership as counselor.
- Attendance at and participation in all regularly scheduled worship services, church events (Sunday School, evening services and programs, revival, workshops, bible study, prayer service, etc.).
- Attend regularly scheduled ministerial staff meetings.
- Lead Bible Study, Sunday School, and vacation Bible school classes as assigned.
- Support and assist with facilitating plans for ministry and church growth.
- Participate in training and development opportunities.
- Represent the church at external events.
- Engage in and plan community outreach.
- Collaborate with Deacons in teaching new member training.

## **DEACONS**

In accordance with the meaning of the word and the practice of the New Testament, Deacons are to be servants of the church. The tasks of the Deacon are:

- To serve with the Pastor and staff in performing pastoral ministries tasks
- Proclaim the gospel to believers and unbelievers
- Care for church members and others in the community (i.e. prayer, assist/visit the sick and needy)
- Lead the church to engage in a fellowship of worship, witness, education, and ministry
- Build Christian fellowship among church members
- Serve as a Christian spiritual leader
- In the absence of the Pastor and ministerial staff, responsible for conducting devotional meetings, church services, and other ordinances.
- In counsel with the Pastor, gain understanding in order to exercise oversight of the discipline and welfare. Serve as a council of advice and conference in all matters pertaining to work of the church.
- With the Pastor and the ministerial staff, work to consider and formulate plans for the constant effort and progress of the church in all things pertaining to evangelism, the development of Christians, and the extension and growth of the Kingdom of God.
- Assist in serving the Lord's Supper in regular and special worship services, and to church members who are homebound, in nursing homes, or similar facilities.
- Make every effort to attend all church/worship services and activities, programs, Sunday School, bible studies, and vacation bible school.
- Collaborate with Associate Ministers in teaching new members training.

## **TRUSTEES**

Trustees shall manage the legal affairs of the church. They shall have power to buy, sell, mortgage, lease or transfer church property by a specific vote of the church authorizing such action. The Trustees are also responsible for all insurance policies of the church and any staff insurance issues.

The Chairperson of Trustees shall execute all legal papers by order of the church and perform such other duties as may be prescribed by the church.

The Trustees shall provide the church and its leadership with assurance that all funds have been handled according to the instruction of the church, and under the recommendation of the Finance Committee.

Trustees shall:

- Provide the church and its leadership with assurance that all funds have been handled according to the instruction of the church.
- Along with the Finance Committee, be responsible for developing a church budget to ensure that expenditures are within the established financial limits.
- Accurately counting church contributions (Sunday School, worship service, special services, etc.)
- Take care of church property in trust such as:
  - (1) real estate
  - (2) cash
  - (3) stocks and bonds
  - (4) deeds and titles
  - (5) bank notes
  - (6) personal property (building, grounds, furnishing, etc.)
  - (7) major purchases for the general church
  - (8) review contracts and make recommendations for paid personnel based on results of performance evaluations reviewed with personnel
- Be responsible for maintenance and upkeep of church property and manage matters related to the administration of the building and grounds.
- A Trustee must be available on-site for all activities/services/events at the church.
- Meet on a regular basis to discuss financial affairs/needs of the church and prepare written report of issues, concerns, and activities to present at quarterly church meetings.
- The trustees should hold themselves bound by every consideration of morality and honor to carry out the wishes of the church and whatever technical rights, civil laws, and the decisions of courts may give them in certain emergencies.
- Make every effort to attend all church/worship services and activities, programs, Sunday School, bible studies, and vacation bible school.
- Ensure a representative attends Combined Board meetings.

## **FINANCIAL SECRETARY**

General responsibilities include:

- Make reports to the church in business meetings.
- Prepare annually a proposed budget and submit to the church for review at least one month prior to the regular annual business meetings.
- Accurately counting church contributions (Sunday School, worship service, special services)
- Maintain accurate records of income and expenditures.
- Work closely with all committee/ministry/auxiliary chairs regarding income/expenses for their respective line items.

## **TREASURER/ASSISTANT TREASURER**

General responsibilities include:

- Serve to promote the financial operations of the church.
- Prepare all financial documents for Federal, State, and County governments.
- Prepare financial records with Financial Secretary for annual audit.
  - Accurately counting church contributions (Sunday School, worship service, special services)
- Work closely with all committee/ministry/auxiliary chairs regarding income/expenses for their respective line items.

## **CHURCH STAFF**

### **Church Clerk/Assistant Church Clerk**

The Church Clerk serves PJBC by maintaining accurate records for the church and proceedings of all regular and special meetings of the church. General responsibilities include:

- Attend or be represented at all combined board and church business meetings. Have previous business meeting minutes readily available at all meetings.
- Prepare and maintain accurate meeting minutes and record of all other actions taken as required.
- Keep accurate record of all business transactions.
- Preserve all papers, valuable letters and records that belong to the church.
- Give legal notice of all meetings where such notice is necessary.
- Maintain an accurate roll of the church membership with dates and methods of admission and removal, change in name, correct mailing addresses, and other pertinent information.
- Coordinate scheduling of baby dedications with Pastor and parents.
- Prepare and present certificates for various occasions (membership, baptism, baby dedication, etc.).
- Prepare and mail letters to members for various reasons (sympathy, congratulations, get well, etc.).
- Make announcements to congregation during Sunday services.
- Distribute member offering envelopes.
- Serve on the Program Committee when needed for special events.
- Upon confirmation from Pastor, notify local TV stations of cancellations of services/activities due to inclement weather.



## **Sexton**

The Sexton is responsible for cleaning and maintaining the church and its facilities in order to provide a clean, comfortable, and worshipful atmosphere. General responsibilities include:

### **Sanctuary**

- Cleaning of the church sanctuary, vestibule, pulpit, and choir loft.
- Vacuuming, dusting
- Cleaning windowsills and door casings
- Sweeping and mopping where required
- Removal of all trash from the visitor cardholders and hymnbook area
- Hymnbooks and Bibles should be neatly arranged in racks
- Clean and stock restrooms in vestibule
- Unlock the sanctuary Sunday mornings and lock Sunday after all of the day's activities have been completed.
- Clean and disinfect the baptismal pool before and after each baptism takes place.

### **Fellowship Hall**

- Sweeping and mopping of floor
- Empty all trash cans, replacement of liners
- Clean windowsills
- Clean and stock restrooms in fellowship hall (toilets, sinks, floors, vanity, etc.)
- Buff floors when needed
- Set up and break down of tables and chairs for various activities

### **Offices/Classrooms**

- Sweeping and mopping of floor
- Empty all trash cans, replacement of liners
- Clean windowsills
- Buff floors when needed
- Dusting furniture, shelves, etc.

## **Church Secretary**

The Secretary:

- Must proficiently utilize all office equipment/software.
- Must have all documents proofread prior to distribution and/or posting.

- Prepare and complete Church bulletins no later than Wednesday each week and submitted to the Program Committee by Thursday at 9:00 a.m. The Program Committee will be responsible for resubmitting the bulletin with any corrections to the Secretary by Thursday at 6:00 p.m.
- Print bulletins for distribution.
- Responsible for maintaining a minimum of two ink cartridges (black and color) for printer at all times.
- Responsible for acknowledging and/or responding to all **voice messages and e-mails within 48 hours of receipt.**
- Ensure office is sufficiently stocked with office supplies.
- Must take inventory of supplies periodically and submit a list to the Trustees for the purchase.
- Notify Board of Trustees of malfunctioning equipment immediately and arrange for needed repairs.
- Shall maintain Pastor and church calendar.
- Coordinate scheduling of baby dedications with Pastor and parents.
- Plan calendar meeting twice per year to include the heads of all organizations, clerk and program chair (October and April). Calendars for upcoming year should be distributed by January and June.
- Send letters to visitors and new members as requested by the Pastor and Associate Ministers.
- Maintain **and update periodically** a roster of significant contacts to include names, addresses, phone numbers, email addresses (associations, churches, pastors, organizations, etc.)
- Inform Pastor and ministerial staff of a sickness and/or death in the church community as needed.

## **MINISTRIES/AUXILIARIES**

### **CARITAS**

The Mission of CARITAS (Congregations Around Richmond Involved to Assure Shelter) is to raise awareness and attain resources for our homeless shelter week as well as to give thanks to people who graciously devote their time to serving God and Christ through fellowship with the people who have fallen economically, socially, or spiritually.

The purpose of our CARITAS Ministry is to provide support to those in need in every meal, shower, program, or service provided, serving God every year to tear down the enemy that delights in the less fortunate, broken in spirit, destitute, hungry, or suffering. Christ lives in our hearts and in the world every day we serve others in his name!

### **Board of Christian Education**

The Board of Christian Education serves to extend, strengthen, and facility the ministry of PJBC by serving to promote the best methods of religious education and endeavor to adopt them in Sunday School, Vacation Bible School, Discipleship Classes, Children's Church, Bible Study, and Girl Scouts. The Board has general oversight of these programs and administers those affairs. The Board shall be acquainted with the best methods of religious education and church training and shall endeavor to adopt them.

The Board is responsible for selecting teachers, staff, and volunteers, and counseling them in the work of education, giving advice and receiving suggestions. The Board is also responsible to the church for planning, conducting, and evaluating the work of the aforesaid programs, looking to the pastors of the church for counsel and leadership.

The Board shall see that a full and accurate activity report is given at the regular business meetings of the church.

The Board prepares and submits annual budget requests to the Budget Committee. The Board also oversees the ordering of and distribution of curriculum and craft materials for all programs.

## **Evangelism Ministry**

The purpose of the Evangelism Ministry is to encourage, equip, and support those called by God to witness and serve in our church and community by going out to spread the good news of Jesus Christ, our Lord and Savior and receive people of all ages into the congregation so they might develop a relationship with God in Christian community and grow as Christian disciples. This ministry will also help people understand how their life is a tool for evangelism.

The Evangelism Ministry is responsible for:

- Implementing a visitation program for members that are inactive and sick and shut-in to distribute devotional materials.
- Actively sharing faith with those who don't know Christ.
- Provide ongoing evangelism training
- Lead and organize outreach programs and develop community outreach events
- Oversee the hospitality ministries for first time guests to ensure they return again.

## **Health Ministry**

The purpose of the Health Ministry is to provide educational programs to the congregation which promotes leadership and guidance in the areas of physical fitness, wellness, nutrition and healing. The duties and responsibilities may include, but are not limited to:

- Provide health education to members of all ages through newsletters/bulletin inserts, literature, workshops, classes, etc.
- Obtain qualified speakers for programs.
- Raise awareness of health-related issues.
- Offer health and wellness screenings, blood pressure checks, etc. in relation to the congregational needs.
- Arrange for emergency medical services during church services and on an as needed basis.
- Collaborate with other ministries, providing assistance and guidance as needed.
- Promote education to the congregation to increase their understanding of the physical as well as spiritual health.

## **Music Ministry**

The Music Ministry serves to extend, strengthen and facilitate the ministry of PJBC through music ministry. This ministry coordinates activities and is responsible for the church music program. It is responsible providing music for Sunday worship services, special music programs, revival and other special worship occasions. The Music Ministry consists of the following:

Dance – To glorify God through the ministry of dance.

- Movements of Praise Dance Ministry - Children ages 5-17; practice Fridays at 6:00 p.m.
- Elements of Praise Dance Ministry - Adults ages 18 and above; practice Mondays at 7:00 p.m.

Choirs - To uplift the name of the Lord Jesus Christ through songs that encourage, inspire, motivate, and provide hope to the congregation as we journey toward a closer relationship with God.

- Journey Mass Choir – Male and Female, ages 19 and above; rehearsals Tuesdays at 7:00 p.m.
- Leroy Jones Memorial Chorus – All male, ages 19 and above; rehearsals first Thursday of each month at 7:00 p.m.
- Young Voices of Praise – youth choir ages pre-k – 18; rehearsals two Saturdays prior to 1<sup>st</sup> Sunday at 10:00 a.m.

## **Ushers**

The primary responsibility of an usher is to greet churchgoers as they arrive at the church and again at the worship service. They can also escort guests to their seats, if assistance is needed. The ushers play an important role in contributing to the overall order of worship. As such, they conduct themselves in a positive manner befitting that responsibility. The following criteria have been established in order to provide a meaningful experience for those attending worship. General responsibilities include:

- All ushers should be present 15 minutes prior to the beginning of worship.
- Ushers must be stationed at each entrance to the sanctuary.
- Ushers must keep in mind the importance of welcoming each worship participant in a warm and friendly manner; remembering this is the first and most lasting impression people will have of our church.

- Ushers should be mindful of the elderly, handicapped, and anyone needing special assistance.
- If for some reason someone should leave the service prematurely, discreetly check to make sure they are not in need of help.
- Offerings are to be collected in an orderly and reverent fashion.
- He/She also sees to it that perfect order is kept in and around the church at all times during the services.
- They see that hymnals, fans, church literature, collection envelopes, and any other items that are to be distributed to the congregation are in their proper places.
- Distribute bulletins and service programs.
- Ushers have a goal of minimizing distractions during the music, prayer, scripture, and sermon.
- Ushers stand ready to assist anyone in the congregation who might need help, to aid latecomers in finding a seat, and to inform those in the sanctuary of any urgent matters.
- Ushers are responsible for cleaning the sanctuary (picking up bulletins, replacing hymnals, fans and bibles in the proper place).

PJBC consists of the following usher boards

- Ladies Auxiliary Ushers (Women)
- Male Ushers (Men)
- Willing Workers Ushers (Women)
- James E. Kenney & Winstonettes Ushers (Youth)

### **Men's Ministry**

The purpose of the Men's Ministry is to serve the church by developing, coordinating and administering an effective and comprehensive programs and activities to meet the needs of men of the church that enhances leadership skills and spiritual development. Primary functions include:

- Developing and coordinating men's Bible studies.
- Developing and mentoring men of the church, helping them grow spiritually.
- Developing and coordinating programs, men's conferences, service projects, trips, and retreats for men of the church.

### **Missionary Circle**

The purpose and responsibility of the missionary circle is to address the spiritual and material needs of the church and local community as well as reaching out to provide assistance nationally and globally.

### **Pastor's Aide**

The Pastor's Aide Ministry provides and/or assists the Pastor with whatever he needs to carry out God's mission of shepherding His people (ministry). One goal is to lift the Pastor, the First Lady, and their children up in prayer; by providing moral, spiritual, and financial support.

The Pastor's Aide Ministry is committed to showing actions of love by collaborating with the church's program committee in spearheading the church in celebrating the Pastor's Anniversary, birthday, and other special occasions; extending hospitality to visiting ministers, their families and guests.

The members of this ministry will maintain character that is acceptable to our Pastor, our congregation; however, most importantly to our Lord and Savior, Jesus Christ.

### **Prayer & Praise Ministry**

This ministry practices a powerful prayer life, invites and encourages individuals to participate in corporate prayer, and holds weekly prayer and praise meetings. Praying with others brings encouragement to individuals and the church body collectively. There may be those in the church or community who are struggling with trials and temptations. As they are upheld in prayer, the Holy Spirit brings them encouragement and reassurance of His promises.

Corporate prayer has the ability to knit church members and the community together in a bond of fellowship and praise. People are edified and unified in common faith. As we pray together, we build love and concern for others and display our dependence on God.

Prayer and Praise is held each Wednesday evening at 6:15 pm. All are welcome to attend. Prayer requests are also welcomed.

### **Transportation Ministry**

The Transportation Ministry was created to provide a means of transportation for all who are in need to come to worship in God's House. The Ministry advances the Kingdom of God by providing a safe and convenient way for seniors, youth, and physically challenged members to attend various church services and functions.

The Transportation Ministry also provides a means of safe transportation of ministries, auxiliaries, committees, and congregation to attend various engagements, outside activities, and functions outside of PJBC.

The Transportation Ministry is responsible for the maintenance, records, and cleanliness of the church vans. It is also responsible for scheduling the use of the vans and drivers.

The Transportation Ministry maintains logs for historical information. Also, secure vans following church related activities.

### **Women's Ministry/Committee**

The Women's Ministry is an inclusion of all of the women of the church. The mission is to provide means for spiritual growth through Bible study, conferences, retreats, service projects, and trips.

All planning of the Women's Ministry is orchestrated by a Women's Ministry Committee. The committee is always open for new ideas, suggestions, and other means for spiritual growth.

### **Young Adult Ministry**

The mission of the Young Adult Ministry is to inspire, educate, and uplift young adults to become more spiritually sound through Christ centered learning, fellowship, and mission-minded service, both within and beyond our church.

The purpose is to provide opportunities for spiritual growth, support and service for young adults between the ages of 18-39.

### **Youth Ministry**

The mission of the Youth Ministry is to provide fun and effective programs that promote spiritual growth, teach God's word and encourage evangelism and service in the community."

The purpose of youth ministry is to help youth learn more about their faith in Christ as well as equip them with the tools and resources needed to become mature believers and productive citizens.



## **COMMITTEES**

### **Building Committee**

The Building Committee is an Ad Hoc Committee which convenes for the specific purpose of major Church building projects. The Committee works on behalf of the Church body in suggesting and developing a major building plan initiated by the body. The Committee eventually works hand-in-hand with the Church Trustees in carrying out the Church body's approved building plan.

The Building Committee consists of volunteers (members representing a cross section of the Church to include auxiliaries, committees, and ministries). Their familiarity with church programs and activities gives them insight into how a building project can capitalize on opportunities for growth, outreach and member service. When there is a project to be undertaken, the committee meets quarterly and reports to the Church each quarter. Emergency meetings are called on an as- needed basis depending upon the nature of the business.

The Building Committee evaluates needs that new construction, renovation or remodeling can meet to align improvements with the church vision and mission statements. The research and analysis done may include gathering input from the congregation, surveying the members to identify skills and resources they might offer.

The Building Committee interviews architects and contractors. Often calling in an architect to prepare preliminary plans upon which financials can be based. Cost projections, financing and the prospect of a capital campaign to raise funds are included as part of the building committee's duties, although a special subcommittee may be charged with pulling together the numbers. The building committee chair then reports to the congregation, which may have to approve the proposed drawings, costs and time line.

The Committee makes recommendations on the selection of an Architect and any other professionals it deems necessary for the completion of a new or renovated building. All recommendations are submitted to the Combined Board for approval. The selection of an Architect and/or other professionals for building purposes are to be submitted to the Congregation for approval by majority vote.

### **Historic Committee**

The purpose of the Historic Committee is to assist the church in preserving its history. This committee is responsible for ensuring the church keeps accurate records and information about its past and current activities. The committee will collect, organize and safeguard records of organization, church publications, pictures, and audio-visual artifacts. The committee will lead the church to appreciate its Baptist Heritage and its own past.

### **Kitchen Committee**

The purpose of the Kitchen Committee is to enhance the church fellowship, strengthen church family ties through social functions, and ensure that the fellowship hall is well equipped and stocked with necessary supplies and equipment. Responsibilities and duties include, but are not limited to:

- Setting up appropriate arrangement of tables and chairs for fellowship hall events.
- Decorating tables during special church-wide fellowship hall events.
- Arrange food tables during covered dish events.
- Provide and serve ice, food, and beverages for church-wide fellowship hall events.
- Wash dishes and kitchen equipment following fellowship hall events.
- Inventory and maintain adequate stock of plates, cups, cutlery, napkins, condiments, table covers, etc. for all fellowship hall events.
- Organize and maintain kitchen equipment and supplies (i.e. dish cloths, dish towels, pans, serving ware, etc.)
- Cleaning of tablecloths, towels following church-wide fellowship hall events.

### **Music Committee**

The purpose of this committee is to serve as an advisory group for the church music ministry. The committee consists of three (3) to five (5) members. Members are elected by the church body every three (3) years. All music groups and their leaders are directly responsible to the Music Committee.

General Responsibilities include:

- Meet once a month and when the need arises.
- Interview and recommend person for positions of church music ministry to be presented for consideration.

- Give input on purchase/maintenance of church instruments, hymnals, choir robes and other purchase requests by the choir director(s), choirs or the church membership.
- Make reports to the church in business meetings.
- Prepare annually a proposed budget for Music Ministry and submit to the church for review and consideration.
- Review musician and choir director(s) contracts and recommend amendments as required.
- Work close with choir director(s) and musician by providing support and assistance as needed.
- Assist choir director(s) and musicians in setting long term goals for the music ministry.

### **Program/Special Program Committee**

The Program Committee is comprised of a team of dedicated individuals that coordinate and plan a variety of church wide events. They also assist other ministries, auxiliaries, and committees with events and activities upon request. The Program Committee Chair maintains the church calendar.

The Special Program Committee is a subcommittee that assists with the planning and coordination of the following:

Pastor's Anniversary

Homecoming/Revival

Church Anniversary

### **Scholarship Committee**

The Scholarship Committee is responsible for the administration of the various scholarships and selection of recipients. General responsibilities include, but are not limited to:

- Place notices in church bulletins and make announcements regarding available scholarships.
- Copy and distribute eligibility requirements to prospective graduates and parents (see appendix), scholarship applications with requirements attached.
- Review applications for selection of recipient(s). Applications are available 1<sup>st</sup> Sunday in June and are due by the 1<sup>st</sup> Sunday in July. The awards are given on the 1<sup>st</sup> Sunday in August.
- Recognize graduates at PJBC Education Day service (1<sup>st</sup> Sunday in June) and present Education Day program which includes a speaker who gives the Education Day Challenge and a reception for graduates and their families and

friends. Education Day programming also includes our annual literacy fair and reading challenge.

- Plan and execute fundraisers for scholarship program.
- Maintain records of applications and award recipients.
- Determine methods to invest Scholarship funds for best returns.
- Award scholarships on the 1<sup>st</sup> Sunday in August to recipients.
- Provide support for PJBC scholars from birth through 12<sup>th</sup> grade with back to school supply distribution on last Sunday in August.

### **Available Scholarships**

- a. Marshall G. Johnson
- b. Benjamin Lambert
- c. Tuckahoe Baptist Association
- d. Rev. Leroy Jones
- e. Thomas Kenney
- f. Jayson Fleming Bailey Scholarship (for students obtaining a degree or endorsement in Special Education)

### **Strategic Planning Committee**

The general purpose of the Strategic Planning Committee is to provide support and guidance throughout the development and implementation of the short and long term strategic plans.

Strategic Planning by Definition: "Strategic planning is a review and planning process that is undertaken to make thoughtful decisions about the church's future in order to ensure its success. Strategic planning involves clearly defining the church's mission and an assessment of its current state and landscape. Strategic planning also requires a well-thought out plan for how to properly allocate time, human capital and financial resources.

Responsibilities and duties include, but are not limited to:

- Champion the strategic planning process.
- Communicate plan(s) information, data and updates effectively.
- Gather information and collect data utilizing focus groups, surveys, questionnaires, interviews, etc.
- Read and comment on draft documents via email outside of meetings.
- Making recommendations as needed.
- Help identify critical strategic issues facing the church and assisting in analysis of alternative options.
- Seek experts from within the congregation to assist with fully developing plans.

- Developing a three to five year strategic plan with measurable goals and time targets.
- Provide periodic updates at church business meetings.
- Research and assist with development and/or implementation of special tasks assigned by the Pastor, Deacon Board, Combined Board, and Trustee Board.
- Meet quarterly and as needed.

## **TECHNOLOGY COMMITTEE**

This committee serves to strengthen and facilitate the ministry of PJBC by maintaining and developing technologies to assist in the administration of church work. The committee oversees the church's use of its various media systems, including sound and recording equipment, televisions, etc. General responsibilities and duties include, but are not limited to:

- Maintaining and upgrading the phone system as needed.
- Maintaining and upgrading the computer system as needed.
- Maintaining and upgrading office equipment as needed.
- Recommending any new technologies that would facilitate and enhance the work of the church.
- Enlist, train, and schedule operators for all church events that require sound system equipment or audio-visual equipment.
- Maintain sound and audio-visual equipment in working order.
- Inventory and secure equipment after use.
- Review system operations and make recommendations for improvement and purchase of needed equipment.
- Provide sound system and audio-visual equipment for all PJBC activities and services as needed.
- Prepare annual budget request to the Trustees.
- Record video of Worship Services and special events.
- Upload worship services to Facebook and Youtube.

# PROCEDURES

## **SANCTUARY/FACILITY RULES**

### **Honoring the Sanctuary**

Every effort should be made to keep the sanctuary, furnishings, and equipment in “like new” condition. No objects shall be fastened to the walls, windows or furnishings.

**Instruments.** Only persons approved by the Pastor and/or Choir Director shall play the sanctuary instruments. These instruments shall not be available for student practice, lessons, or to play with.

**Sound Equipment.** Only approved Sound System Technicians, the Pastor, or Choir Director may regulate or monitor sound system equipment.

- **Rule 1: Speaking from the Pulpit:** Only the minister or invited speakers are allowed to speak from the center pulpit. When the Pastor or Minister is speaking from the pulpit there should be no walking or talking during this time. Please refrain if there is not an emergency.
- **Rule 2: Being in the Pulpit:** Only the minister, or persons authorized by the minister should ever be in the pulpit. Children should be taught at young ages that this is a sacred spot and can never be used as a play area. Adults should not walk in this area unless authorized to do so.
- **Rule 3: Enter and Exit As Directed:** If you must leave the sanctuary during church service, do not pass in front of the pulpit. Use the side aisles and exits so that you will not disturb others.
- **Rule 4: Maintaining Silence Before God:** During the service, the congregation is expected to actively participate in worship. However, God’s house is a place for reverence and worship, not loud and idle conversations (between each other or cell phones).
- **Rule 5: Treatment of Church Bibles and Hymnals:** Bibles and Hymnals that are placed in pews are to be treated with care and respect. They should not be written on or used to dispose of gum. The bindings should be cared for; the spines of Bibles and Hymnals should be protected. They are the property of the church and should not be taken home by parishioners. Parishioners should let the church leadership know if Bibles and Hymnals are in need of repair.

- Rule 6: Treatment of the Communion Table: The Communion table is used for one of two holy ordinances (ceremonies or rites) of the Baptist Church. Ministers and others who are in charge of the Communion service are the only persons permitted to use it. Personal items should never be placed on the Communion table.
- Rule 7: Treatment of the Baptismal Pool: Baptism is the other important ordinance of the Baptist Church. In many churches the baptismal pool is covered and they are typically drained of water until the day of the ceremony. However, some churches have more easily accessible baptismal pools. No one is to ever go into the baptismal pool unless they have specific instructions to do so by church leadership (typically ministers, deacons or trustees).
- Rule 8: Treatment of the Pews: Pews are the benches that we sit in on Sundays and for other church services. We should treat them respectfully. The Bible holder compartment is not a trash bin. Please dispose of your trash properly.
- Rule 9: Language that Honors God: Part of your commitment to God is to use language that honors God. Swearing in the sanctuary or any other part of the church is forbidden.
- Rule 10: Enter and Exit as Directed: Typically, you are not supposed to enter or leave the sanctuary during prayers, the reading of the Scripture or the sermon. You are also to remain in church until the closing benediction (final prayer of the service) has been said. Ushers, considered gatekeepers of the church, will remind you of these rules if you arrive late, have left to use the restroom, or have another reason to walk into or out of the sanctuary. Of course, emergencies are special cases and will be dealt with as they occur.
- Rule 11: No Food, Beverages or Chewing Gum in the Sanctuary: If you must feed your children, please do so before entering the sanctuary, or take them outside of the sanctuary to feed them. This includes drinks as well. This is another way of respecting the sanctity of God's house. Use of these items is too casual in church and runs the risk of ruining church property and wasting tithes made to God on repairs that would not otherwise be necessary. While the chewing gum rule is sometimes broken, its use should be kept to a minimum, and it should always be disposed of properly (not under pews, in Bibles or on other church property). We do understand that chewing gum or having mints as a breath freshener is acceptable.



## **Honoring the Church Building, Fellowship Hall, Classrooms**

The church facilities are created primarily for worship, training, fellowship and furtherance of the Gospel. Any group using the facilities should not be in conflict with these basic needs. This policy has been designed to define appropriate usage guidelines of the facilities that promote maximum benefit for the church family and community.

The church considers its facilities to be the House of God. All persons should conduct themselves accordingly as responsible individuals while participating in activities using church facilities.

- Rule 1: The fellowship hall and classrooms are primarily for church activities.
- Rule 2: All groups must check the calendar before making plans to use the facility.
- Rule 3: The church does not furnish tangible items such as paper plates, cups, napkins, etc.
- Rule 4: Be certain to keep the church clean as a way to honor God. After church classes, activities and church meals, make certain that all chairs and tables are where they are supposed to be, and throw away all paper in trash bins.
- Rule 5: Eat Only Where It Is Allowed.
- Rule 6: The person scheduling use of the fellowship hall or class rooms is responsible for securing windows, doors and lights.
- Rule 7: Clean up after yourself in the bathroom and cooperate with any other rules of the church sanitation staff.
- Rule 8: A clean church is a healthy church. A clean church is one of the factors guests use to determine if they will come back for another visit and or even unite with the church.
- Rule 9: Smoking, alcoholic beverages, and disorderly conduct are prohibited on the premises.

- Rule 10: Keep the Outside of the Church Building Neat and Clean. The outside of the church reflects the inside of the church. Make certain that trash is picked up, that flowerbeds are tended, and that nothing unsightly mars the look of God's house.

## **TRANSPORTATION REQUESTS**

The vehicles must be reserved in advance through the Transportation Ministry. Vehicles are reserved on a first come, first served basis.

The key to the vehicles are signed out in the Deacon's Office and must be returned with the checklist when the trip is completed.

## **FINANCIAL PROCESS**

### **A. Budgeting**

1. The church budget shall operate on a calendar year, and the budget will be developed according to the schedule, with specific dates set by the Trustees each year.
2. The church budget is a program plan for the coming year, with expected expenditures indicated. It does not represent actual funds available, and expenditures are governed by the policies set below.

The Financial Secretary posts the deposit transactions into the financial system using the "Summary of Receipts" book recordings.

### **B. Expenditures**

1. **Responsibility.** Committee/Auxiliary/Ministry officers and/or chairpersons, directors, department heads, and staff members are responsible for all the expenditures of the line items in their area. Any purchases made within that area of program or ministry must be requisitioned and approved by the designated representative(s) of the committee/auxiliary/ministry. While the Treasurer is not responsible to approve each expenditure, the Treasurer will consult with the Financial Secretary to determine the availability of funds and the budgeted amount before any disbursement is made.
2. **Purchasing Procedures.** Requisition Forms (available in the Finance Room and Church Office) are required in advance for all purchases, and must be completed with the following information: date, person to whom check is to be made payable to, amount, description of service or item, account (ministry/auxiliary/committee) to be charged, name and signature of chairperson/officer. Receipts are necessary for all purchases and must be turned in.

3. **Competitive Bids.** Major purchases and/or capital project are subject to competitive bidding. The Trustee Board shall decide the dollar amount threshold for purchases that constitute a capital improvement or major expenditure, and shall then determine a competitive bidding process for that item.

4. **Communication.** Should there be a need to pass mail or various reports on to committee/auxiliary/ministry chairs, staff, or department heads, the Trustee's Office will distribute. Communication and cooperation are vital to make this system run as smoothly as possible so that the financial needs of all organizations can be processed fairly and quickly.

### **PROGRAM/ACTIVITY SCHEDULING**

In order to secure facilities for planned activities, individuals and Ministry/Auxiliary/Committee Heads must contact the Program Committee Chair in advance to confirm if dates/times are available on the church calendar.

### **WEDDINGS/RECEPTIONS**

To rent the church facilities for weddings/receptions, interested parties must initially contact the Church Clerk. The Clerk will provide potential renter with appropriate paperwork to complete. Upon completion of paperwork, the Clerk will forward to a Trustee to coordinate the event with the renter.

### **FUNERALS/REPASS**

The Pastor is to be notified when a death has occurred. The Bereavement Committee is to be notified also who will assist the family where possible.

# APPENDICES

## **GUIDELINES FOR USE OF CHURCH VANS**

### **DRIVERS**

- All driver's must be at least 25 years of age.
- All drivers must have a clean driving record (no moving violations or chargeable accident within the last 3 years)
- All drivers must have a valid driver's license on record in the church office.
- All drivers must be approved by Transportation Ministry.
- All drivers must be familiar with van operation.
- All drivers are responsible for completing the van "check list" before and after each trip, noting any problems on the list.

### **OPERATING RULES**

- Be sure the vehicle is properly parked in the church parking lot under a light.
- Use parking brake.
- The driver and all passengers must wear seat belts. Children of appropriate age must be secured in car seats (not furnished by the church).
- There is to be no standing nor should arms or heads be out of the vehicle when it is moving.
- Clean up trash: candy wrappers, food wrappers, drink cups – anything that can spoil the interior, or was not in the van before its use.
- Turn everything off – interior lights, radio, heating/cooling system, etc.
- Lock all doors and windows.
- No smoking or consumption of alcohol is allowed in the van.
- Passengers and driver count should never exceed maximum usage as stated by the manufacturer of the van (currently 12).
- Make sure van is filled with regular gas at the end of your trip prior to returning to the church. Each group is responsible for paying for its own gas. If reimbursement is coming from a committee or ministry team, fill out the appropriate reimbursement form and submit it to the church office.
- Vehicle keys are to be returned to the church office immediately after the trip is completed. Do not keep or duplicate keys. All vehicle keys are to be kept in the Trustee Office.
- Mileage and destination information must be logged in the log book.
- Written permission from parents of children and youth will be necessary before they can ride in a church vehicle. Emergency information and

authorization to provide emergency medical care for each rider who is a minor will be kept in the vehicle.

### **RESERVATIONS AND SCHEDULING OF VEHICLE**

- The vehicles must be reserved in advance through the Transportation Ministry. Vehicles are reserved on a first come, first served basis.
- The key to the vehicles are signed out in the Deacon's Office and must be returned with the checklist when the trip is completed.

### **CARE AND MAINTENANCE**

- All care and maintenance of the vans are the responsibility of the Transportation Ministry. If there is a problem with the operation of a church-owned vehicle, it should be reported to the chair of the Transportation Ministry.
- When the vehicle is returned, all trash and items for the particular use of the outing must be emptied from the vehicle. If there has been a spill, it is to be cleaned.
- Any damage to the interior or exterior of the vehicle is to be noted and reported to the Transportation Ministry.

## CHURCH VAN RESERVATION FORM

**Person/Group Making Request:**

Group Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Driver #1 Name \_\_\_\_\_ Phone \_\_\_\_\_  
Driver Email \_\_\_\_\_

Driver #2 Name \_\_\_\_\_ Phone \_\_\_\_\_  
Driver Email \_\_\_\_\_

### Vehicle Usage Details

**Van Request**          1          2      **Anticipated number of passengers**           

**Requested Date/Time**    **Pick-up Date** \_\_\_\_\_ **Time** \_\_\_\_\_ a.m./p.m.  
**Return Date** \_\_\_\_\_ **Time** \_\_\_\_\_ a.m./p.m.

**Destination** \_\_\_\_\_ **Purpose** \_\_\_\_\_

Destination Address \_\_\_\_\_

## AGREEMENT

**I have read the Guidelines for Church Van Use and agree to abide by same, and to make every effort to ensure that all drivers and passengers do likewise.**

<hr style="border: 0.5px solid black;"/> <b>Signature of Responsible Party</b>	<hr style="border: 0.5px solid black;"/> <b>Date</b>
--	--

### Action Taken

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved      \_\_\_\_\_ Date(s) placed on Calendar

Disapproved for the following reasons. \_\_\_\_\_

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature, Transportation Ministry Chair</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
--	--



### DRIVER PRE-TRIP/POST-TRIP INSPECTION CHECKLIST

Vehicle License # \_\_\_\_\_

Odometer Reading \_\_\_\_\_

Inspection Date \_\_\_\_\_

Time \_\_\_\_\_ a.m./p.m.

Check any item that needs attention. Provide details under Comments section.

<b>Tires</b>	<b>Other Equipment</b>
OK Needs Attention _____ Proper inflation	OK Needs Attention _____ Windshield Wipers
OK Needs Attention _____ Adequate tread	OK Needs Attention _____ Fans and defroster
<b>Leaks (look underneath)</b>	OK Needs Attention _____ Mirrors
OK Needs Attention _____ Oil	OK Needs Attention _____ Horn
OK Needs Attention _____ Other	OK Needs Attention _____ Heat/AC
<b>Gauges</b>	OK Needs Attention _____ Seat belts
OK Needs Attention _____ Fuel	<b>Noises</b>
OK Needs Attention _____ Temperature	OK Needs Attention _____ _____
OK Needs Attention _____ Dashboard warning light	<b>COMMENTS</b>
<b>Lighting System</b>	
OK Needs Attention _____ Headlights	
OK Needs Attention _____ Brake lights	
OK Needs Attention _____ Turn Signals	
OK Needs Attention _____ Hazard Lights	
OK Needs Attention _____ Reflectors	
<b>Safety Equipment</b>	<b>Vehicle Condition Following Driver's Inspection</b>
OK Needs Attention _____ Fire extinguisher	____ Condition of vehicle is acceptable
OK Needs Attention _____ Reflective triangles/flares	____ Defects noted above have been repaired
OK Needs Attention _____ Emergency contact info.	____ Defects noted above need not be repaired for safe operation of vehicle

Transportation Ministry Signature \_\_\_\_\_

Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PILGRIM JOURNEY BAPIST CHURCH**  
**7204 Bethlehem Road**  
**Henrico, VA 23228**

**WITHDRAWAL SLIP**

MUST BE COMPLETED BY Auxiliary/Ministry/Club:      DATE: \_\_\_\_\_

Auxiliary/Ministry/Club to be charged: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Check Amount \_\_\_\_\_ Check No. \_\_\_\_\_

Check Date \_\_\_\_\_ Make Check Payable To: \_\_\_\_\_  
For \_\_\_\_\_

Authorized Signatures:

\_\_\_\_\_  
Group President or Designee

\_\_\_\_\_  
Chairperson – Finance Committee

\_\_\_\_\_  
Group Treasurer or Designee

\_\_\_\_\_  
Church Treasurer

.....

**PILGRIM JOURNEY BAPIST CHURCH**  
**7204 Bethlehem Road**  
**Henrico, VA 23228**

**DEPOSIT SLIP**

MUST BE COMPLETED BY Auxiliary/Ministry/Club:      DATE: \_\_\_\_\_

Auxiliary/Ministry/Club to be credited: \_\_\_\_\_

Deposit Amount \_\_\_\_\_ For: \_\_\_\_\_

By \_\_\_\_\_  
Auxiliary/Ministry/Club Member

Signed \_\_\_\_\_ Chairperson – Finance  
Committee Date

Signed \_\_\_\_\_ Treasurer  
Date

**FACILITY REQUEST FORM  
(PJBC – INTERNAL)**

**Policies for Use of Church Facilities**

**Instructions for Use:**

- 1. Secure request form from church office.**
- 2. Please read over policies concerning use of facilities.**
- 3. Check church calendar to see if the **space** you are requesting is being used (located on bulletin board in Fellowship Hall, on PJBC Connect app, or check with PJBC Program Committee).**
- 4. Please fill out Part 2 of request form. Keep Part 3 as a checklist of responsibilities to be done after using facility.**
- 5. Return Part 2 to either the Chairperson of the Deacons, or a Deacon for approval of request. The Deacons meet the Saturday before the 4<sup>th</sup> Sunday of every month. You may check with the chairperson to see if your request has been approved. (PJBC office)**
- 6. After using the facility, use checklist Part 3 to ensure that everything is done. Have checklist signed by person/organization member making the request. Place the completed/signed checklist in the PJBC office – Custodian Mailbox.**

PART 2

DATE SUBMITTED \_\_\_\_\_

REQUEST FOR USING CHURCH FACILITY

NAME OF PERSON/MINISTRY/AUXILIARY/ORGANIZATION MAKING REQUEST:

\_\_\_\_\_

**SPACE** REQUESTED – List all that are needed. (Sanctuary, Fellowship Hall, Kitchen, Classrooms).

\_\_\_\_\_

NATURE OF ACTIVITY

\_\_\_\_\_

EXPECTED ATTENDANCE (total) \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

WILL THIS BE A RECURRING ACTIVITY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF RECURRING, LIST FREQUENCY (i.e. monthly, weekly, quarterly) \_\_\_\_\_

DATES REQUESTED \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

NAME OF PERSON RESPONSIBLE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

A/V – TECHNOLOGY NEEDED \_\_\_\_\_ Yes (Attach Technology Request Form) \_\_\_\_\_ No

.....

**APPROVAL**

Program Committee

Available: \_\_\_\_\_ Unavailable: \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Program Committee Member \_\_\_\_\_

Signature

**PART 3**

**CHECK LIST**

**INSTRUCTIONS FOR PERSON CONCERNING CHECK LIST APPROVAL**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SPACE USED (List all)**

\_\_\_\_\_

**DATE & TIME FACILITY WAS USED** \_\_\_\_\_

**NAME OF PERSON RESPONSIBLE** \_\_\_\_\_

**THE FOLLOWING ITEMS HAVE BEEN DONE: (PLEASE CHECK OFF)**

*(For Sanctuary Use)*

- \_\_\_ Pulpit, chairs, altar table are back in place
- \_\_\_ Lights turned off
- \_\_\_ Trash (if any) put in trash cans

*(Fellowship Hall/Kitchen Use)*

- \_\_\_ All lights turned off
- \_\_\_ Tables and chairs stored or put back in place
- \_\_\_ Lights off in restrooms
- \_\_\_ Toilets flushed
- \_\_\_ Floors swept
- \_\_\_ Trash bagged and taken out
- \_\_\_ Kitchen is cleaned and presentable

**SIGNATURE** \_\_\_\_\_

**(Responsible Person/Organization Representative)**

## **PJBC FACILITY USE/RENTAL GUIDELINES & APPLICATION (EXTERNAL)**

Thank you for your interest in renting the facilities of Pilgrim Journey Baptist Church (hereafter referred to as PJBC). It is the policy of PJBC that the applicable costs incurred for administration, A/V support, cleaning, set-up, utilities, and equipment are paid for by those renting the facility.

### **APPLICATION PROCESS OVERVIEW**

1. The rental group representative(s) must make an appointment with the PJBC representative (?) to begin the application process and tour the PJBC facility, if desired.
  - An appointment can be scheduled by calling the church office.
  - A rental application can be obtained from the church office or on the PJBC website ([www.pjbcrichmond.org](http://www.pjbcrichmond.org)).
2. A completed application must be submitted in writing to the PJBC office for review. This includes, but is not limited to:
  - Facility Use Application Form
  - Facility Use/Rental Agreement Form
  - Facility Use/Rental Fee Worksheet
3. The PJBC representative will meet with the group representative to review the completed paperwork, review of fee worksheet, answer questions, and move the process forward.
4. Requests will be passed on to the appropriate PJBC staff for approval and possible follow-up.
5. The Applicant will be notified of rental approval or disapproval within 10 working days from submission of application.
6. Upon approval, a \$100 deposit is required to reserve the facility and place on PJBC calendar. The balance of fees (from Fee Worksheet) must be paid in full to PJBC no later than two weeks prior to event.
7. In the event that a scheduled rental for the facility needs to be cancelled by the renter, the following refunding policy will apply:

8. If the event is cancelled more than 30 days prior to the scheduled date, the deposit will be returned, less a fee of \$25 or 10% of the total rental agreement, whichever is greater.
9. If the event is cancelled less than 30 days prior to the event, the deposit **will not** be returned.

### **Facility Rental Rules and Guidelines**

Rentals will be contracted with the following suggested users:

- Non-profit organizations and churches with whom PJBC has a working relationship.
- Non-profit organizations whose philosophies or theology are compatible with PJBC's and whose practices, principles and conduct do not conflict with PJBC's Constitution and By-laws Statement of Faith.
- Rotary and other non-profit service organizations.

### **Types of Events**

The following gives a partial listing of allowed and non-allowed activities. For specific situations not included here, approval must be obtained from the Senior Pastor and/or Trustee Board.

#### **Allowed Examples:**

- Business meetings, workshops, and seminars for qualified non-profit organizations
- Weddings and rehearsals, dinners, receptions
- Funerals/Memorial services and repass
- Religious services
- Major non-profit events
- Events/activities that are PJBC member/ministry/auxiliary sponsored

#### **Non-Allowed Examples:**

- Baby/wedding showers
- Birthday parties
- Trunk parties
- Anniversary parties
- Retirement parties

## **Facility Availability**

- Church sponsored activities take precedence over all other requests.
- 8a.m. – 10 p.m. (Saturday evenings by special arrangement only).
- As long as event does not conflict with other scheduled activities (time, space, noise).
- A Trustee must be on site
- For recurring rental usage (i.e. sanctuary use/baptismal pool), there must be a contract reviewed by the **Trustees**.

## **Use/Rental Fee Coverage**

Includes the following:

- Access to reserved area from time of entry to time of final lock up.
- Services of personnel as determined necessary by PJBC.
- Utilities and maintenance of facility
- Only space contracted and restrooms.

## **Kitchen Use**

- Renters (non-church sponsored events) must supply all of their own disposable items for their event (paper goods, flatware, condiments, salt, sugar, pepper, sweetener, coffee, tea, etc.). Left-over items from the event should be taken immediately by renter; anything left unclaimed becomes property of PJBC.
- The kitchen must be left clean and the trash emptied into outside cans. Any clean up after the event by PJBC staff, will be assessed a fee of \$25.
- No kitchen equipment may be removed or borrowed from PJBC.

## **Sound System/Audio Visual**

- All requests must be pre-approved.
- Only PJBC trained personnel (Technology Committee) are authorized to operate the sound equipment
- No sound equipment may be removed or borrowed from PJBC.



## Church Property

No equipment may be removed from the facility. This includes but is not limited to tables, chairs, linens, A/V equipment, tools, kitchen equipment, and musical instruments.

## Additional Items

- **No smoking or alcohol** is permitted on church premises.
- **Gambling is not allowed.**
- **Profanity is not allowed.**
- **Sanctuary platform furnishings/equipment/instruments** may not be moved/removed without prior permission. If approved, additional fees will apply.
- The organ, keyboard, and drums, integral components of our worship space, are under the supervision of the PJBC Music Committee. Unauthorized use of these instruments is not permitted without prior consent.
- **No food or drink is allowed in the sanctuary, vestibule, and the sound/media area.**
- **Exit doors** may not be blocked, covered, or restricted.
- **Exit signs** may not be covered.
- **Signs** – computer or professional directional signs may be taped to the glass of outside doors just prior to the event, and then cleanly removed afterwards.
- **No existing signage or artwork may be removed from walls**, including windows, counters and/or any items displayed in the sanctuary.
- **Any breach of this application, an additional fee will be assessed.**

PJBC facilities are unavailable for rentals during the following times:

- New Year's Day
- Ash Wednesday
- Maundy Thursday through Easter Sunday
- Friends & Family Day – 3rd Sunday in March
- Pastor's Anniversary – 1st Sunday in May
- Women's Day – 3rd Sunday in May
- Memorial Day Weekend
- Vacation Bible School Week
- Student recognition Sunday – 1<sup>st</sup> Sunday June of each year
- Independence Day
- Homecoming – 2<sup>nd</sup> Sunday in July
- Revival Services –immediately following Homecoming
- Labor Day Weekend
- Men's Day – 2nd Sunday in September
- Deacon and Trustee Day – 2nd Sunday in November
- Church Anniversary – 3<sup>rd</sup> Sunday in October
- Church meeting – every quarter
- Wednesday before Thanksgiving through Sunday following Thanksgiving
- December 15 - 31
- Youth Choir Rehearsal – Saturday before the 1<sup>st</sup> Sunday
- Men's Choir rehearsal – Thursday before the 1<sup>st</sup> and 2<sup>nd</sup> Sunday of each month
- Mass Choir – rehearsal every Tuesday night
- Back to School Sunday/Weekend

### **Inclement Weather**

Church and non-church groups: during inclement weather, check PJBC closing status via Facebook, One-call voice messages, and local TV channels. Non-church groups should consider their event canceled if PJBC is closed.

Any deviations will be addressed by Pastor in consultation with the Trustee Board. They will consider all aspects of the building (including safety of sidewalks and parking lot) in making the decision and will publicize.

## PJBC Facility Use/Rental Agreement

In the event of non-payment of fees or of non-compliance with any of the terms of this agreement, the renter will be notified and may be denied current or future use of PJBC facilities.

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### Statement of Understanding Agreement

**Initial**

I have read and acknowledge the PJBC Rental Policies and agree to comply, and I understand that those terms and conditions are incorporated and are made a part of this rental agreement.

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Signature of Renter

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PJBC Staff Approval

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Organization

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Trustee

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Date

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Date

## APPLICATION FOR USE OF PJBC FACILITIES

Group Requesting Use: \_\_\_\_\_

Contact Person For Group \_\_\_\_\_

Contact Person's Address \_\_\_\_\_

Contact Person's Email Address \_\_\_\_\_

Contact Person's Phone No. \_\_\_\_\_

Activity or Event Type/Description \_\_\_\_\_

Estimated No. of Participants \_\_\_\_\_ Frequency of Activity/Event \_\_\_\_\_

Date of First Activity/Event \_\_\_\_\_ Date of Last Activity/Event \_\_\_\_\_

Space Preference \_\_\_\_\_

Start Time \_\_\_\_\_ End Time: \_\_\_\_\_

Kitchen Yes \_\_\_\_\_ No \_\_\_\_\_

Special Requests:

Tables/Chairs \_\_\_\_\_

Sound and/or Media Technician Yes \_\_\_\_\_ No \_\_\_\_\_

• Microphone: Yes \_\_\_\_\_ No \_\_\_\_\_

• Video : Yes \_\_\_\_\_ No \_\_\_\_\_

• Other (TV, DVD, etc.): Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a "Non-Profit" Organization Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a "Non-profit 501c3 Organization Yes \_\_\_\_\_ No \_\_\_\_\_

Are you charging a fee for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

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### PJBC USE:

Date Received \_\_\_\_\_ Meeting Date \_\_\_\_\_

Dated Forwarded for Approval \_\_\_\_\_ Signature \_\_\_\_\_

## FACILITY USE/RENTAL FEE WORKSHEET

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Organization \_\_\_\_\_

Event Date: \_\_\_\_\_

### 1. Weddings

A. CHURCH	MEMBERS	NON-MEMBERS
Use of Sanctuary/Fellowship Hall, Restrooms, Classrooms	None	\$300
Custodian (cleanup after rehearsal)	\$125	\$125
Pastor	Negotiated	Negotiated
Sound Technician	\$50	\$50
<b>TOTAL</b>	<b>\$175 minimum</b>	<b>\$475 minimum</b>
B. FELLOWSHIP HALL	MEMBERS	NON-MEMBERS
Additional fee for custodian:		
Rehearsal dinner	\$75.00	\$75.00
Reception	\$75.00	\$75.00

A deposit of \$100.00 (non-refundable after 30 days) is required at the time the wedding is placed on the church calendar. The balance of fees must be paid to the church office no later than two weeks prior to the wedding.

### 2. Non-Profit Organizations (business meetings, workshops, training, etc.)

Fellowship Hall	\$50.00/day
Classrooms	\$25.00/day
Clean Up	\$125.00

Full payment is required at the time the event is placed on the church calendar.

### 3. Services (Ordination, Baptisms, Installations, Funerals, etc.)

CHURCH	MEMBERS	NON-MEMBERS
Use of Sanctuary, Restrooms, Classrooms	None	\$300/day
Custodian (cleanup after service)	\$125	\$125
Pastor	Negotiated	Negotiated
Sound Technician	\$50	\$50
<b>TOTAL</b>	<b>\$175 minimum</b>	<b>\$475 minimum</b>
FELLOWSHIP HALL	MEMBERS	NON-MEMBERS
Additional fee for reception or repass	\$75.00	\$75.00

A deposit of \$100.00 (non-refundable after 30 days) is required at the time the service is placed on the church calendar. The balance of fees must be paid to the church office no later than two weeks prior to the service.

Only the Pastor or Trustee Board shall have the discretion to waive fees for extenuating circumstances.

## PJBC DAY OF EVENT WORKSHEET

Date of Event: \_\_\_\_\_

Group Contact Person \_\_\_\_\_

Meets with PJBC Representative \_\_\_\_\_ @ Time: \_\_\_\_\_

\_\_\_\_\_ (check) PJBC representative and contact person will do a walk through covering final review of how things “are” and how they are to be left, also, what is off limits, how to reach contact person, etc.

Event will be over at (time): \_\_\_\_\_

Contact person and PJBC representative will do a final walk through. Concerns, if any, are to be listed below.

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PJBC Representative Signature \_\_\_\_\_

Renter Representative Signature \_\_\_\_\_

## SYSTEM REQUEST FORM

In order to adequately provide requested media/technology services, please fill in the following information and submit form to the Chair of the Technology Committee or Chair of the Special Program Committee. **Requests should be submitted a minimum of two (2) weeks prior to date of event/activity.**

Date of Submission: \_\_\_\_\_

Ministry/Auxiliary/Committee \_\_\_\_\_

Individual Requesting Service \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Support Type Requested: Audio \_\_\_\_\_ Video \_\_\_\_\_ Audio & Video \_\_\_\_\_

Sound System \_\_\_\_\_ Equipment Operator \_\_\_\_\_

Date media/technology support required: \_\_\_\_\_

Time: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Description of activity/event and media/technology support requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the event/activity date(s) approved and on the church calendar? \_\_\_ Yes \_\_\_ No

Fee (if applicable) \$ \_\_\_\_\_

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### Action Taken

\_\_\_ Approved \_\_\_ Date(s) placed on Calendar Equipment Operator \_\_\_\_\_

\_\_\_ Not Accepted

Not accepted for the following reasons. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Technology Committee Chair

\_\_\_\_\_  
Date



## **MISSIONS: GENERAL ASSISTANCE REQUEST**

The Deacon's Ministry and Missionary Circle work in collaboration with giving assistance. All requests for assistance should come to either ministry. After speaking with the person seeking assistance, a representative of either ministry will provide the appropriate form to the requestor for completion.

When requests are made for assistance with utility bills, mortgage, rental payments, etc. a copy of the bill must accompany the request. There is no guarantee that the entire amount will be paid.

When requesting other assistance, such as food, a gift card is provided.

If anyone needs accommodations, a list of resources is provided on the bulletin board in the fellowship hall. Cash and/or rides to hotels is not provided.

Assistance is intended as a source of last resort, to be used only after the Church member requesting assistance has explored all other possibilities of help from family, friends, savings, or investments.

Assistance is intended to be a temporary help during a time of crisis.

### **Process of Applying for Assistance**

A Church member or household seeking assistance should take the following steps:

1. Meet with the Deacon Ministry or Missionary circle to obtain a Request Form. The form must be completed fully, with all supporting documentation attached.
2. The request will be reviewed by the Deacons or Missionaries. They may also contact utility companies, landlords, etc. to verify need.
3. If it is determined that the member is eligible for assistance, they will be made aware of the amount and how the funds will be disbursed.

### **Non-Members:**

Due to our location, PJBC frequently have members of the community visit the church office seeking assistance. Our goal is to treat these individuals with love and respect while ensuring that the Church and our employees are safe.

It is our policy to:

1. Never give out cash.
2. Request positive ID.
3. Request documentation, a phone number of someone we can contact to verify their situation.
4. Provide information/direction to the local agencies/shelters for appropriate needs such as lodging, clothing, etc.
5. Evaluate the situation to see what assistance can be provided as appropriate.
6. Restrict movement of the non-members unless escorted with preferably two other individuals.

All applications and supporting documentation will be kept locked in the Trustee Office for a period of three years. Application process depends on when the request is received and in accordance with the timeframe established by the Finance Team.

**PILGRIM JOURNEY BAPTIST CHURCH**  
**APPLICATION FOR ASSISTANCE**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

**Marital Status:**

\_\_\_ Single \_\_\_ Married \_\_\_ Widow \_\_\_ Separated \_\_\_ Divorced

**Employment Status:**

\_\_\_ Employed \_\_\_ Unemployed \_\_\_ Recently Laid Off

If employed: \_\_\_ Full - Time \_\_\_ Part - Time

**Spouse's Employment Status (If Applicable):**

\_\_\_ Employed \_\_\_ Unemployed \_\_\_ Recently Laid Off

If employed: \_\_\_ Full - Time \_\_\_ Part - Time

**How many people are in your household?**

\_\_\_ Above 18 years old \_\_\_ Under 18 years old

**Applying For:**

\_\_\_ Food \_\_\_ Rent \_\_\_ Utilities \_\_\_ Medication \_\_\_ Other (Please list below)

Other: \_\_\_\_\_

**Do you have any of the following notices?**

☐ Disconnect   ☐ Eviction   ☐ None

**\*Please provide these documents with your submitted application.\***

**Have you been to Social Services?**   ☐ Yes   ☐ No

If yes, please list services you applied for:

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**\*You will be asked to provide a letter of approval, pending, or declined status from Social Services.**

**Do you receive any other assistance (SSI/SSDI, TANF, Food Stamps, WIC, etc...)?**

☐ Yes   ☐ No

If yes, please list:

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**Have you reached out to any other community resources?**   ☐ Yes   ☐ No

If yes, please list:

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**Have you received assistance from Pilgrim Journey Baptist Church in the past?**

☐ Yes   ☐ No

If you answered, "Yes", provide a brief explanation as to when and why.

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**\*Please be patient as the review will take at least 5 - 7 business days.\***

**\*Be aware that you may not receive the full amount requested.\***

# SCHOLARSHIP ELIGIBILITY

Pilgrim Journey Baptist Church  
7204 Bethlehem Road  
Henrico, VA 23228

**TO:** Our High School Graduates to Be and Parents For Your Information

**FROM:** The Scholarship Committee  
Mrs. Bonita Glover, Chairperson

**RE:** Eligibility for All Scholarships Processed by the Scholarship Committee

The following criteria must be met before the 4<sup>th</sup> Sunday in June if applying for first semester scholarship funds or the 2<sup>nd</sup> Sunday in January if applying for second semester scholarship funds for college:

1. You must be a registered member of Pilgrim Journey Baptist Church who is in good standing **(at time of submitting scholarship application)** which is defined as being no more than **three months delinquent in church dues**.
2. You must be an active member in regular attendance participating in at least one of the activities noted:
  - a. Church organizations
  - b. Youth events
  - c. Sunday School
  - d. Sunday morning worship
3. You must have evidence of good academic standing **(No less than 2.0 GPA)** from your high school with a current transcript or report card attached to scholarship application.
4. Students receive scholarships the 1<sup>st</sup> Sunday in August for the first semester and 3<sup>rd</sup> Sunday in January for the second semester.

Applications for scholarships will be available on **Education Day, the 1<sup>st</sup> Sunday in June**.

