



The Abyssinian Baptist Church
**Ministry Leaders’
Procedures Manual
2010-2011**

**Rev. Dr. Calvin O. Butts, III
Pastor**



This manual is designed to provide Abyssinian Ministry Leaders with the following policies, procedures and information:

- Process for joining The Abyssinian Baptist Church and criteria for maintaining active membership
- Church staffing structure and responsibilities
- Use of the facilities and mailroom services
- Listing of policies and procedures regarding church-related financial transactions involving members and events
- Description of initial process for arranging Pastoral-led ceremonies held at The Abyssinian Baptist Church
- Overview of ministry structure, ministry principles, leadership selection process and the role of ministry leaders
- Outline of proposal and approval process required to sponsor an event at the church
- Listing of church hours of operation and weekly meeting schedules

This manual is the sole property of The Abyssinian Baptist Church. Any modifications to its content must be approved by the Pastor.

This manual will be posted on the website in pdf format for ministry use only.



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THE BAPTIST CHURCH STRUCTURE

The Abyssinian Baptist Church

Is Related by Association

to



The United Missionary Baptist Association

Rev. Lee Arington, Moderator

(This is a local level association of churches in Manhattan, Bronx and some parts of Westchester County)



Empire Baptist Missionary Convention

Rev. Washington Lundy, President

(Union of Missionary Baptist Churches from all New York State regions)



National Baptist Convention, USA, Incorporated

Rev. Dr. Julius Scruggs President

(National organization of Baptist Churches)



CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior; and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and in holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others, endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each others joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other Church where we can carry out the spirit of this covenant and the principles of God's word.



MISSION OF THE ABYSSINIAN BAPTIST CHURCH

The mission of The Abyssinian Baptist Church is to win more souls for Christ through evangelism, pastoral care, Christian education, social service delivery, and community development.

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen.”

Matthew 28: 19-20

“And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ.”

Ephesians 4:11-13

ARTICLE II of By-Laws

PURPOSES

The particular objectives and purposes for which this church was formed are as follows:

- Sec. 1 To worship God and promote Christianity according to the faith and practices of the Missionary Baptist denomination by maintaining a church edifice and conducting therein regular religious services according to such faith.
- Sec. 2 To aid, help and assist in religious, charitable, civic and community endeavors, meetings, symposiums, conferences, etc., with regard for this church’s policy of no discrimination of race, creed or color.
- Sec. 3 To vote upon or give its consent or disapproval for the raising of or expending monies in excess of the necessary requirements for the operation of the church in accordance with usages and customs of the Baptist Faith.
- Sec. 4 All powers which are spiritual in nature shall be within the exclusive jurisdiction of the Pastor and Board of Deacons.



MEMBERSHIP SERVICES

New Membership Overview

To become a member of The Abyssinian Baptist Church individuals must:

- Confess Jesus Christ as one's personal Lord and Savior¹
- Complete the New Members Classes
- Be Baptized (if you have not been baptized previously) and Receive the Right Hand of Fellowship

Upon completion of this process, each member is assigned a membership identification number and issued a membership card and membership envelopes.

New Member Process: Candidate for Membership

The procedure to become a candidate for membership follows:

- Individuals may walk down the aisle of the Sanctuary after the minister opens the doors of the church and extends "the invitation." This begins their spiritual journey at The Abyssinian Baptist Church.
- Candidates are escorted by the Deacons and Deaconesses to a meeting room where they will be led in praying the sinner's prayer and complete a *New Member's Profile*.
- Based on the candidates confession of faith in Jesus Christ and past church experience, the Deacon confirms the candidate's joining membership category:
 - Baptism
 - Christian Experience
 - Grace of Experience
 - Letter of Transfer
 - Restoration
 - Watchcare
- At this time, candidates receive a letter from the Deacons confirming the joining process.
- The following week, candidates receive the Pastor's welcome package with instructions for becoming a member.

The Ordinance of Baptism

Baptism is held on the 4th Sunday of each month at the 11:00 a.m. Worship Service

- On Baptism Sunday, candidates report to the Dodson Memorial (Blue Room) by 10:00 a.m. to be received by the Deacons or Deaconesses and escorted to the respective male/female Baptismal Room to be prepared for Baptism.
- Baptismal robes are provided by the Church.
- Candidates are required to bring the following items for Baptism:
 - Male Candidates: Dark socks, white towel, change of undergarments.
 - Female Candidates: White stockings or socks, white towel, change of undergarments.
- Candidates who join by Baptism are required to complete the 4-part New Members Classes. Candidates should be at least 9 years of age and able to confess, on their own, their full understanding of Jesus Christ as their Lord and Savior.
- Upon completion of the classes, the candidate is eligible to receive the Right Hand of Fellowship.



Christian Experience

- Candidates who join by Grace of Experience, Letter of Transfer, Restoration and/or Watch Care are required to complete the 4-part New Members Classes.
- Upon completion of the classes, the candidate is eligible to receive the Right Hand of Fellowship.

Right Hand of Fellowship

- Right Hand of Fellowship is extended on the third (3rd) Sunday of each month at the 11:00 a.m. worship service to candidates who have fulfilled the requirements to become a member.
- Candidates will meet the Deacons and Deaconesses in the Nurses Unit at 10:00 a.m. on the 3rd Sunday of the month that they are receiving the Right Hand of Fellowship.
- At the appropriate time, candidates are escorted to reserved seats and will be instructed to follow the directions of the Ushers.
- Individuals are encouraged to attend the New Member's reception and to become an active participant in a Church Ministry.
- Upon completion of the Right Hand of Fellowship, the full privileges of membership are bestowed upon the individual and they will receive:
 - Official "welcome to the membership" letter
 - Membership identification card with personal membership number
 - Pre-numbered box of contribution envelopes

REQUIREMENTS FOR MAINTAINING MEMBERSHIP

Introduction

This section describes the criteria for maintaining active membership at The Abyssinian Baptist Church. The "pledge of membership" is listed on the back of the membership card, which is issued annually with the year-end statement. Members are asked to keep this card among your personal credentials.

Active Membership

The membership status is divided into three categories: Active, Homebound/Sick, and Inactive.

Active Status

- Members who have demonstrated their commitment to the church by providing their Time, Treasure, Talent and care of their Temple.
- Membership Pledge
 - Attend Worship Services each Sunday and Wednesday Prayer Services
 - Receive Holy Communion once a month
 - Worship through consistent sacrificial giving (tithing)
 - Invite others to join the Church
 - Pray regularly at family prayers for Divine Guidance
 - Be polite, courteous, honest, respectful to God's name and to abstain from un-Christian activity
 - Work unceasingly to build the Kingdom of God on earth

Homebound/Sick

- Non-ambulatory members are classified as homebound and maintain all of the privileges of membership. Sick members (those temporarily ill) are identified and temporarily listed as same.



Inactive Status

- The membership status of members who have not demonstrated financial support of the church for two consecutive years will be reviewed by the Pastor.
- Members are deemed inactive if the membership office is unable to obtain a valid mailing address over one year.
- Members who have relocated or transferred out of the church.



ADMINISTRATION FUNCTIONS

Stewardship Services – Records and maintains members' and visitors donations, as well as demographic profiles of the congregation. Facilitates all mass mailings of the church.

Membership Services – Manages membership records (joining, sick & shut-in, deaths, transfers, restorations, etc.) and oversees the new member intake process.

Ministry Management – Manages and executes Ministry's event planning processes. Advises on activities for ministry involvement and sponsorship. Schedules church events and coordinates church calendar.

Pastor's Office – Manages all audio/visual mediums, website, and newsletter. Ensures all written communications adhere to Abyssinian standards.

Facilities Management – Ensures that the building codes and church facility standards (building and grounds) are maintained.

Food Service – Manages Kitchen facilities and provides catering services for all events.

Finance and Administration – Maintains financial and human resource records of the church.

Music – Ensures that church services (worship, weddings, funerals, etc.) are accompanied by appropriate music.



FACILITIES MANAGEMENT

General Rules and Respect of Church Property

The Church and all its spaces are sacred. As we worship, work and fellowship, *we should always be respectful of our sacred space.*

Reception Desk/Lobby

- Personal packages should not be left at the front desk.
- Church related packages will be held for only 2 days.
- Individuals are not allowed to use the console telephone and sit or stand behind the reception desk.
- Only staff members are allowed to use the console telephone or stand behind the reception desk.

Furniture

- Chairs, tables, or any church property may not be removed from the church site.
- Chairs and tables should only be moved from one room to another with the assistance of the church maintenance staff.
- Chairs and tables must be handled with care. (See the church Sexton for assistance). Standing on chairs or tables is not permitted at any time.
- Feet should not be placed on chairs, pews or balcony parapet.

Pulpit

- The pulpit is to be respected at all times. All activities thereon should be respectful.
- Use of the pulpit will be with the Pastor's permission only.

Behavior

- The use of vulgar or obscene language is prohibited.
- The use of alcohol or tobacco is prohibited.
- Food may only be consumed in the Fellowship Hall. Chewing gum must be disposed of properly in receptacles, which are located throughout the church.
- All garbage must be disposed of properly in receptacles located throughout the church.
- Children must be supervised and not left to wander through the church.
- Leaning over balcony rails is unsafe and strictly prohibited.

Equipment

- Photographs, audio and video recordings, including cell phones with such features, are not permitted.
- Use of Abyssinian technical equipment must be arranged through Aby/Tech.
- Do not interfere with microphones or cameras in the Sanctuary or the Vestry.
- Use of the church's organs, pianos or any other musical equipment must have the approval of the Minister of Music or the Pastor.
- Music that contains offensive lyrics is prohibited at all times.



ARRANGING MEETING SPACE

Scheduling

- Reservations for meeting space must be made through the Assistant Pastors Office ext. 216
- A *Room Reservation Form* must be completed for events or a series of activities (available at the receptionist desk located in the church lobby) and can be turned in to the Receptionist,
- The Assistant Pastors office must be informed of any room cancellation or changes in meeting room requirements at least 1 week prior to the scheduled meeting.

Outside Groups

- Organizations and groups requesting space need to be approved by the Pastors Office. If approved, a lease agreement should be filled out with the CFO. Fees may apply.

Room Standards

- **No food or beverages are allowed in any of the meeting rooms.** If your meeting requires food or beverage service, you must request space in the Fellowship Hall.
- At the conclusion of a meeting, chairs must be arranged in the same manner in which they were found.
- All meetings and room arrangements will be set up to meet fire code regulations.
- Kitchen facilities are not available for rent.
- All meetings must end by 9pm on Mondays-Fridays and 2pm on Saturdays.

USE OF CHURCH BY OUTSIDE ORGANIZATIONS

Introduction

Space rental requests by outside organizations will be governed by a contractual agreement that outlines use, parameters, and fee assessments.

Scheduling

- The Pastor must approve all events being held at the church.
- The Pastor may make exception for use of meeting spaces by non-Abyssinian organizations.
- Long term and ongoing meeting spaces are not available for use by outside organizations.
- Weekday events should end by 9:00 pm (overtime expenses are incurred thereafter).
- Saturday events should end by 2:00 pm* (to allow for Sunday church set-up).
*except weddings.

Forms

- The contract or Event Plan outline must include budget and all services required by the church and should be submitted to the CFO and appropriate staff.
- Events being sponsored/coordinated/hosted by outside organizations must complete an *Audio Video Taping Request* and pay the required fees to the Fiscal Officer.
- If food is being served, complete a *Catering Request* and *Room Reservation Form* for the Fellowship Hall usage. (No outside food or vendors allowed without prior approval from the Food Ministry, Pastor and CFO)
- If the event is large and requires Ushers, complete an *Usher's Request Form*.

Fees

- Procedures for renting space:
 - Contact the Assistant Pastor's Office ext. 216, to discuss nature of event, make arrangements and determine costs.



- A deposit of 50% is required to rent space. Room fees vary per room.
- Tickets cannot be sold at the door for events being held by outside organizations.
- Costs for such events will be determined by the specific requirements. Rental of additional equipment will be at the expense of the organization.
- Procedures for ordering Food Services:
 - See *Food Services* section

PRINTING AND MAILING

Mass/Bulk Mailings

Scheduling

- Mass mailing required for church purposes must be pre-approved by the Pastor, if the need was not included in the Ministry Annual Plan.
- The Assistant Pastors Office ext. 216 must be advised at least three (3) weeks in advance so that adequate postage and supplies will be available.
- If Abyssinian return address envelopes are required for mass mailing, plain envelopes will be provided along with the Abyssinian stamp.

Ministry Responsibilities

- Ministries are responsible for securing volunteers for stuffing, affixing addresses, and posting their mail.

Incoming Packages

Scheduling

- Owner of the package(s) must check with the Receptionist or Sexton at estimated time of package arrival.
- The church reserves the right to dispose of any package not retrieved after 24 hours. Church related parcels will be held for only 2 days.
- The church Receptionist and Sexton should be advised of expected deliveries.

Deliveries

- When placing orders for delivery to the church, the package must be addressed to the attention of a specific ministry or person.
- Personal packages and letters should not be addressed to the church. Such packages will not be accepted. Only packages addressed to ministries or its officers will be accepted.

Disposal

- The church is not responsible for packages or materials left after a ministry event. Each ministry is responsible for removing excess materials.

COPY MACHINE USAGE

Scheduling

- Copy requests must be received at least one (1) week in advance by the receptionist. (Only Black and White copies can be made at the church. Copies can be made on colored paper.)
- The maximum quantity request 500 per request and 2,800 for Sunday bulletin distribution.
- Copies are not made on Sundays.



Forms

- A completed *Photocopy Request Form* must be submitted to the front desk along with material(s) to be copied. Forms can be obtained from the receptionist.

Authorized Staff

- Only ministerial and administrative staff members are authorized to use the copy machines.
- **Late verbal or written copy requests to administrative staff, part-time help or maintenance staff is not permitted.**

FOOD SERVICE

Kitchen & Fellowship Hall

Scheduling

- The Fellowship Hall (FH) dining space is open on Sundays for breakfast between 8:00 a.m. and 11:30 a.m., and dinner between 1:00 p.m. and 2:30 p.m.
- All Catering service requests must be made at least three (3) weeks in advance and must be finalized (number of guests, time of event, menu and finances) two (2) weeks prior to the event. The *Catering Service Request Form* must be filled out, submitted with MAPs and given to the Chief Financial Officer and a copy to the Kitchen Manager.
- Any activities held in the Fellowship Hall must be completed and the area restored by 2:00 p.m. on Saturdays. Meetings should not be held in the Fellowship Hall during the hours that the dining room is open for business.
- The kitchen is closed during the week, unless a kitchen staff person is requested to be on duty to supervise and make sure that the area is cleaned and all items and utensils are replaced and secured.
- Requests for dining room information must be made after the Fellowship Hall closes (Sundays at 3:00 p.m., Fridays or Saturdays when the Kitchen Ministry Manager is on duty.)
- Ministries and individuals who have meetings on Sunday afternoons and desire to eat afterwards may pay for their meal before going to their meetings. Meals will be served in a takeout container and will not be reheated.

Staffing

- For safety precautions, only kitchen staff is allowed in the kitchen area. If there is a need to speak to one of the staff members, it must be done outside of the kitchen and within kitchen operating hours.
- All food preparation must be done by the Abyssinian Kitchen Ministry staff. No outside catering is allowed without prior approval by the Pastor
- Outside food is not permitted in the Fellowship Hall without prior approval; i.e. special events and activities such as parties with birthday cakes, etc. **For approved activities where outside food will be served, no more than 2 tables (10 per table) can be reserved for these events.**
- McDonald's and other such outside foods are not allowed in the Fellowship Hall during the hours that the dining area is open for business.
- The Food Service Ministry does not supply paper goods for private affairs (e.g., plates, cutlery, tablecloths, and napkins).

Menus

- A standard menu will be provided for all events held in the church requiring food services.



Food Events

- Food is permitted in the Vestry area only on the following occasions:
 - Church Anniversary
 - Young 70's Luncheon
 - Leon E. Thompson Chorus Fathers' Day Brunch
 - Deacons, Deaconesses and Trustees Sermon
 - Choir Day
 - Ushers Sermon
 - Men's Day Brunch
 - Women's Day Prayer Breakfast/Brunch

- In planning a funeral Collation (Repast), it is very important to get an accurate count of the number of family members expected, as well as the number of ministry members who will assist with serving. Meals for those assisting are at the option of the ministry. There is a minimum charge per person for a basic meal.

FINANCIAL OPERATIONS

Introduction

In general, ministries will not engage in fundraising activities; however, with permission from the Pastor and Trustees, certain activities may charge admission or other fees. The main goal for an event should be to fulfill the mission of the Church. This section provides the procedures for any financial transactions regarding ministry events, members and non-members.

Requests for Funds/Ordering Materials and Supplies

- If funds are required for approved budgets by a ministry or to pay for supplies for an event or activity, a *Requisition for Funds Form* must be completed and submitted to the Finance Office.
- Forms must be submitted 7 days prior to need for expenses up to \$2,999.00, and 14 days prior to need for expenses \$3,000.00 and above.
- Checks should be written to organizations/vendors after an official invoice has been presented to the CFO.
- Members may not pay cash to vendors and receive reimbursements without prior written approval from the CFO.

Submitting Monies to Trustees

- Monies being turned in to the church should be submitted to the Trustees after the Sunday 11:00 a.m. worship service.
- Ministries shall use special event envelopes including the donor's name, address and purpose of donation.
- Checks must be accepted by ministries or individuals for tickets for excursions within four (4) weeks prior to an event and two (2) weeks for other events. After this time, only cash, official bank checks, money orders or credit cards will be accepted.²

Ticket Sales

- Obtain approval to sell tickets to Abyssinian events from the Pastor
- Arrange location and time to sell tickets with the Aby Lobby Bookstore



Free Will Offerings

- For events in the church where “free will” offerings will be collected, Ushers and at least one Trustee must be present. Requests for Ushers and Trustees must be made at least three (3) weeks in advance. Please complete a *Request for Ushers Form* and submit to the Church Receptionist.

Gift Statement Reports

Member Gifts

- All contributions will be acknowledged on the Gift Summary Statements, which are mailed out periodically from Stewardship Services. *This will take the place of letters previously sent to acknowledge large tithe or offering contributions.*
- Queries regarding contributions should be directed to Stewardship Services @ ext. 213.
- In general, monies paid to the church for services rendered or items received will not be reflected on the statements (i.e., purchase of tickets, tapes, accessories, memorabilia etc.)

Visitor Gifts

- Visitors will receive an acknowledgement of their gifts periodically.

Ministry Gift(s) – Envelope Usage

- Donations to Ministry events made by sponsors, friends and family should be placed in the respective “ministry event envelope” with the donor name and address placed thereon, so that proper acknowledgement can be made by Stewardship Services.

External Gifts on behalf of a Ministry

- If a ministry receives donations from outside sources, the monies must be earmarked for the donor, not the church member who submitted the funds. Please provide the donor’s name address and contact information with the donation.

Online Gifts & Transactions

- Members and visitors may give tithes, offerings and other donations online via the church website at www.abyssinian.org. Contributors will receive an e-mail confirmation of their donations and other financial transactions.

Receipt of Checks

- Checks will be accepted for event tickets other than excursions up to two (2) weeks prior to an event by each ministry’s financial secretary or a ministry designee. After this time, only cash, money orders or credit card will be accepted.³
- Checks will be accepted by staff member for weddings up to four (4) weeks prior to the wedding date. After this time, only cash, official bank checks, money orders or credit card payment will be accepted.
- Checks will be accepted for payment of funeral fees up to three (3) days prior to the service. After this time, only cash, official bank checks, money orders or credit card payment will be accepted.



Returned Checks

- A notice will be sent to the owners of returned checks, requesting that they make payment of the check amount.
- Persons who submit checks that are returned by the bank will be required to pay the fee charged to the church as well as the amount of the check.
- The amount of a returned check which is not made good will be deducted from the giving record in the member's gift summary records.
- Persons wishing to make returned checks good, plus any fees associated with returned checks (by cash or otherwise) may see the Trustees after Sunday worship service, or through the Chief Financial Officer during the week, or by mail. Please indicate "replacement check."
- Checks will not be accepted from persons who exceed *three* returned checks in any one calendar year. Such checks will not be deposited by the church upon receipt.

MUSICAL PERFORMANCE REQUESTS

Introduction

If a request has been made for specific musician(s), the church staff member will first ask specified musician(s) to perform. If they are unable to accept, the staff member will advise the contracting party. A suggestion may be made if the person does not have another preference.

If no specific musicians are requested, musicians affiliated with Abyssinian will be contacted first for their availability. However, if no Abyssinian musicians are available an outside musician will be contacted.

Choirs

- Choirs bearing Abyssinian's name must not accept engagements without the approval of the Pastor.
- Written requests with details of the engagement and the organization involved must be submitted to the Pastor prior to acceptance.
- Whenever a choir accompanies the Pastor (or one of the ministers) to an engagement, unless the venue is in close proximity to Abyssinian, Abyssinian will provide transportation to the event and the return to Abyssinian, if necessary.
- Any musical group being formed to represent The Abyssinian Baptist Church must first have the approval of the Pastor and Minister of Music.

Musicians

- Musicians should not negotiate with the person requesting the Church's music service. The request should be made directly through the office of the Pastor.
- Exception to this is, if the engagement is contracted solely between the musician and the person doing the hiring and the church is not involved in the transaction in any way.
- Fees for musicians vary according to member or non-member status for weddings and funerals.

Outside Musicians

- Musicians who bring in instruments and sound equipment must notify Abyssinian staff to arrange setup and possible sound check with AbyTech prior to event.



OTHER REQUESTS

Book Signings

The Executive Assistant to the Pastor arranges book signings. Books and all related specifications must be submitted to the Pastor's office for his approval.

Book sales are handled by the Bookstore manager and Staff

It is requested that 10% of the proceeds or no less than \$200 space fee (whichever is higher) be donated to the church to cover staffing and facility expenses. A letter of agreement must be signed prior to the event.



ABYSSINIAN PASTORAL CARE

Introduction

Abyssinian ministers, with the assistance of the Board of Deacons, address the spiritual and emotional wellness of the Church. In addition, they officiate at ordinances (Baptism and Communion) and other religious ceremonies.

SICK AND SHUT-IN VISITATION*

Our goal at The Abyssinian Baptist Church is to minister to the needs of members who are sick and are unable to attend regular church services. Ministers and Deacons of the church visit sick, shut-in and homebound members.

“I was sick and you visited me...” Matthew 25:36
”Is anyone among you sick? Let him call for the elders of the church and let them pray...”
James 5:14

Contact:

To inform the church of a member’s infirmed status, contact Assistant Pastor’s office @ ext. 216. Requests can be made through the church website at www.abbyssinian.org under Member Services tab.

PASTORAL COUNSELING

The Abyssinian Baptist Church offers Christian counseling for its members. Our Pastoral staff is available to counsel members when facing life’s many challenges (e.g., illness, family matters, and marital issues)

“...weeping may remain for a night, but rejoicing comes in the morning”
Psalms 30:5

Contact:

Members may contact the Assistant Pastor’s Office @ ext. 216 to request pastoral counseling.

GRIEF AND BEREAVEMENT SUPPORT GROUP

Under the leadership of the Minister for Social Ministries, a professional therapist leads a support group for those who have experienced or anticipate the loss of a loved one.

Contact:

Members may contact the Assistant Pastor office @ ext. 216



BABY BLESSINGS

The Abyssinian Baptist Church celebrates the wonder and beauty of new life.

“I prayed for this child, and the LORD has granted me what I asked of him. So now I give him to the LORD. For his whole life he will be given over to the LORD.”
1 Samuel 1:27-28

Scheduling

- Parents are encouraged to schedule their child for “blessing” within the first 6 months of their birth.
- Babies are blessed on the 2nd Sunday of each month at the 11:00 a.m. service.
- The Parents and child, along with Godparents will meet with Abyssinian Deaconesses in the Dodson Memorial (Blue Room) at 10:00 a.m. on the 2nd Sunday to prepare for the Baby Blessing ceremony.
- In cases of unwed couples or separated parents, counseling with a minister is required prior to the Sunday the baby is to be blessed. The Minister will determine how many follow-up meetings (if any) are required. On the day of the blessing, only the mother or the custodial parent may present the baby.
- Parents and/or guardians should be appropriately dressed for this sacred occasion.

Documents

- Parents must present the baby’s birth certificate to the Deaconesses at time of registration.
- Parents will receive a Baby Blessing Certificate consistent with the information provided on the baby’s official birth certificate.

Other

- Parents do not have to be members of the Church to have their baby blessed at The Abyssinian Baptist Church.

Contact:

Parent(s) should contact the Office of the Assistant Minister for Christian Education @ ext. 212 to register the baby for the blessing ceremony at least 30 days in advance. Requests can be made through the church website at www.abyssinian.org under Member Services tab.



WEDDINGS

The Church believes strongly in the institution of holy matrimony as outlined in the Bible.

“And he answered and said unto them, ‘Have ye not read, that he which made them at the beginning made them male and female, and said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh?’ Wherefore they are no more twain, but one flesh. What therefore God hath joined together, let not man put asunder.’”
Matthew 19:4-6

Scheduling*

- Pre-marital counseling sessions must be completed prior to the wedding date.
- The number of pre-marital counseling sessions ranges from two to five.
- In order to accommodate pre-marital counseling, sessions must be scheduled at least nine months prior to the wedding date.
- A *Wedding Form* will be completed by the staff member with whom the arrangements are made.
- Weddings at Abyssinian are required to be facilitated by our wedding coordinator.
- Weddings are not held in the church on Sundays.
- Abyssinian Ministers are not available to perform wedding ceremonies during Sunday worship hours.
- Rehearsal dinners and wedding receptions are not accommodated at the church.

Fees

- Non-Members
 - Fees for pre-marital counseling are due upon receipt of service.
 - Fees for wedding coordinator are due 24 hrs before the wedding.
 - Checks are accepted for weddings within four (4) weeks of the wedding date. After this time, only cash, money orders or credit card payments will be accepted.
 - Deposit fee of \$200 will be forfeited if wedding ceremony starts more than ½ hour late.
- Members
 - Pre-marital counseling and certain wedding facility charges are waived for members.
 - Fees for wedding coordinator are due 24 hrs before the wedding.
 - Checks are accepted for weddings up to four (4) weeks of the wedding date. After this time, only cash, money orders or credit card payments will be accepted.
 - Deposit fee of \$200 will be forfeited if wedding ceremony starts more than ½ hour late.

Contact:

The first point of contact for making wedding arrangements is the Assistant Pastor’s office Manager’s office @ ext. 216. Requests can be made through the church website at www.abyssinian.org under Member Services tab.

*If the Pastor is performing the ceremony, confirm availability with his assistant @ ext. 215. All other scheduling, fees and requirements are handled through the Membership and Ministry Manager’s office @ ext. 221.



FUNERALS

No one should grieve alone. At Abyssinian, we will assist you with planning funeral arrangements, and our ministerial staff provides counsel to the bereaved. The Abyssinian church family will be with members during their time of sorrow.

“Rejoice with those who rejoice, weep with those who weep.”
Romans 12:15

Scheduling*

- At time of death, family members or a representative of the deceased are requested to contact the ministerial staff through the office of the Pastor.
- A *Funeral Arrangements Form* must be completed by the Assistant Pastor’s office or the staff person with whom the funeral arrangements are made at ext 216
- Dates and arrangements for services are usually made through the Membership and Ministry Manager.

Order of Service

- Abyssinian has a standard “*Order of Service*” which must be followed for services conducted at the church. The Pastor must approve any deviations or additions to the “*Order of Service.*”
- After the family’s final viewing **preceding the service**, the casket will be closed and will not be re-opened.
- Funeral services generally last for approximately one hour.

Fees

- The Membership and Ministry Manager or appropriate staff member will secure any required fees and will ensure that the persons providing funeral services are paid. Such persons to be paid usually are:
 - For Members – All fees with the exception of the soloist are waived.
 - For Non-members – Fees include compensation for the minister, organist, soloist, use of the Sanctuary and the Sexton services.
- Checks will be accepted for payment of funeral fees up to three days prior to the funeral.
- Musicians must adhere to the fee structure established by the church.

Contact:

The first point of contact for making funeral arrangements is the Assistant Pastor’s Office @ ext.216. Requests can be made through the church website at www.abyssinian.org under Member Services tab.

*If the Pastor is performing the ceremony, confirm availability with his Assistant @ ext. 215. All other scheduling, fees and requirements are handled through the Membership and Ministry Manager’s office.



COLLATION (REPAST)

Ministry Responsibility

Scheduling

- Requests and arrangements for a Collation (Repast) following a funeral service are to be discussed prior to the funeral with the Membership and Ministry Manager. This information will be noted on the *Funeral Arrangements Form*.
- If the family requests a Repast, the ministry with which the deceased member was affiliated is responsible for sponsoring part of the Repast fees. (See “Fees” below)
- The Membership and Ministry Manager or staff member will convey requirements to the Kitchen Ministry Manager and/or the Chief Financial Officer.
- The Kitchen Ministry prepares all Repast meals, which are only served in the church Fellowship Hall after a funeral service. Exceptions will be allowed for members only if the kitchen staff is not available to prepare such meals. Exceptions are staff vacations and holidays. At such times, with the Pastor’s permission, family members or ministries may bring in prepared food.

Fees

- The ministry in which the deceased held membership is only required to cover the cost of meals for no more than 25 persons. Any additional servings are the responsibility of the family at a minimum cost per plate for a basic meal.
- In cases where the deceased member was not affiliated with a ministry, a Collation (Repast) will be at the expense of the family or representative thereof.
- Payment for food is due 24 to 48 hours prior to repast service.

Contact:

The first point of contact for making collation arrangements is the Assistant Pastor’s Office @ ext. 216

BENEVOLENT SERVICES

Service

- The Benevolent Ministry will review requests for financial assistance in cases of extraordinary, unforeseen needs of members.

Scheduling Benevolent Services

- The Ministry meets periodically to review requests for financial assistance.

Contact

Assistant Pastor’s Office @ ext. 216



MINISTRY

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ABYSSINIAN MINISTRIES

PRINCIPLES OF MINISTRY

Members of The Abyssinian Baptist Church are encouraged to become active in one of ten areas of Ministry. The general purpose of each Ministry is based on the following principles, which, if followed, demonstrate Christianity in action.

MINISTRY IS...

- What Christian believers do on a daily basis to bless others
- Christian behavior that seeks to serve those who are in need, bewildered, imprisoned, health challenged, poor, depressed, and those who simply need to know that Jesus is “a way maker” and a “balm in Gilead.”
- The service one renders without the expectation of receiving anything in return. It is not fundraising.
- A deliberate act to exemplify the attributes, teachings, and practices of Jesus.

MINISTRY STRUCTURE

All ministries should consist of officers or leaders who will execute various functions. Following is a sample list of such officers:

- President
- Committee Chair
- Secretary
- Treasurer/Budget Manager
- Communications: writer, PR, designer (for creating flyers and promoting your events)
- Deacon/Deaconess Liaison
- Trustee Advisor



AREAS OF MINISTRY

There are 12 areas of Ministry at The Abyssinian Baptist Church of which 10 serve as the umbrella for over 50 specific ministries. The other two are Pastoral Care and Administration.

African-American History – Preserves the unique cultural and ethnic features that characterize the African-American experience. The primary purpose is to manage the Archives and History of the church.

Children and Youth – Nurtures the spiritual, intellectual, and emotional development of our community's next generation of leaders.

Christian Education – Provides instruction and training in matters of religion and spirituality for those seeking maturity in their Christian walk.

Congregation and Family Life – Presents fellowship opportunities for seniors, singles and married members who comprise the Abyssinian family.

Evangelism and Hospitality – Proclaims the word of God to members of the Abyssinian church family, the community and to the uttermost parts of the world. We are also committed to demonstrating a kind and hospitable spirit to all those who enter into fellowship with this church.

Health and Wholeness – Supports the physical and psychological well-being of the church membership by providing classes and workshops concerning health, nutrition and fitness.

Leadership and Economic Empowerment – Prepares people to assume leadership roles in their spiritual, professional and personal endeavors utilizing opportunities that further socio-economic success.

Social Concerns and Outreach – Addresses the social, economic and political problems that prevent humankind from realizing its full potential in God.

Praise & Worship – Cultivates an environment of glorifying God and welcomes the presence of His Holy spirit into our worship opportunities.



LISTING OF MINISTRIES

There are over 50 ministries to meet the unique needs of each generation of our diverse church family, which include youth, young adults, mature adults and seniors.

African-American History & History

- Archives & History

Children & Youth

- Junior Church
- Junior Church Parent Board
- Youth Council Ministry
- Teen Bible Study
- Saving our Sons (SOS)
- Junior Ushers
- Liturgical Dance Ministry
- Youth & Children's Choir
- HYPE (Helping Young People Excel)

Christian Education

- Black Teachers Who Care Ministry
- Christian Education & Missions Ministry
- Monday Afternoon Bible Class
- Scholarship
- Sunday School
-
- The Abyssinian Institute for Christian Education

Congregation & Family Life

- Pastors' Memorial
- American Baptist Women
- Blessed 90's
- Exodus Ministry
- Floral Circle
- Grief & Bereavement Ministry
- Laura B. Thomas Family Life
- Mattie Fletcher Powell Volunteer
- Men's
- Pastor's Aid
- Satellite Alumnae
- Singles
- Sister-to-Sister Book Club

- The Brotherhood
- Utility
- Women's

Evangelism & Hospitality

- Food Service
- Security
- United Ushers
 - New Life Ushers
 - Prayer Night Ushers
 - Progressive Men's Ushers
 - Progressive Ladies Ushers
 - Senior Men's Ushers
 - Senior Ladies Ushers
- Welcome and Hospitality

Health & Wholeness Ministry

- HIV/AIDS
- Health
- Alzheimer Caregivers' Support Group
- Medical

Leadership & Economic Empowerment

- Business Owner's
- Joshua

Social Concerns & Outreach

- Christian Social Concern Ministry
- Missionary

Worship & Praise

- Music Ministry
 - Cathedral Choir
 - Inspirational Voices
 - Total Ensemble
 - Leon E. Thompson Men's Chorus
- Sunday Morning Prayer Band



ABYSSINIAN MINISTRY AFFILIATES

Several service organizations have been born from the core ministries of The Abyssinian Baptist Church, which maintain affiliation with the church. Those organizations are outlined below:

Abyssinian Development Corporation – A leading non-profit community development corporation dedicated to building human, social, and physical capital in Harlem. Founded in 1989 by Abyssinian’s Pastor, Rev. Calvin O. Butts, III, ADC has addressed the complex, interconnected challenges facing the Harlem community.

Annie G. Newsome Head Start Program provides pre-school age children with early childhood education, socialization skills, nutrition, medical, dental and developmental screenings and a full range of early intervention services.

Blue Nile Passage, Inc. A not-for-profit, tax-exempt corporation dedicated to the spiritual, cultural, and moral character development of America's youth. Founded at The Abyssinian Baptist Church in 1994 and incorporated in 1996, Blue Nile is a manhood and womanhood training program.

Thurgood Marshall Academy for Learning and Social Change (TMA), a public middle and high school for grades 7-12, sponsored in partnership with New Visions for Public Schools and the Department of Education.

Thurgood Marshall Academy Lower School (TMALS) Beginning with a total of 63 students in two kindergarten, and two 1st grade classes, TMALS is one of 52 new public schools that opened in NYC in the fall of 2005 and is the only elementary school. TMALS will expand with a new grade each year until it serves students from Kindergarten through 6th grade.

Youth On The Move offers recreational and educational youth programs for the children of our community including basketball and football leagues, cheerleading, after school tutoring, and computer training.

The Abyssinian Fund is committed to reducing poverty in Ethiopia by working with partner organizations, farming cooperatives and community residents to improve healthcare, education and access to clean water



RESPONSIBILITIES OF MINISTRY LEADERS

Introduction

The role of the Ministry Leader is one of the most critical positions in the church. The Ministry Leader is responsible for ensuring that the mission is upheld and that all ministry programs support the achievement of the church's vision and objectives as presented by the Pastor. Ministry is important because it is the vehicle through which we remain true to the beliefs, teachings, and practices of Jesus Christ.

Roles of a Ministry Leader

- Demonstrates strong support of the church's vision as presented by the Pastor.
- Upholds the Principles of Ministry.
- Adheres to the biblical principal of tithing
- Develops an Annual Plan, which includes a calendar, event planning timetable and a budget for the Ministry.
- Ensures that objectives are accomplished and budgets are met.
- Builds a collaborative team that will work together to accomplish the ministry's mission and objectives.
- Collaborates with other ministries and the administrative offices of the church to implement programs, as needed.
- Dedicates at least one hour per month to organizational growth and ministry enhancement.

Ministry Leaders Training and Development

- Regularly attends ministry leaders meetings
- Engages in ongoing personal spiritual growth and development.
- Attends financial literacy classes.
- Attends Christian Education classes.

ELIGIBILITY REQUIREMENTS FOR LEADERS

- Must be a member of The Abyssinian Baptist Church for at least one year.
- Consistent financial support of the church.
- Demonstrates leadership experience either internally or externally.
- Demonstrates ability to work in harmony with others.
- Displays evidence of on-going spiritual development.
- Possess project management skills.
- Must have the well-rounded skills to assume leadership position.



SELECTION PROCESS

- Candidate slate must be presented to the Pastor for approval prior to voting.
- All elections will occur at the ministry's December year-end meeting.
- Newly elected officers shall be presented at the annual meeting held in the beginning of the year.
- All officers are required to attend a one-day ministry leadership class after installation.

TERM LIMITS

- All officers shall be elected for a 1-year term.
- No officer may hold an elected office for more than three consecutive terms.
- Upon completion of three terms, the President may not hold another office in that ministry for at least 2 years.
- Leaders must be willing to adhere to the biblical concept of sacrificial giving (tithing).

Roles of Ministry Officers/Committees

- Secretary – Maintains notes and ministry records
- Treasurer – Acts as the link between the Trustee Advisor and the Church CFO. This person manages all budgets of the ministries various events. They assure all financial records are accurate and budgets are submitted to the Trustee Advisor and CFO for approval. Any contracts must be sent directly to the Pastor's office for approval.
- Communications Designee –Develops flyers, writes press releases and implements PR plans for the ministry's events. All flyers, press releases and PR are approved through the Pastor's Office who helps in development, edits and helps to promote events within the church and where applicable to outside media sources.
- Deacon/Deaconess Liaison – **Assures that all ministry-sponsored events are conducted in a Christian manner from beginning to end.**
- Trustee Advisor – Assures that all budgets, contracts and event expenses are pre-approved by the Pastor and CFO.

Purpose of Ministry Manager and Trustee Advisor

- Meet with the Ministry Manager and Trustee Advisor to obtain advice regarding scheduling of meetings, rehearsals and rallies, planning your event, updates on approval of your event, program requirements (paper, copying options, etc.), letters, mailings, announcements, ideas, discussions on catering, etc. The Ministry Manager will route all information to the Pastor and your Trustee Advisor to obtain sign-off approvals.
- Meet with your Trustee Advisor throughout your event planning to review your budget. Please provide all estimates and contracts for supplies, speakers, venues, travel, printing, etc.



MINISTRY ANNUAL PLANNING

Introduction

This section provides an outline of the procedures for the Ministry Annual Planning (MAP) process to sponsor an event and to obtain budget approval at The Abyssinian Baptist Church. Please note that the process for starting an event can only occur after the MAP has been approved by the Pastor, Trustees and the Chief Financial Officer. ***Read this section very carefully as it represents a major change in the way events were previously planned, approved and managed.***

Contact:

For questions regarding the Ministry Annual Planning process, contact the Assistant Minister for Christian Education at ext. 204

Annual Planning Schedule

Date	Activity	Responsibility
August	Ministry Planning Packages distributed to Ministry Leaders	Administrative Assistant/ Membership and Ministry Manager
September	Prepare Plans & Budget	Ministry Leaders
October	Harvest Fair	Ministry
	Submit Annual Plans and Budget	Ministry Leaders
November	Review of Ministry Plans and Budget for approval	Trustees, CFO, , Pastor
December	Church budget is finalized	Trustees, CFO
	Submit candidate slate	Ministry Leaders, , Pastor
January	Annual Meeting Installation of New Officers	Ministry Officers
	New Leaders Training	Ministry Officers

Note: The pastor reserves the right to postpone any ministry events due to unforeseen circumstances that may arise.



EVENT PREPARATION

When completing the Ministry Annual Plan packets for your events, meetings and rallies, the following information is required:

Ministry Activities Outline

- Ministry name and leader's name
- Event chairperson and contact information
- Trustee Advisor and Deacon/Deaconess Liaison
- Event name, date, time and format
- Proposed speakers, fees and anticipated revenue
- Services required (i.e. food, audio/visual, security, flyers, etc.)

MAP Approval Process – Ministry Manager, Pastor and Trustee Advisor

The Ministry Manager will route all information to the Pastor and the Trustee Advisor to obtain sign-off approvals. The event will not occur until it is approved by the Pastor and your Trustee Advisor. Failure to comply with deadlines may hinder your event.

- Submit all MAPs to the Ministry Manager upon completion.
- The Ministry Manager will review the MAP for completeness and clarity and check the calendar and room availability. If needed, revise and update the MAP as requested.
- The Ministry Manager will submit the MAP to the Pastor's office for review and approval, and the Trustee Advisor who reviews and approves the budget, or will contact the ministry leader with any budgetary questions or changes.*
- The Ministry Manager will submit the MAP to the Pastor for final approval.
- The Ministry Manager will alert you of final approval. You will receive a copy of your sign-off from the Ministry Manager.
- The Ministry Manager will forward the approved MAP to the church CFO and initial Service Request Forms to appropriate departments.
- When the event is finally approved, the Ministry Manager with the CFO and your Trustee Advisor will work with your Ministry regarding speakers and venue contracts, purchasing supplies, printing expenses, food services and ticket sales.

Event Planning Timeline

- **90 days** – finalize all budgetary expenses such as contracts, speakers, venues, food, etc. Begin PR.
- **60 days** – Be sure all service requests are updated and submitted. Develop external PR materials.
- **30 days** – Develop and distribute internal PR materials.
 - Press Releases/Website posting – 6 weeks
 - Flyers – 6 weeks (development), 4 weeks (distribution)
 - Posters/Programs – 4 weeks (development and paper supply order), 3 weeks (finalize and copies)
 - Mass Mailings – 4 weeks (develop and get materials approved), 3 weeks (distribution)
 - Bulletin/limited Pulpit Announcements/Posters – 3 weeks
 - Aby/Tech Services – 3 weeks (confirm set up and needs)
 - Food – 3 weeks (submit menus)

** See Financial Operations*



COMMUNICATIONS

Introduction

Contact the office of the Pastor at ext. 215 for information pertaining to ministry event advertisement

ADVERTISING FOR EVENTS & SOLICITATION

Introduction

Any plans to advertise Church events must first be approved by the Pastor. Sources for advertising and promoting events include the following: website, newsletter, church bulletin, announcements from the Pulpit (per the pastor's discretion) and flyers/posters. Other elements in organizing your event include programs, brochures, solicitation letters and ministry event envelopes.

Program Preparation

- Typing and layout of programs **are to be handled by the ministries** or person/group sponsoring the event.
- If in-house printing is required, the Assistant pastor's office must be notified and a *Photocopy Request Form* must be submitted to the copy request mailbox at least three (3) weeks in advance.
- Requests for special copy paper must be submitted four (4) weeks in advance. Notice of paper selection should be made on copy request form as well.
- Final draft of programs must be reviewed and approved by the Pastor.
- If an outside printer is being used to cover printing costs, a *Request for Funds Form* must be completed and submitted to the financial office for approval at least two (2) weeks in advance.

Envelopes and Letterhead

- For special ministry events where official church letters are sent out, letters must be submitted to the Assistant Pastor for approval and approved materials sent to Stewardship Services for large mailings.

Emails

- All ministries of The Abyssinian Baptist Church will be afforded the opportunity to have access to an email box. This email box must be used solely for communicating approved ministry activities and information. A church disclosure statement must appear at the end of every message sent from the ministry's email address.
- Email blasts **are not** a communication standard of the church and are only done upon special request and/or approval by the pastor.

Church Bulletin

- Items to be printed in the church bulletin must be submitted to the Assistant Pastor's office, no later than Tuesday preceding Sunday.
- The Pastor approves all announcements to be included in the bulletin.
- Announcement placement is subject to space availability and date of event.

Contact: Assistant Pastor's office ext 216



Sunday Announcements

- Requests for pulpit announcements should be submitted to the church office no later than 12:00 pm on Friday. **Reading of announcements is at the discretion/approval of the Pastor or the minister officiating Sunday service.**
- **When service is in progress, unless in cases of emergencies or urgent matters, announcements will not be accepted in the pulpit.**

Contact: Pastor's Office @ ext. 215.

Entry Lobby

Any outside flyers, postcards, information or posters to be placed in the entry lobby, lobby racks and other church entrances must be approved by the Assistant Pastor.

Contact: Assistant Minister ext 204

Book Store

The bookstore is designed for the sale of books, media material and other church or ministry related items.

Contact: Book Store Manager @ ext. 212 491 9017

1st Floor Gallery/Vestry Gallery

The Archives Ministry is responsible for updating and maintaining the displays. If you want the display areas to reflect imagery and display information pertinent to an event being held at the church, requests and prior notice must be given to the above-mentioned ministry and approved by the Pastor.

Contact: The Archives & History Ministry @ ext. 225.

Photography

If required, a photographer will be selected to photograph an Abyssinian event. Photos specially commissioned by Abyssinian are the sole property of The Abyssinian Baptist Church and are kept for archival purposes and used for internal publications and promotion of related events.

Requests for photographs of an event should be made three (3) weeks prior to the event to the Assistant Pastor's Office to schedule a photographer.

Contact: Assistant Pastor's Office @ ext. 216



CHURCH OPERATIONS

CHURCH HOURS

The church is open Sunday through Saturday as follows:

Monday – Friday

Office Hours:	10:00 a.m. – 6:00 p.m.
Receptionist on Duty:	9:00 a.m. – 9:00 p.m.
Church Opens	8:00 a.m.

Saturdays

Church Open	9:00 a.m. – 3:00 p.m.
-------------	-----------------------

(Activities and events should occur between 9:00 a.m. – 2 p.m.)

Sundays

Church Open	7:00 a.m. – 4:00 p.m.
Kitchen and Fellowship Hall Breakfast	8:00 a.m. – 11:30 a.m.
Dinner	12:30 p.m. – 2:30 p.m.

The Church closes at the above hours, unless there is a pre-approved event.

Activities should end promptly as scheduled.

Hours may vary during the summer months and holiday seasons.

EMERGENCIES

If emergencies occur when the church is closed, a telephone voicemail extension is set up to receive emergency messages. The emergency line is checked by an Abyssinian staff minister.

The emergency voicemail box can be accessed by dialing the church telephone number, 212-862-7474 and pressing '9' at the start of the prompt. This voicemail is checked after hours and on weekends. Please use this number only for emergency situations that require immediate attention.



WORSHIP SERVICES

Sunday morning worship services are at **9:00 a.m.** and **11:00 a.m. in the Sanctuary**. Advance notice is required for visiting groups of 10 or more.

Baby Blessings

Baby Blessings - 2nd Sunday of each month, at the 11:00 a.m. service. Contact the Administrative Assistant/Membership and Ministry Manager @ ext. 221 to make arrangements.

Holy Communion

3rd Sunday of each month, both services.

Baptism

4th Sunday of each month, at the 11:00 a.m. service.

Youth Sunday

5th Sunday, 11:00 a.m.

PRAYER AND PRAISE Opportunities

Sunday Morning Praying Band

This service consists of group prayers for the church and members, testimonies and songs.

Sundays, 7:00 a.m. – 8:00 a.m. in the Vestry

Wednesday Night

This service consists of praise and worship, prayers, testimonies, songs and sick visitation reports.

Wednesday Night Devotion 6:30 p.m. – 7:00 p.m. in the Sanctuary

Mid Week Manna 7:00pm-8:00pm Sanctuary

BIBLE STUDY SCHEDULE

Adult Sunday School

This is a basic Bible study for those who want to learn how to apply the teachings of the Bible to everyday living and is open to all age groups.

Sundays, 9:00 a.m. – 10:00 a.m., 1st floor conference room

Monday, Afternoon Bible Class

This class is given for those who wish to study the Bible. Classes are based on themes, topics or books of the Bible. A light meal is served following the classes.

Mondays, 12:30 p.m. – 1:30 p.m. in the Fellowship Hall.



The Abyssinian Institute for Christian Education

The Abyssinian Institute for Christian Education seeks to empower the witness of God's church and propel the spirit of 21st Century Christians. Classes offered in Bible, Theology, Black Church History, and Practical Christian Living

Institute classes are offered during Fall, Winter, Spring and Summer semesters. All classes must be for 6 weeks

NEW MEMBERS CLASSES

New Members Classes are required for those who have recently joined the church. These classes are taken immediately after joining the Church and prior to receiving the Right Hand of Fellowship. Classes are held on Sundays, 8:30 a.m. – 9:30 a.m. in the Blue Room. There are four classes, as listed below.

1st Sunday: "At the Cross: Jesus Christ & Salvation"

2nd Sunday: "Faith Foundations: Baptist Polity & Practices"

3rd Sunday: "The Abyssinian Baptist Church: Yesterday, Today, and Tomorrow"

4th Sunday: "Giving God our Best: Worship & Stewardship"

Students receive a New Members Certificate after receiving the Right Hand of Fellowship.

SUNDAY SCHOOL AND YOUTH SERVICES

Sunday School is the chief component of Christian Education for our youth. Special attention is given to the education of our children in the Word of God. They learn how to pray, read, interpret and understand the Bible. Our children also learn hymns and the various aspects of worship and praise in our church. Group discussions and special activities are also offered.

The Sunday School classes are divided into seven departments from kindergarten to teens and trained teachers are assigned to each department.

Sunday School Departments

Beginners	2 – 5 years
Primary	6 – 8 years
Junior	9 – 11 years
Pioneers	12 – 13 years
Crusaders	14 – 18 years

Sunday School and Youth Service Schedule

9:00 – 9:20 a.m.	Light Breakfast in Vestry
9:30 – 9:45 a.m.	Devotional Period
9:45 – 10:45 a.m.	Sunday School Classes
11:00 – 11:15 a.m.	Break
11:15 – 12:00 p.m.	Junior Church
12:00 – 12:15 p.m.	Snack
12:20 – 1:15 p.m.	Supervised Recreation



APPENDIX



STAFF DIRECTORY

NAME	TITLE	EXT.	E-MAIL
MINISTERIAL			
Rev. Dr. Calvin O. Butts, III	Pastor	215	
Rev. Violet L. Dease Lee	Assistant Pastor	203	vldease@abyssinian.org
Rev. Dr. Eboni K. Marshall	Assistant Minister for Christian Education	204	emarshall@abyssinian.org
Rev. Nicholas Richards	Assistant Minister for Global OutReach	218	nrichards@abyssinian.org
ADMINISTRATION			
Earnestine Wallace Adams	Chief Financial Officer	245	eadams@abyssinian.org
Minnie Davis	Assistant to CFO	252	mdavis@abyssinian.org
Naomi Graham	Administrative Officer & Executive Assistant to the Pastor	215	ngraham@abyssinian.org
Ann Sheriff	Evening Receptionist	0/225	reception@abyssinian.org
Dr. Anita Underwood	Dir. Human Resources & Organizational Management	241	aunderwood@abyssinian.org
Sade Arnold	Administrative Assistant	216	sarnold@abyssinian.org
Shanielle Liburd	Administrative Assistant	212	sliburd@abyssinian.org
MUSIC STAFF			
Jim Davis, Jr	Director of Music & Fine Arts	261	jdavis@abyssinian.org
Roy Jennings	Assistant Minister of Music		
Jeff Bolding	Director, Inspirational Voices of Abyssinian		
Dina Foster Osbourne	Church Organist		
C. Anthony Bryant	Minister of Music for Youth		
MAINTENANCE			
Edmund Watkins	Chief Sexton	244	ewatkins @abyssinian.org
Randolph Graves	Custodian		
Richard Clark	Custodian		
Dexter Fletcher	Custodian		
Leary Fredricks	Custodian		
James Frink	Custodian		
Akuba Pyles	Custodian		
Eugene Zambouri	Custodian		
GENERAL ADMINISTRATIVE & OTHER OFFICES			
Membership/ Ministry Services		212	
Stewardship		213	
Financial Management		245	
AbyTech		280	
Kitchen		275	

