
ASBC Leaders' Reference Manual

“And we know that all things work together for good to those who love God,
to those who are the called according to His purpose.” -Romans 8:28

v.2019



INTRODUCTION

This manual is a guide on how to achieve excellence in ministry. The manual serves to educate ministry and discipleship group leadership teams on church operations, policies and procedures; to ensure all officers and team leads are working on one accord and to coordinate efforts with the church office; and to facilitate advance planning. All Ministry and Discipleship Group officers are encouraged to read and refer to this manual throughout the year.



Table of Contents

| | |
|--|-------------------------------------|
| Communicating with the Church Office | 4 |
| Newsletter | 4 |
| Ministry Program Management (MPM) Chats | 4 |
| Leaders' Resource Network | 4 |
| Ministry Emails | 5 |
| Introduction to OWA | 5 |
| Logging on to Webmail | 5 |
| ASBC Email Accounts | 7 |
| Budget Information | 7 |
| Key Planning Forms | 7 |
| Facility Usage Form | 7 |
| Comprehensive Program Planning Request Form | 8 |
| Impact Saturday | 8 |
| Impact Saturday Dates and Themes | 9 |
| Impact Saturday Process | 9 |
| One-time Ministry Events/ Recurring Monthly Sessions | 10 |
| First Quarter | 11 |
| Second Quarter | 12 |
| Third Quarter | 13 |
| Fourth Quarter | 14 |
| Meetings/Fellowships | 15 |
| Meetings | 15 |
| Fellowships | 15 |
| Print Requests | 15 |
| Background Checks | 16 |
| Fund Requests | 18 |
| Example Fund Request | 19 |
| Culinary | 20 |
| Communications Support | 20 |
| AV Support | 21 |
| IT Support | 21 |
| IT Help Desk | 21 |
| ASBC Accounts | Error! Bookmark not defined. |
| Facilities Information | 22 |
| Discipleship Group Information | 22 |
| Mailings | 22 |
| Membership Rosters | 23 |
| Reporting Church Family Deaths and Sickness | 23 |
| Contributions | 23 |



| | |
|--|----|
| Returned Checks | 23 |
| Requests for Financial Assistance | 24 |
| Baby Dedications | 24 |
| Pre-Baptism and New Disciple Orientation Classes | 24 |
| Food for Fellowships | 24 |
| Appendix | 25 |
| Position Descriptions..... | 26 |
| Ministry Lay Leader..... | 26 |
| President | 27 |
| Treasurer..... | 30 |
| Chaplain | 31 |
| Evangelism Coordinator | 32 |
| Ministry Calendar | 33 |
| January..... | 34 |
| February | 35 |
| March | 36 |
| April..... | 37 |
| May..... | 38 |
| June..... | 39 |
| July..... | 40 |
| August | 41 |
| September | 42 |
| October..... | 43 |
| November..... | 44 |
| December | 45 |
| Staff List | 46 |



Communicating with the Church Office

The church office has a few ways to communicate with all of our leaders. Read more about the different ways we communicate below:

Newsletter

The Ministry Programming Office produces a monthly newsletter to distribute important communications and reminders from the church office to the ministries and discipleship groups. We use this to help keep you the ministry/discipleship group leader up to date with all relevant information to help promote success within your ministry and group. If you are not currently or have not received any of our newsletters, please use the newsletter sign-up link on the Leaders' Resource network webpage. We highly recommend signing up!

Ministry Program Management (MPM) Chats

Ministry Programming has learned that everyone feels heard when everyone is invited around the table. With that said, we have created quarterly opportunities for leaders to meet with us to discuss new considerations and concerns. We want for you to join the discussion. The schedule for our MPM Team Chats is below.

- † February 28
- † May 30
- † October
- † December 12

Leaders' Resource Network

The Leaders' Resource Network is where you as the ministry leader can find a number of resources that will also help your ministry be successful. The Leader's Resource Network features resources such as the Leadership Directory, Fund Requests, and every request form we will discuss in the next section. You can find the Leaders Resource Network at this link or follow the directions below:

1. Navigate to the Alfred Street home page.
2. Locate the 'Leadership' menu located on the left-hand side of the page.
3. Locate the Leaders' Resource Network (the 5th link on the menu).
4. Voila! All of the resources needed to be successful in ASBC ministry.



Ministry Emails

The church office provides ministries and discipleship groups with an AlfredStreet.org email account. It is of extreme importance that all of our leaders begin using their ministry email box. New and existing members receive and can access ministry and discipleship group's official email addresses via the leadership directory and church website. For this reason, we hope that there is a routine check of this email box.

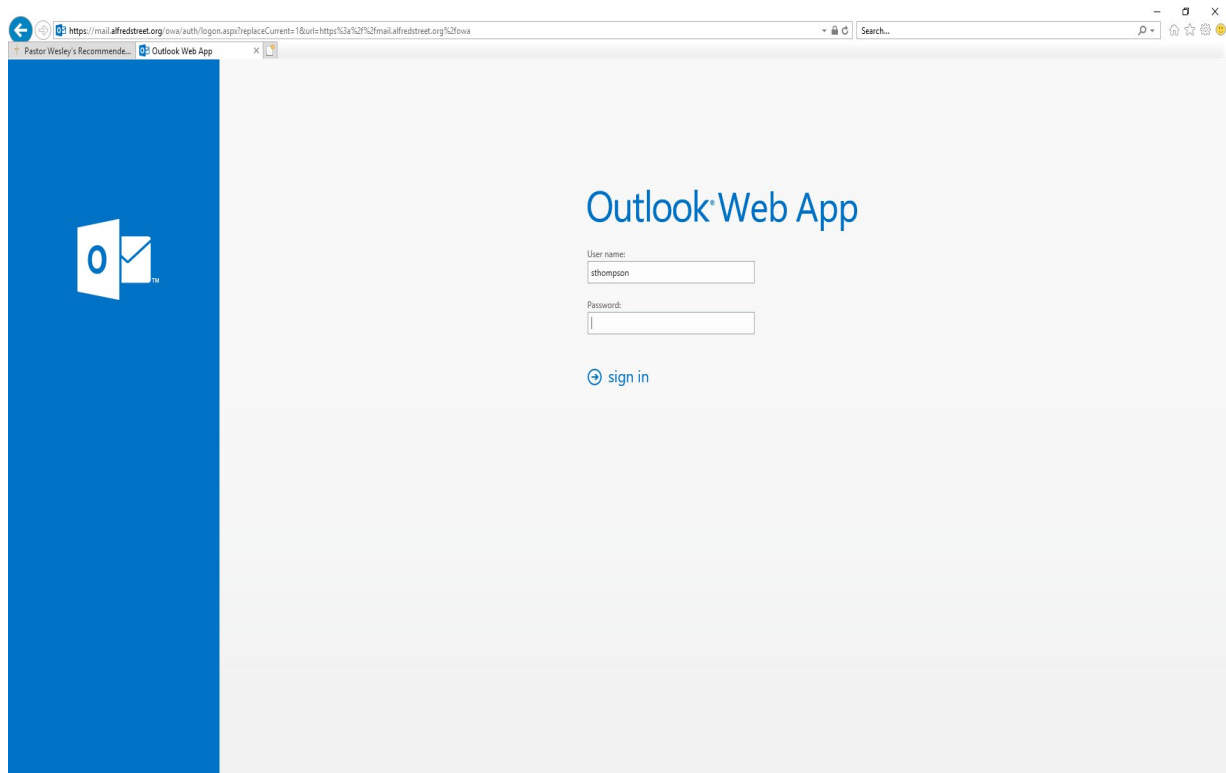
Introduction to OWA

With Outlook Webmail Access (OWA) ministry leaders can access their Alfred Street Baptist Church Outlook email on the internet from home.

Logging on to Webmail

Just open a new Chrome or Internet Explorer window and go to or type the following address: <https://mail.alfredstreet.org/owa> and type in your ASBC username and password!

This should appear:



Example: Weddings Ministry

Email address is: wedding@alfredstreet.org

Username is: weddings



Password:

That's all and it's easy right, RIGHT!! But where do you go from here?

Will outlook webmail look the same as what outlook looks like when you're in the office? What outlook email tasks will I be able to do? What outlook email tasks will I not be able to do? Will, I still be able to schedule meetings and appointments? Will I still be able to set my message options? What about my Address Book? Will I have access to all of contacts? And most of all can I set my signature?

Well, the answer to all those questions is: YES, YOU CAN!!!

OWA Haves

1. Allows users to access their calendars, contacts, tasks, folders the same as they would if they were in the office.
2. Search old mail, set up or edit out of office notifications, manage junk mail settings
3. OWA supports other file types such as Word documents, Excel spreadsheets, PowerPoint slides, PDF files and more.

OWA Have Nots

Well, the have-nots depend entirely upon your overall experience using Outlook Webmail, and the browser you use. Using Outlook Webmail forces you, the user, to be mindful of your computers security options, i.e. the less secure, public computer option is selected by default, if you select the private computer option while using webmail this will by default increase your inactivity timeout, so if you're working in webmail and the phone rings webmail will automatically timeout! Another have-not is that outlook webmail will not automatically log you off, so you must always remember to click the LOGOFF button when you finish using webmail and click the CLOSE WINDOW button to close the browser.

Here are some other things Outlook Webmail does not do:

1. Offline viewing of messaging is not available
2. Message flags such as Reply, Message, and Forward are unavailable, but you can set your messages to High, Normal or Low importance—this adds the corresponding icon to the message but you have to remember the receiver may not treat your email as High importance. You can also request delivery and read receipts for your message, but AGAIN, please remember your receiver may have their outlook set to not respond to these, so you have absolutely no control.



ASBC Email Accounts

Remember if you forget your password, after three tries, if you put in the wrong password on the 4th try, you will be locked out. But the system will reset after 15 minutes and allow you to try again. But if you still cannot remember your password. Just call 703-683-2222, ext. 8337. If you do not reach me, leave a voicemail and I will get back to you as soon as possible.

You can always reach out to the IT departments for questions and help at techsupport@alfredstreet.org

Budget Information

Your ministry budget is your guide for the programmatic year. This features the programs and initiatives that have been approved and how much has been allocated to each of these initiatives and programs. Please refer to your budget when planning your programmatic year. This will help your ministry spend time focusing on approved programming and initiatives for the year.

Key Planning Forms

The Leaders' Resource Network features every planning and request form needed to help plan the programmatic year. Below you will find a list of the forms and what to use them for and when to use them to be successful.

Facility Usage Form

This form is used to request space within the church building. Please note that this is a REQUEST form and does not guarantee space. Space is assigned on a first-come first-serve basis. Please plan to schedule a room:

- † 90 days in advance for major events/programs.
- † 14 days in advance for small meetings

If you need a room on short notice, please call the church office.

When this request is confirmed, the requirements contained herein will be communicated to facility, technical, and kitchen staff for follow-up action. It is imperative that any cancellations are communicated to Gerald Holden by email (gholden@alfredstreet.org).



NOTICE: Once you have received a CONFIRMED Location please proceed to the Comprehensive Planning Request Form

Comprehensive Program Planning Request Form

Complete this form if you need any ASBC Staff support including if your ministry solely needs marketing/communication support, which also includes photographer, videographer, and ministry video and photo requests. The Ministry Programming Office is responsible for reviewing the form for completeness and accuracy before the submission is approved and distributed to the church staff as a whole.

Only complete this form if you have received a confirmed room assignment. If you have not received a room assignment confirmation, please stop and follow-up with Gerald Holden, gholden@alfredstreet.org.

Form Process:

1. Ministry will complete the form
2. The form will be reviewed by the Ministry Programming Office. If necessary, the Ministry Programming Office will reach out to discuss the submission for clarity.
3. Once reviewed the submissions will be approved. You will receive a confirmation of your request within 72 hours of submitting the form, under normal circumstances (eg. not holiday season, no weather delays) Only after the submission is approved will the appropriate ASBC staff be alerted to your request.

Impact Saturday

Impact Saturday is an initiative created to take some of the guess work out of program planning for ministry leaders. In the past ministry leaders had to try to schedule space on a very active church campus. Then, the leader had to coordinate communication support, registration support, culinary support, audio visual support, and IT support. It required a lot of time and energy. It created confusion and frustration. Out of confusion and frustration innovation was created. Impact Saturday was tested in 2018. We were able to take the lessons learned in 2018 to develop a new game plan and process for 2019.

Impact Saturday removes the administrative tasks of planning a program out of the ministry leaders' hands and allows the ministry to focus primarily on



program/workshop content. The church office will handle scheduling and set-ups, culinary support, registration support, communication support, AV support, and IT support.

Impact Saturday Dates and Themes

- † Sat, March 16 (Spiritual Development)
- † Sat, June 15 (Personal Development)
- † Sat, July 20 (Women)
- † Sat, September 21 (Children & Youth)
- † Sat, October 19 (Men)
- † Sat, November 16 (Health & Wellness)
- † Sat, December 14 (Millennials)

Impact Saturday Process

In order to participate in Impact Saturday we have added the Impact Saturday Request Form to the Leaders' Resource Network webpage

1. Decide the dates the ministry team will be interested/available to host a program/workshop
2. Develop your program content! This is an important step! We want your content to not only glorify and bring people closer to Christ but also be done with a spirit of excellence. This is your ministry's time to truly showcase your love and commitment to Christ through your programming. Be as detailed and as thorough in your planning as possible.
3. Submit your Impact Saturday Request Form- This is where your ministry team will request all of the things that the church office now handles. Please submit the information on this form at least 30 days ahead of the next Impact Saturday. All Impact Saturday registrations are scheduled to end and start in advance so letting the church know in advance if you are or are not participating is very important.



One-time Ministry Events/ Recurring Monthly Sessions

The MPM team members all have their own specialties with the department and in the past we encouraged ministry leaders to go to the specific team member to answer any questions or address concerns. We understand that this created a level of frustration for our leaders. The Ministry Programming Office has divided all of the One-time Ministry Events/Recurring Monthly Sessions among the team. We define one-time ministry events/recurring monthly sessions as all of those activities hosted on a ministry level outside of Impact Saturdays. On the next few pages is a listing of which team member has been assigned to the activities. Work directly with the assigned staff team member to plan the event and walk through the requirements to request support.

2019 Events
First Quarter
MPM POC

| Month | Start Date | End Date | Event | MPM POC |
|----------|------------|----------|---|--------------|
| January | 2 | | CAYA | Whitney |
| January | 4 | | Marriage 360 | April |
| January | 5 | 6 | Installation Weekend | Whitney |
| January | 5 | 26 | Church 21 Day Fast | Gerald |
| January | 12 | | Saturday Bible Study | Gerald |
| January | 17 | | Mens Real Talk | Gerald |
| January | 18 | | Young Adult Session | Whitney |
| January | 19 | | Saturday Bible Study | Gerald |
| January | 21 | 24 | Progresive National Baptist Convention Host | Gerald/April |
| January | 25 | | Womens Spiritual Development | Whitney |
| January | 26 | | Saturday Bible Study | Gerald |
| January | 26 | | CAYA 10 year Anniversary | April /G & W |
| February | 1 | | Marriage 360 | April |
| February | 2 | | This is My Story | Gerald |
| February | 2 | | Leadership Conference | April |
| February | 6 | | CAYA | Whitney |
| February | 9 | | Hidden Halos - Teacher Appreciation | Gerald |
| February | 10 | | Annual Usher Sunday | Gerald |
| February | 10 | | HBCU Sunday | April |
| February | 15 | | Young Adult Session | Whitney |
| February | 17 | | Senior Youth Black History Celebration | Gerald |
| February | 21 | | Mens Real Talk | Gerald |
| February | 22 | | Womens Spiritual Development | Whitney |
| February | 23 | | HBCU Festival | April |
| March | 1 | | Marriage 360 | April |
| March | 5 | | March Gladness | Gerald |
| March | 5 | | Hidden Halos - Grocery Giveaway) | Gerald |
| March | 6 | | Ash Wednesday | Gerald |
| March | 6 | | CAYA | Whitney |
| March | 9 | | Scout Saturday | Gerald |
| March | 12 | | March Gladness | Gerald |
| March | 15 | | Young Adult Session | Whitney |
| March | 16 | | Impact Saturday (Spiritual Development) | Whitney |
| March | 19 | | March Gladness | Gerald |
| March | 19 | | Hidden Halos - Teacher Appreciation | Gerald |
| March | 21 | | Mens Real Talk | Gerald |
| March | 22 | | Womens Spiritual Development | Whitney |
| March | 23 | | Shred Event | Whitney |
| March | 26 | | March Gladness | Gerald |
| March | 28 | 30 | Missio Alliance | April |

2019 Events
Second Quarter

| Month | Start Date | End Date | Event | MPM POC |
|-------|------------|----------|--|---------|
| April | 3 | | CAYA | Whitney |
| April | 5 | | Marriage 360 | April |
| April | 7 | | Seasoned Saint Sunday | Gerald |
| April | 13 | | Palm Sunday Drama Presentation | Gerald |
| April | 15 | 18 | Holy Week Noon Service | Gerald |
| April | 18 | | Maundy Thursday Service - offsite? | Gerald |
| April | 19 | | Good Friday Seven Last Words | Whitney |
| April | 20 | | Children's Easter Pageant | Gerald |
| April | 21 | | Easter Sunday | April |
| April | 26 | | Womens Spiritual Development | Whitney |
| April | 27 | | Hidden Halo - Car Wash Giveaway | Gerald |
| April | 28 | | Senior Youth Weekend | Gerald |
| May | 1 | | CAYA | Whitney |
| May | 2 | | National Day of Prayer Breakfast | Whitney |
| May | 3 | | Marriage 360 | April |
| May | 4 | | Christian Walk/Run | Whitney |
| May | 4 | | GI Concert | Gerald |
| May | 11 | | Mothers Day/Womens Day | Gerald |
| May | 14 | 16 | CLI Institute | Whitney |
| May | 16 | | Men's Real Talk | Gerald |
| May | 17 | | Young Adult Session | Whitney |
| May | 18 | | Crab Feast | April |
| May | 18 | | Festival of Women Preachers | Gerald |
| May | 23 | | Senior Prom | Gerald |
| May | 24 | | Womens Spiritual Development | Whitney |
| June | 1 | | New Members Town Hall | Whitney |
| June | 1 | 2 | Children's Weekend | Gerald |
| June | 5 | | CAYA | Whitney |
| June | 7 | | Marriage Mid Year Conference | April |
| June | 8 | | Graduate Luncheon | April |
| June | 10 | | Youth Volunteer Appreciation | Gerald |
| June | 15 | | Fathers Day/Mens Day Weekend | Gerald |
| June | 15 | | Impact Saturday (Personal Development) | Whitney |
| June | 15 | | Dad/Kids Day | Gerald |
| June | 15 | | Hidden Halo - Father's Day Haircut | Gerald |
| June | 20 | | Mens Real Talk | Gerald |
| June | 21 | | Young Adult Session | Whitney |
| June | 22 | | POP 60th Anniversary Concert & Reception | Gerald |
| June | 23 | | Sunday School in the Park | Whitney |
| June | 24 | 28 | Vacation Bible School | April |
| June | 29 | 1 | Junior Youth End of Year Trip | April |

2019 Events
Third Quarter

| Month | Start Date | End Date | Event | MPM POC |
|-----------|------------|----------|--------------------------------------|---------------|
| July | 3 | | CAYA | Whitney |
| July | 5 | | Marriage 360 | April |
| July | 6 | | International Choir Concert & Dinner | Gerald |
| July | 12 | 13 | YAM Conference | Whitney/G & A |
| July | 13 | 14 | YAM Weekend | Gerald |
| July | 18 | | Mens Real Talk | Gerald |
| July | 20 | | Impact Saturday (Women) | Whitney |
| July | 20 | | Youth Packing Day | April |
| July | 26 | | Womens Spiritual Development | Whitney |
| July | 27 | | Brothers Keeper | April |
| August | 2 | 3 | Men's Conference - Offsite? | Gerald/W & A |
| August | 7 | | CAYA Cool Down | Whitney |
| August | 9 | | Hidden Halos - Teacher Appreciation | Gerald |
| August | 19 | | Hidden Halo - First Day of School | Gerald |
| September | 4 | | CAYA | Whitney |
| September | 6 | | Marriage 360 | April |
| September | 10 | 12 | Fall Revival | Gerald |
| September | 13 | | Youth Revival | Gerald |
| September | 19 | | Mens Real Talk | Gerald |
| September | 20 | | Young Adult Session | Whitney |
| September | 20 | | Golf Tournament | Whitney |
| September | 21 | | Impact Saturday (Children & Youth) | Whitney |
| September | 27 | | Womens Spiritual Development | Whitney |
| September | 28 | | Feed 5K | April |

2019 Events
Fourth Quarter

| Month | Start Date | End Date | Event | MPM POC |
|----------|------------|----------|--|-----------------|
| October | 2 | | CAYA | Whitney |
| October | 4 | | Marriage 360 | April |
| October | 11 | 12 | Women's Conference | Whitney / G & A |
| October | 12 | | Royal Priesthood Choir Anniv & Reception | Gerald |
| October | 17 | | Men's Real Talk | Gerald |
| October | 18 | | Hidden Halo - Free Commute Day | Gerald |
| October | 18 | | Young Adult Session | Whitney |
| October | 19 | | Impact Saturday (Health & Wellness) | Whitney |
| October | 24 | 27 | Houston Trip | April/Gerald |
| October | 25 | | Womens Spiritual Development | Whitney |
| October | 26 | | Community Harvest Festival | Gerald |
| November | 1 | | Marriage 360 | April |
| November | 1 | 2 | Deacons Retreat | Whitney |
| November | 2 | | Shred Event | Whitney |
| November | 6 | | CAYA | Whitney |
| November | 7 | | Volunteer Appreciation | Gerald |
| November | 10 | | Veterans Day Worship Service | Gerald |
| November | 14 | | Ushers Thanksgiving Day for Seniors | Gerald |
| November | 15 | | Young Adult Session | Whitney |
| November | 15 | | 24 Hours of Prayer | Whitney |
| November | 16 | | Impact Saturday (Men) | Whitney |
| November | 16 | 17 | 215 Chruch Anniversary | Gerald |
| November | 21 | | Men's Real Talk | Gerald |
| November | 22 | 23 | Thanksgiving Baskets | April |
| November | 22 | | Womens Spiritual Development | Whitney |
| November | 25 | | Pre-Thanksgiving Service (change to Tues?) | Gerald |
| December | 3 | | Christmas Festival | April / Gerald |
| December | 4 | | CAYA | Whitney |
| December | 6 | | Marriage 360 | April |
| December | 7 | | New Member Town Hall | Whitney |
| December | 14 | | Impact Saturday (Millenials) | Whitney |
| December | 14 | | Chldrens Advent Pageant | Gerald |
| December | 16 | 21 | Christmas Baskets | April |
| December | 19 | | Men's Real Talk | Gerald |
| December | 20 | | Young Adult Session | Whitney |
| December | 21 | | Christmas Dinner | Gerald |
| December | 21 | | Hidden Halo - CAYA Christmas | Gerald |
| December | 21 | | College Student Service | Gerald |
| December | 24 | | Christmas Candlelight Service | Gerald |
| December | 31 | | NYE Worship Services | Gerald |



Meetings/Fellowships

Meetings

We encourage ministries and discipleship groups to meet regularly with their ministry bodies as this promotes the development of relationship and generates ideas to help promote ministry. Space on campus is at a premium and may or may not be available for your group when needed. We understand that Alfred Street Campus is an easy and centrally located meeting location, however we want to encourage you to utilize outside facilities to meet if on campus meeting space is not available.

Fellowships

Fellowships are essential to the development of ministry and relationship. Space on campus for fellowships is especially at a premium as there are only three (3) spaces available for fellowship events involving food. Spaces are available on a first-come, first-serve basis. Don't be discouraged if space is not available on campus, get creative! There are a number of restaurants in the area in which you can reserve space, without a contract, for fellowship. Or meet at a park for a fellowship walk. Fellowship and Ministry is done just as much outside of the Church as it is on the inside.

Potluck fellowships need to go through a level of approvals before your group can have a potluck on campus.

Print Requests

Print requests are completed by either our Marketing/Communication Team or Administrative Support Team. The nature of your request determines which department will be responsible for your request.

If your request includes complex design work or if your print request includes a banner or postcard your request will be completed by the Marketing/Communications Team. In order to make a request to this team you need to submit the Comprehensive Support Request Form.

If your request includes printing documents and files in bulk or nametags your request will be completed by the Administrative Support Team. In order to submit a request to the Administrative Support Team use the Administrative Print Request Form.



Background Checks

The Alfred Street Background Check Electronic Form can be found online on the ASBC website under the Leaders Resource Network. The BC Form is completed in a four-step process. Begin by clicking on the Background Check Forms

Step One is to complete the Code of Ethics page/form/questions.

Step Two after the Code of Ethics is completed, you are automatically directed to complete an Application to Volunteer with Vulnerable Populations. Follow the instructions as seen. (name, phone # email, ministries etc.)

Step Three is you will receive a personalized email from Secure Search that reads:

Thank you for your interest in volunteering at Alfred Street Baptist Church. Within 24 to 48 hours you will receive 2 emails. The first email will have your unique username and a link that will direct you to the NEW background check form. The second email will have your unique password so you are able to logon.

If you do not receive the emails or are having any trouble with the Background Check Form please reach out to Angela Liggans in the Human Resources Department via email aliggans@alfredstreet.org or via telephone 703-683-2222 ext. 8206

Step Four is your volunteers completing the online background check.

The results of the background checks are kept confidential with Secure Search and the ASBC HR Department. Human Resources checks daily for all newly completed background checks and statuses'. Human Resources updates specific ministries of the status of each volunteer processed. Human Resources sends an email directly to each volunteer informing them of their Background Check Clear Results. Any Background Check that is red flagged, is given to the Human Resources Director or Church Administrator to address in private with the individual only. Ministries are only made aware of a Not Cleared status and no other information is given.

Volunteers for Ministries or Special Events

If you are a ministry leader, the process for tracking or compiling your volunteers for your event is highly suggested as follows.

Step One send an email to Angela Liggans, aliggans@alfredstreet.org with your volunteer's FULL name and email address.



Step Two after Angela Liggans receives this email, she will put together a google docs spreadsheet. The google doc is shared with the ministry leader only. The document will include your volunteer's name, email address, status and expiration date on it. You as the ministry leader will be sent a link via email to access your ministry's google doc. Ministry Leaders will also be able to add volunteers.

Google Docs interface showing a spreadsheet titled "Your Ministry Name - 2019". The spreadsheet has columns for Last Name, First Name, Email, Status, and Expiration Date.

| | A | B | C | D | E | F | G | H | I | J |
|---|-----------|------------|-----------------------------|-----------------|-----------------|---|---|---|---|---|
| 1 | Last Name | First Name | Email | Status | Expiration Date | | | | | |
| 2 | Liggans | Angela | aliggans@alfredstreet.org | Cleared | Jan-20 | | | | | |
| 3 | Hollinger | Shelena | shollinger@alfredstreet.org | Pending Results | | | | | | |
| 4 | Thompson | Melanie | mthompson@alfredstreet.org | Pending Email | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |

Key for Spreadsheet

- † Cleared – volunteer is cleared to volunteer
- † Pending Results – volunteer has filled out background check. We are waiting on the results
- † Pending Email – volunteer has been sent the link to fill out background check but has not begun the process.



Fund Requests

What- A fund request is a simple form used to request funds from a ministry budget to execute a transaction for procurement of good and services.

Who- Your treasurer should be responsible for submitting fund requests to Rev. Anthony J. Brownlow.

When- All fund requests should be submitted by noon on Tuesday. It is recommended that fund requests be submitted at least 14 days ahead of the due date of funds or before the order needs to be completed. This allows time for the request to be processed and funds to be released decently and in order.

Where- Fund requests should be submitted to the Finance Department attention to Rev. Anthony J. Brownlow. You can do so by dropping the fund request in the drop box for church office mail behind the sanctuary next to the Discipleship Group and Ministry mailboxes.

How- See the graphic on the next page to see how to fill out the request.

REQUESTOR'S NAME: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF REQUEST (Event and Reason for Purchase/Payment)

PURPOSE

☐

PRE-APPROVAL

☐

PAYMENT TO VENDOR

☐

REIMBURSEMENT

Submission Date _____

Amount \$ _____ (Choose Payment Method) ☐ Credit Card ☐ Church Account ☐ Online Payment

Check: Mail ☐ or Pick-up ☐ Name of person picking up check _____

VENDOR/PAYEE INFORMATION

Pay to: _____ Email Address: _____

Address: _____

Phone: _____ Website for Online Payment: _____

Login Detail- Username: _____ Password: _____ Cart#: _____

**** If more then one payee, please attach additional information

Date Required: (Do not fill with ASAP) _____ Place your account number here
This number is found on your budget

Budget: _____
Ministry _____ Program Name _____ Expense _____

SIGNATURE APPROVALS FOR REQUEST REQUIRED

* Ministry Treasurer's Initials: _____ Date: _____

These 3 signatures are required: Treasurer
Initials, Deacon, or
Ministry President

* Minister/Deacon Print Name: _____

* Signature _____ Date: _____

* Ministry Program Manager Signature: _____ Date: _____

* Attach: Original Invoice, Order Form, or Vendor Quote. Do Not Send Copies. An Incomplete Request Will Delay Processing.

* **MINISTRY LEADERS: Print this form and submit a hard copy to Budget Analyst: Anthony Brownlow**

Fund Requests Will be Processed within 15 BUSINESS days of receipt by Finance

FOR OFFICE USE:

Budget Approval: _____

Purchase Order Number: _____

Budget Account: \$ _____

YTD Budget Available Funds: \$ _____

Pastor/Staff Director/ Manager: _____

Approval by Accounting Manager: _____ Date: _____

Approval by Finance Director: _____ Date: _____

Approval by Church Administrator: _____ Date: _____

Notes: _____



Culinary

Our Culinary team is responsible for the management of all of Alfred Street's food events. The Culinary team prepares and serves Alfred Street on an almost daily basis. Any support needed from the culinary team needs to be submitted via the Comprehensive Support Request Form. Using this form to make a request of our culinary team helps everyone better understand the culinary team schedule so we do not burn the team out. Note that every event with a food component needs to be monitored by a Kitchen Coordinator.

Communications Support

The date to submit any information for marketing and communications team is the 10th of each month. If you submit a Comprehensive Support Request after the 10th there is NO guarantee that your marketing will begin as outlined in the request.

Therefore, PLEASE submit all of the items that you would like highlighted, published, or marketed in the ASBC Monthly Events and Activities Calendar/Bulletin. Also, submit any social media requests to the Communications Department no later than 11:59 PM on the 10th of each month via the Comprehensive Support Request Form on the Leaders Resource Network page.

Feel free to submit print requests for any events that will occur in the upcoming 2 months as well.

PLEASE submit all proofed and/or edited content/copy in a WORD DOCUMENT- we will do all of the design work for you. Please DO NOT SUBMIT PREVIOUSLY DESIGNED ARTWORK.

Any website updates need to be communicated by submitting this form to the Communications Department



AV Support

Our AV Team is here to ensure the success of not only our four worship services and stream, but also bible studies and ministry activities. To help the AV Team, make sure that any media needed for the success of your activity, including Powerpoint presentations, videos, and music, is sent to AV.Media@AlfredStreet.org 48 hours in advance of the event. This allows the team to have your media pre-loaded ahead of your arrival. This email address is also available for you to ask AV and media questions.

IT Support

IT Help Desk

The IT Team has put in place a general IT Helpdesk voice messaging system and email box.

These 2 features allow ministry leaders to contact the IT helpdesk directly either by phone where you can leave a voice mail or you can email us, either way our goal is to contact you and have your issue resolved as quickly as possible.

If you choose to call from within the Alfred Street Baptist Church Campus you may reach us directly by calling EXT. 8337; if you are outside the ASBC Campus please call, 571-777-8337.

Should your call not be answered please leave us a voice mail, your voice mail will then be routed directly into the IT email box.

If you choose to email, please do so by emailing the IT department directly at the following email address: techsupport@alfredstreet.org.

Please leave your name, ministry, phone number, and a brief issue description, if you email, please include screen shot of error received.

We closely monitor the IT voice and email boxes and we guarantee all of your calls will be answered and all of your issues will be resolved as quickly as possible.

Take-Aways:

1. From outside Alfred Street Baptist Church premises please call IT Department directly:



2. 571-777-8337
3. From inside Alfred Street Baptist Church buildings please call IT Department directly at
4. ext.: 8337
5. IT Department email address: techsupport@alfredstreet.org.

Things to remember concerning Computers and Email accounts at Alfred Street Baptist Church

Facilities Information

We are all responsible for being good stewards of our church home. We have a facilities staff who work to ensure that our facilities are maintained. You can assist in this effort by refraining from eating in non-food designated spaces. There are 3 food designated spaces. These spaces are the Multipurpose Room and Fellowship Hall located in the Church Building and the Multipurpose Room located in the 325 S. Patrick St. Annex Building.

The church building is not open during the weekdays during the hours of 9 AM –5 PM. Any deliveries or drop-offs Tuesday– Friday during business hours should be brought to the church annex 325 S. Patrick Street. We also want to remind everyone that the church building closes during the week at 9PM. This means that all events and/or meetings need to be finished and out of the church building at 9PM.

Facilities Manager, Meloney Driver, handles all transportation requests. The Facility Use Request Form and the Comprehensive Support Request Form now has the ability to request transportation of items or people via a church bus/van or charter bus.

Discipleship Group Information

The information contained in this section pertains primarily to discipleship groups.

Mailings

- † The church office will provide, upon request, an updated list or mailing labels of active disciples of your group. A minimum of 48 hours advance notice is required.
- † The church office will mail correspondence for each discipleship group once a year only. Plain envelopes and mailing labels are available upon request, following 48 hours advance notice.
- † Discipleship group letters are mailed on plain paper. If a letter is directed to the



congregation or special guests, it must be on letterhead and approved by the Pastor.

- † Through ACS ACCESS, lay leaders can also print labels, create directories and send email blasts to their respective group.

Membership Rosters

- † The names of any known inactive members in your group should be forwarded to the church office by the lay leader; an inactive list can be generated and submitted to the deacons for follow up, upon request. A letter of inquiry requesting a response within 30 days is also forwarded to the disciples. If no response is received, the names are removed from the group's listing and all files marked inactive.
- † All name/address/phone changes must be submitted via an online form.
- † If a disciple of your group joins another church, please have them contact the church office so that we may update our records.
- † Requests for specific discipleship group assignment should be communicated to the Deacon's Board. Every attempt will be made to honor requests, but unless there is a definitive family relationship, there are no guarantees. Every attempt is made to keep the assignments balanced between the 30 discipleship groups.

Reporting Church Family Deaths and Sickness

- † Contact the Layleader to report deaths of disciples and immediate relatives so that official acts of sympathy may be extended in a timely manner.
- † The church office will forward the names of all known sick and shut-ins to the appropriate lay leaders and ministerial staff member(s) responsible for visitation.

Contributions

All monies contributed to the church for inclusion on individual financial records should be submitted using their barcoded envelope bearing the contributor's name and envelope number(s), if possible. The church office does not handle any monies placed in the offering plates; only envelopes from those offerings are submitted to the office to update the individual financial record. The date of contributions is posted for the Saturday or Sunday they are received – not necessarily by the pre-printed date on the envelope.

Returned Checks

- † Checks returned to the church because of "non-sufficient funds" are mailed to the payers. Re-submission should be made to the church office and not placed in the offering plates. These funds should be made within 30 days or the contribution will be reversed on the individual's financial records.
- † Unsigned or improperly issued checks for incorrect dates or dollar amounts will be returned to the payer for proper execution. They should be resubmitted within 7 days in an envelope marked "RE-SUBMISSION OFFERING" to the church office. Do not place in the offering plates.



Requests for Financial Assistance

- † All requests must be first submitted to the Lay Leader of the disciple.
- † Lay Leaders will then investigate the request and make a recommendation to the Chairperson of the Deacon Board. The disciple must provide the Lay Leader with all the pertinent information and documentation requested. This will be necessary for further consideration and to facilitate timely processing of the disciple's request.
- † Checks for assistance are issued to rental or mortgage associations, utilities, or other established businesses, but not to individual recipients. Checks are not issued to courts and other law enforcement agencies.
- † A W-9 (Request for Taxpayer Identification Number and Certification) from the payee is required for most distributions before checks are issued.

Baby Dedications

Baby dedications are performed on the 3rd Sundays at the 11:30 a.m. service. Submit a Baby Dedication Request form found on the church website (alfredstreet.org) under Quick Links, Forms and Registrations. The appropriate staff person will process the requests and follow-up with the requestor.

Pre-Baptism and New Disciple Orientation Classes

Pre-Baptism and New Disciple Orientation classes are on an ongoing basis to acquaint new disciples with the tenants of the Baptist faith, policies and activities of the church. New believers must complete both Pre-Baptism classes before being eligible for baptism. All disciples new to ASBC must also attend the New Disciple Orientation classes before they are eligible to receive the Right Hand of Fellowship. All new disciples are encouraged to join a Sunday school class and attend weekly Bible Study and Christian Life Institute course offerings.

Food for Fellowships

All food items for discipleship group repasts must be provided by the group. Paper products will be supplied to all groups with onsite fellowships by the kitchen coordinator. The kitchen coordinator is notified about the repast when the reservation is made and follows-up with the group to obtain information about what type of paper products are needed.



Appendix



Position Descriptions

A strong ministry officer is a leader with a servant's heart who is engaged and strives to maintain Christian countenance. While learning to love as Christ loved us, officers are compassionate, patient and supportive with excellent interpersonal, listening, and communication skills. Officers are trustworthy and honest with a high integrity that doesn't get caught in the gossip train. Officers have a confident humility that is centered more on what God is doing and less on their own inherent abilities. Officers must pray without ceasing, be knowledgeable about the ministry they intend to lead, and be a visionary with excellent time management and organizational skills. Officers should maintain family/work/church balance, understand the commitment required, and be self-poised and in control of one's feelings.

Ministry Lay Leader

| Spiritual Gifts (Key personality traits of an effective ministry leader in this role): | |
|---|---|
| <ul style="list-style-type: none"> • Arbitrator / Conflict resolution • Prayerful / Spiritual • Problem solver | <ul style="list-style-type: none"> • Discernment • Negotiator |
| Key Responsibilities/Functions: | |
| <ul style="list-style-type: none"> • Serve as the liaison between the ministry, Diaconate, and appropriate higher level manager • Provide spiritual advice and comfort • Being alert to the spiritual needs of the ministry. • Creating a sense of fellowship and unity among the group. • Provide spiritual leadership to the ministry leaders in executing programs that line up with the Pastor's vision for the church • In the absence of and in collaboration with the chaplain, prayer at meetings and as requested by ministry members. | |
| Desirable Experience, Skills Needed: | |
| <ul style="list-style-type: none"> • Resourceful • Diligent • Accountable | |
| Qualifications: | |
| <ul style="list-style-type: none"> • Only ordained Alfred Street Baptist Church Deacons are allowed to perform the duties as a ministry lay leader. | |



President

| Spiritual Gifts (Key personality traits of an effective ministry leader in this role): | |
|---|--|
| <ul style="list-style-type: none"> • Be dedicated and reliable • Be decisive • Be willing to accept criticism • Be flexible/cooperative | <ul style="list-style-type: none"> • Negotiator • Facilitator • Servant Leader • Motivator |
| Key Responsibilities/Functions: | |
| <ul style="list-style-type: none"> • Lead the budgeting, planning, policy and strategy processes; monitor ministry activities, secure support and resources. • Develop goals and objectives for the ministry in conjunction with the leadership team. Implement goals and objectives by prioritizing related programs, managing the use of resources, delegating tasks, and evaluating progress regularly. • Guide and assist the officers in maintaining focus on the ministry's mission, vision and goals. • Be the decision maker for important questions; engage the Layleader and interact with church administration to get approval on new initiatives. • Delegate and hold officers accountable. • Provide support to officers as needed to carry out their role. • Plan and facilitate meetings. Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips. • Serves as liaison between ministry and appropriate higher level manager. | |
| Desirable Experience, Skills Needed: | |
| <ul style="list-style-type: none"> • Understand strategic planning • Demonstrate expertise in the field of the ministry • Be a good people manager • Possesses good delegation skills • Understand the church's policies and procedures | |
| Key Considerations/Advice for New Leaders in This Role: | |
| <ul style="list-style-type: none"> • Spend time with the outgoing president. Attend trainings • Knows Baptist polity and structure of ASBC church • Understand the history of the ministry while being open to try something new • Remember it's the church's ministry • Keep records; Build a strong team; focus on the people in addition to the project • Be inclusive; Be able to take constructive feedback | |



Vice-President

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- | | |
|---|--|
| <ul style="list-style-type: none"> • Team-player • Excellent communicator | <ul style="list-style-type: none"> • Assertive (sensitive) • Flexibility |
|---|--|

Key Responsibilities/Functions:

- Assist the President with accomplishing the goals of ministry.
- Assist with planning and executing ministry goals and objectives.
- Assist and facilitate the drafting of ministry best practices in accordance with ASBC's policy, procedures and guidelines to guide the ministry.
- Assist with planning and implementing ministry events, mission/evangelism, service projects and trips.
- Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips.
- Support president in identifying, enlisting, training and supporting leaders (e.g., committee chairs, program chairperson, and future ministry officers, etc.).
- Help support communication between officers and members of ministries.
- Facilitate new member assimilation

Desirable Experience, Skills Needed:

- Collaborative Skills
- Consensus Building
- Conflict Resolution
- Peace maker/Diplomacy

Key Considerations/Advice for New Leaders in This Role:

- Seek information and advice
- Know the difference between work/job leadership v. church leadership



Secretary

| Spiritual Gifts (Key personality traits of an effective ministry leader in this role): | |
|---|---|
| <ul style="list-style-type: none"> • Detail Oriented • Diplomacy • Ability to safeguard information/discreet | <ul style="list-style-type: none"> • Problem solver • Respectful • Performance Oriented • Attentive Listener |
| Key Responsibilities/Functions: | |
| <ul style="list-style-type: none"> • Attendance at all group meetings • Record meeting minutes to include decisions made and attendance. • Manage all communications to include monitoring and organizing the ministry asbc email account, sending and receiving ministry emails, directing communications/emails to the appropriate party, and regular communication to ministry members (e.g., updates, reminders). • Manage ministry calendar and/or submission of church reports • Develop and organize documents needed for the ministry(handbooks, attendance sheets, files, reports, etc.) • Send condolences and special greetings (e.g., birthday, new members) • Keep running tab of outstanding activities from decisions made and ensure there is follow-up • Assist with other administrative tasks for the group to include those associated with an events | |
| Desirable Experience, Skills Needed: | |
| <ul style="list-style-type: none"> • Quick on phone/tablet communication/email responses • Must be able to capture meeting minutes quickly and accurately • Good documentation/record-keeping skills • Ability to synthesize information • Forward thinking and innovative, creative thinker • Presentation skills • Effective Communicator | |
| Key Considerations/Advice for New Leaders in This Role: | |
| <ul style="list-style-type: none"> • Become tech savvy if you're not already • Be committed • Be prepared to serve • Always strive for improvement • Be time cognizant | <ul style="list-style-type: none"> • Be proactive • Be open to improving your role and duties • Speak with previous person in this role to find out what were best practices |



Treasurer

| Spiritual Gifts (Key personality traits of an effective ministry leader in this role): | |
|--|---|
| <ul style="list-style-type: none"> • Detailed Oriented • Decisive • Persistent | <ul style="list-style-type: none"> • Honest & Integrity • Understanding • Be accountable |
| Key Responsibilities/Functions: | |
| <ul style="list-style-type: none"> • Lead development of budget planning process with the leadership officer team • Communicate budget process and procedures with your group/committee members • Work with other officers to develop and submit budget to the church • Oversee the distribution of funds and ensure Fund Requests are submitted accurately and timely • Ensure finances are tracked properly and keep track of expenditures • Collect and properly manage any collections (donations) • Develop and maintain internal controls within the group to secure funds • Provide monthly reports | |
| Desirable Experience, Skills Needed: | |
| <ul style="list-style-type: none"> • Well Organized/Attention to detail • Accounting/Accounts Management Background • Familiar with church policy, process, and financial staff | |
| Key Considerations/Advice for New Leaders in This Role: | |
| <ul style="list-style-type: none"> • Remember why you serve • No-comingling of funds • Be flexible • Keep good records • Ask questions • Work closely with group leaders | |



Chaplain

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- | | |
|--|--|
| <ul style="list-style-type: none"> • Prayer warrior • Good speaker • Confidentiality • Optimistic/Positive | <ul style="list-style-type: none"> • Approachable - openness • Respectful - diplomatic • Exhibit the Fruits of the Spirit |
|--|--|

Key Responsibilities/Functions:

- In absence of and in collaboration with layleader, leading and closing prayer before meetings, church services & events
- Present inspirational message (devotionals) relating to the specific ministry mission and ASBC
- Pray for the Ministry overall and for members individually when they express a specific need for prayer
- Remind the Ministry that our purpose is to serve God and His people.
- Working appropriately with lay leader to visit bereaved ministry family, offering prayer, scripture or song
- Keep sick and shut-in uplifted spiritually through prayer, greeting cards and inexpensive gifts to let them know God loves them as so do we

Desirable Experience, Skills Needed:

- Trained counselor/social worker
- Have compassion for your fellow man
- Enjoy praying privately and in front of others
- Flexibility of time

Key Considerations/Advice for New Leaders in This Role:

- Be a team player
- Be respectful and confidential
- Chat with group to best define their needs
- Chat with previous chaplain re: best practices
- Be prepared to grow – spiritually and in other ways
- Have a class on how to pray in public and privately for others as well as what is the role of a chaplain (or assistant chaplain) for the group
- Set and honor appropriate boundaries



Evangelism Coordinator

| Spiritual Gifts (Key personality traits of an effective ministry leader in this role): | |
|--|---|
| <ul style="list-style-type: none"> • A believer (that all personalities are of value to God) • An encourager (of others to receive evangelism training, and to become contagious Christians) | <ul style="list-style-type: none"> • A believer (that God loves and values people) • An encourager (of others to find an evangelism style that fits them) |
| Key Responsibilities/Functions: | |
| <ul style="list-style-type: none"> • Develops and communicates an evangelism plan and agenda for the ministry/discipleship group (DG) that is tailored to its respective mission and goals • Works with the Evangelism ministry leadership team and other evangelism coordinators to strategize about dates and schedules for evangelism events throughout the year, with a goal of spearheading at least one activity per year that may include evangelism training, outings, or other relevant opportunities • Be willing to bolster evangelism (a core pillar of Alfred Street Baptist Church) by helping to deliberately integrate evangelism into the ministry's/DG's functions and activities | |
| Desirable Experience, Skills Needed: | |
| <ul style="list-style-type: none"> • Open-mindedness • Willingness to be trained • An acquired faith in the power of God (not our own) to win souls | |
| Key Considerations/Advice for New Leaders in This Role: | |
| <ul style="list-style-type: none"> • Be a team player • Possess a willing heart to be used to God's glory • Trust God to stretch your ministry/DG in the area of evangelism | |



Ministry Calendar

On the next pages you will find a copy of the Master Events Calendar. This is a living document and has the tendency to change. You can find an up to date version online on the Leaders' Resource Network Webpage.

January 2019

| January 2019 | | | | | | | February 2019 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|--|--|--|---|---|
| Dec 30 | 31 | Jan 1, 19 | 2 | 3 | 4 | 5 |
| | | Holiday (Office & Building Closed) | 12:00pm Noonday Service 6:30pm CAYA Social Hour (MPR) 7:00pm GriefShare 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) 7:30pm CAYA (Sanctuary) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm HG First Fridays (331 Worship Space) 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | Village Registration Weekend Baptism 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Village Registration Weekend | 6:00pm Tutorial | 6:00pm Awana | ASBC Council Meeting | 7:00pm Hypothermia Shelter Overflow | 6:30pm Marriage 360 (325 MPR) | 7:00pm Hypothermia Shelter Overflow |
| 21 Day Church Fast | | | | | | |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 7:00pm GriefShare 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | 7:00pm Junior Youth (MPR) 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 Day Church Fast | | | | | | |
| Communion 1:00pm One Time Events & Ministry Leaders Volunteer Appreciation Reception (MPR) | 6:00pm Tutorial | 6:00pm Awana 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 12:00pm Noonday Service 5:00pm + 7:00pm GriefShare 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Financial Peace 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts (331 1st Floor Worship Space) 7:00pm Girl Scouts (325 MPR) 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) 7:00pm Young Adult Monthly Spiritual | Communion Installation Weekend One Time Events & Ministry Leaders Volunteer RHOF 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 21 Day Church Fast | | | | | | |
| Communion Installation Weekend One Time Events & Ministry Leaders Volunteer Baby Dedication (11:30 service) 11:30am Kids Street, Cross Over, & Higher Ground | Holiday (Office & Building Closed) | RHOF Makeup 6:00pm Awana 7:00pm Praying with the Pastor (Sanctuary) | 12:00pm Senior Bible Study & Fellowship 6:30pm Deacons Meeting (325 1st Floor MPR) 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Financial Peace 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts 7:00pm Girl Scouts (325 MPR) 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00am Homeless Outreach 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| 27 | 28 | 29 | 30 | 31 | Feb 1 | 2 |
| 11:30am Kids Street, Cross Over, & Higher Ground | Village Winter Session Begins 6:00pm Tutorial | 6:00pm Awana 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Financial Peace 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | |

February 2019

| February 2019 | | | | | | | March 2019 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|-----------------|--|--|--|--|--|
| Jan 27 | 28 | 29 | 30 | 31 | Feb 1 | 2 |
| | | | | | 7:00pm HG First Fridays (331 Worship Space) | Baptism |
| | | | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | This Is My Story Black History Moment |
| | | | | | 7:00pm Marriage 360 (301 MPR) | 8:00am Leadership Conference Breakfast (MPR) |
| | | | | | | 9:00am Leadership Conference |
| | | | | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| This Is My Story Black History Moment | 6:00pm Tutorial | 6:00pm Awana | 11:00am Senior Matinee | 7:00pm Financial Peace | 7:00pm Junior Youth (MPR) | Communion |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:30pm Praise & Prayer (Sanctuary) | 12:00pm Noonday Service | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Carpenter's Shelter | RHOF |
| | | 7:00pm Bible Study (Sanctuary) | 6:30pm CAYA Social Hour (MPR) | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | This Is My Story Black History Moment |
| | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | | 8:00am HH (Teacher Appreciation) (Simon Elem) |
| | | | 7:30pm CAYA (Sanctuary) | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Communion | 6:00pm Tutorial | 6:00pm Awana | ASBC Council Meeting | 7:00pm Financial Peace | 7:00pm Boy Scouts (Room 213) | This Is My Story Black History Moment |
| HBCU Sunday | | 6:30pm Praise & Prayer (Sanctuary) | 12:00pm Senior Bible Study & Fellowship | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Cub Scouts (331 1st Floor Worship Space) | 7:00am Homeless Outreach |
| This Is My Story Black History Moment | | 7:00pm Bible Study (Sanctuary) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | 7:00pm Girl Scouts (325 MPR) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| 1:30pm Hampton Alum Reception (301 MPR) | | | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | |
| 3:00pm Annual Ushers Day (Sanctuary) | | | | | 7:00pm Young Adult Monthly Spiritual Development Session (MPR) | |
| 4:00pm Usher's Day Reception | | | | | | |
| | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Baby Dedication (11:30 service) | | 6:00pm Awana | 11:00am Senior Matinee | 7:00pm Financial Peace | 7:00pm Boy Scouts (Room 213) | This Is My Story Black History Moment |
| This Is My Story Black History Moment | | 6:30pm Praise & Prayer (Sanctuary) | 12:00pm Noonday Service | 7:00pm Men's Ministry Real Talk (331 Worship Space) | 7:00pm Cub Scouts | 9:00am HBCU Festival, Convention Center |
| 9:30am Senior Youth Black History Celebration (9:30 & 11:30am) | | 7:00pm Bible Study (Sanctuary) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Girl Scouts (325 MPR) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| 11:30am Kids Street & Cross Over | | | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | |
| | | | | | 7:00pm Womens Spiritual Development Session (301 MPR) | |
| | | | | | | |
| 24 | 25 | 26 | 27 | 28 | Mar 1 | 2 |
| This Is My Story Black History Moment | 6:00pm Tutorial | RHOF Makeup | 12:00pm Senior Bible Study & Fellowship | 7:00pm Financial Peace | | |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:00pm Awana | 6:30pm Deacons Meeting (325 1st Floor MPR) | 7:00pm MPM Chat | | |
| | | 7:00pm Praying with the Pastor (Sanctuary) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | |
| | | | | | | |

March 2019

| March 2019 | | | | | | | April 2019 | | | | | | |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| 31 | | | | | | | | | | | | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|-----------------|------------------------------|--|--|--|--|
| Feb 24 | 25 | 26 | 27 | 28 | Mar 1 | 2 |
| | | | | | 7:00pm HG First Fridays (331 Worship Space) | Baptism |
| | | | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | | | 7:00pm Marriage 360 (301 MPR) | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11:30am Kids Street, Cross Over, & Higher Ground | 6:00pm Tutorial | 5:00pm HH (Grocery Giveaway) | Ash Wednesday | 7:00pm Financial Peace | 7:00pm Junior Youth (MPR) | Communion |
| | | 6:00pm Awana | 6:00am Service & Ashes to Go | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | RHOF |
| | | 7:00pm March Gladness | 12:00pm Service & Ashes to Go | | | 6:00pm Scout Saturday |
| | | | 6:00pm Service & Ashes to Go | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | 6:30pm CAYA Social Hour (MPR) | | | |
| | | | 7:00pm Hypothermia Shelter Overflow | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Communion | 6:00pm Tutorial | 6:00pm Awana | 12:00pm Senior Bible Study & Fellowship | 7:00pm Financial Peace | 7:00pm Boy Scouts (Room 213) | Impact Saturday (Spiritual Development) |
| | | 7:00pm March Gladness | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Cub Scouts (331 1st Floor Worship Space) | 7:00am Homeless Outreach |
| | | | | | 7:00pm Girl Scouts (325 MPR) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | | | 7:00pm Hypothermia Shelter Overflow | |
| | | | | | 7:00pm Young Adult Monthly Spiritual | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Baby Dedication (11:30 service) | 6:00pm Tutorial | 6:00pm Awana | ASBC Council Meeting | 7:00pm Financial Peace | 7:00pm Boy Scouts (Room 213) | 10:00am Shred Event |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:00pm HH (Gas Giveaway) | 11:00am Senior Matinee | 7:00pm Men's Ministry Real Talk (331 Worship Space) | 7:00pm Cub Scouts | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | 7:00pm March Gladness | 12:00pm Noonday Service | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Girl Scouts (325 MPR) | |
| | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | |
| | | | | | 7:00pm Womens Spiritual Development | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 11:30am Kids Street, Cross Over, & Higher Ground | 6:00pm Tutorial | RHOF Makeup | | Missio Alliance Request | | |
| | | 6:00pm Awana | 12:00pm Senior Bible Study & Fellowship | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | Missions Weekend |
| | | 7:00pm March Gladness | 6:30pm Deacons Meeting (325 1st Floor MPR) | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) |
| | | | 7:00pm Hypothermia Shelter Overflow (FH, 104/105, 7pm) | | | |
| 31 | Apr 1 | 2 | 3 | 4 | 5 | 6 |
| Missions Weekend | | | | | | |
| 11:30am Kids Street, Cross Over, & Higher Ground | | | | | | |

April 2019

| April 2019 | | | | | | | May 2019 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|---|--------------------------|--|--|
| Mar 31 | Apr 1 | 2 | 3 | 4 | 5 | 6 |
| | 6:00pm Tutorial | 6:00pm Awana 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 11:00am Senior Matinee 12:00pm Noonday Service 6:30pm CAYA Social Hour (MPR) 7:30pm CAYA (Sanctuary) | | 7:00pm HG First Fridays (331 Worship Space) 7:00pm Marriage 360 (301 MPR) | Baptism RHOF |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Seasoned Saint Sunday 11:30am Kids Street, Cross Over, & Higher Ground | 6:00pm Tutorial | 6:00pm Awana 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 12:00pm Senior Bible Study & Fellowship | | Village Winter Session Ends 7:00pm Junior Youth (MPR) 7:00pm Carpenter's Shelter | Communion 6:00pm Palm Sunday Drama Presentation & Reception |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Communion Palm Sunday | Holy Week | | | | | 6:00pm Children's Easter Pageant |
| | 12:00pm 1:00pm Holy Week (Lunch) | 1:00pm Holy Week (Lunch) | Noon Service (Sanctuary) ASBC Council Meeting 1:00pm Holy Week (Lunch) | 1:00pm Holy Week (Lunch) | 1:00pm 12:00pm Seven Last Words 2:30pm Holy Week (Lunch) | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Easter Sunday 6:00am Sunrise Service 8:00am Worship Service 10:00am Worship Service 12:00pm Worship Service | Holiday (Office & Building Closed) | RHOF Makeup 6:00pm Awana 7:00pm Praying with the Pastor (Sanctuary) | 12:00pm Senior Bible Study & Fellowship 6:30pm Deacons Meeting (325 1st Floor MPR) | | 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts 7:00pm Girl Scouts (325 MPR) 7:00pm Womens Spiritual Development Session (301 MPR) | 7:00am Homeless Outreach 10:00am HH (Car Wash Giveaway) |
| 28 | 29 | 30 | May 1 | 2 | 3 | 4 |
| Senior Youth Weekend (7:30am, 9:30am, & 11:30am) 11:30am Kids Street & Cross Over | 6:00pm Tutorial 7:00pm Carpenter's Shelter | 6:00pm Awana 6:30pm Jazz Vespers 7:00pm Bible Study (Sanctuary) | | | | |

May 2019

| May 2019 | | | | | | | June 2019 | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | 30 | | | | | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|------------------------------------|--|--|---|--|---|
| Apr 28 | 29 | 30 | May 1 | 2 | 3 | 4 |
| | | | 11:00am Senior Matinee | 8:30am National Day of Prayer Breakfast | 7:00pm HG First Fridays (331 Worship Space) | Baptism |
| | | | 12:00pm Noonday Service | | 7:00pm Marriage 360 (301 MPR) | 8:00am Christian Walk/5K Run |
| | | | 6:30pm CAYA Social Hour (MPR) | | | 6:00pm GI Concert (6pm Service) |
| | | | 7:30pm CAYA (Sanctuary) | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11:30am Kids Street, Cross Over, & Higher Ground | 6:00pm Tutorial | 6:00pm Awana | ASBC Council Meeting | | 7:00pm Junior Youth (MPR) | Communion |
| | | 6:30pm Praise & Prayer (Sanctuary) | 12:00pm Senior Bible Study & Fellowship | | | Mother's Day & Women's Weekend |
| | | 7:00pm Bible Study (Sanctuary) | | | | RHOF |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Communion | 6:00pm Tutorial | 7:00pm | CLI Institute | 9:00pm | 7:00pm Boy Scouts (Room 213) | Crab Feast |
| Mother's Day & Women's Weekend | | 6:00pm Awana | 12:00pm Noonday Service | 7:00pm Men's Ministry Real Talk (331 Worship Space) | 7:00pm Cub Scouts (331 1st Floor Worship Space) | 7:00am Homeless Outreach |
| | | | | | 7:00pm Girl Scouts (325 MPR) | 8:00am Festival of Women Preachers (Fellowship Hall & Sanctuary (MPR & 211/212, Chapel, 311/312)) |
| | | | | | 7:00pm Young Adult Monthly Spiritual Development Session (MPR) | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Baby Dedication (11:30 service) | 6:00pm Tutorial | 6:00pm Awana | 12:00pm Senior Bible Study & Fellowship | 5:30pm Senior Prom | 7:00pm Boy Scouts (Room 213) | |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:30pm Praise & Prayer (Sanctuary) | 6:30pm Deacons Meeting (325 1st Floor MPR) | | 7:00pm Cub Scouts | |
| | | 7:00pm Bible Study (Sanctuary) | | | 7:00pm Girl Scouts (325 MPR) | |
| | | | | | 7:00pm Womens Spiritual Development Session (301 MPR) | |
| 26 | 27 | 28 | 29 | 30 | 31 | Jun 1 |
| 11:30am Kids Street, Cross Over, & Higher Ground | Holiday (Office & Building Closed) | RHOF Makeup | | 7:00pm MPM Chat | | |
| | | 6:00pm Awana | | | | |
| | | 7:00pm Praying with the Pastor (Sanctuary) | | | | |

| June 2019 | | | | | | | <div> <div>June 2019</div> <div> <div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div> </div> </div> <div> <div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div> </div> <div> <div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div> </div> <div> <div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div> </div> <div> <div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div> </div> <div> <div>30</div> </div> |
|-----------|--|--|--|--|--|--|---|
|-----------|--|--|--|--|--|--|---|

July 2019

Su

Mo

Tu

We

Th

Fr

Sa

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

July 2019

| July 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|-------------------------------|--|---|---|--|---|
| Jun 30 | Jul 1 | 2 | 3 | 4 | 5 | 6 |
| | Junior Youth End of Year Trip | 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 12:00pm Noonday Service 6:30pm CAYA Social Hour (MPR) 7:30pm CAYA (Sanctuary) | Holiday (Office & Building Closed) | 7:00pm Marriage 360 (301 MPR) | Baptism Hour of Power 6:00pm International Choir Concert 7:30pm International Choir Dinner |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Hour of Power | | 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | ASBC Council Meeting | | YAM Conference | YAM Weekend Communion Hour of Power RHOF |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| YAM Weekend Communion Hour of Power | | 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 12:00pm Noonday Service | 7:00pm Men's Ministry Real Talk (331 Worship Space) | 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts (331 1st Floor Worship Space) 7:00pm Girl Scouts (325 MPR) | Hour of Power Impact Saturday (Women) Youth Packing Day 7:00am Homeless Outreach |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Baby Dedication (11:30 service) Hour of Power | | RHOF Makeup 7:00pm Praying with the Pastor (Sanctuary) | 6:30pm Deacons Meeting (325 1st Floor MPR) | | 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts 7:00pm Girl Scouts (325 MPR) 7:00pm Womens Spiritual Development Session (301 MPR) | Brother's Keeper Hour of Power |
| 28 | 29 | 30 | 31 | Aug 1 | 2 | 3 |
| Hour of Power | 7:00pm Carpenter's Shelter | 6:30pm Vespers Service 7:00pm Bible Study (Sanctuary) | | | | |

| August 2019 | | | | | | | August 2019 | | | | | | | September 2019 | | | | | | |
|-------------|--------|--|---------------------------------|----------|--------|----------|------------------------------|----|------------------|----|---------------|----|---------------|----------------|------------------------------|----|---------------|----|---------------|----|
| | | | | | | | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | | | | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | | | | | | | | | | | | | | |
| Jul 28 | 29 | 30 | 31 | Aug 1 | 2 | 3 | Month of Rest | | Men's Conference | | | | Month of Rest | | Baptism | | Hour of Power | | Month of Rest | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | Hour of Power | | Month of Rest | | Month of Rest | | Month of Rest | | Communion | | Hour of Power | | Month of Rest | |
| | | | 6:30pm CAYA Cool Down (Offsite) | | | | | | | | | | | | RHOF | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | Communion | | Hour of Power | | Month of Rest | | | | Village Registration Weekend | | Hour of Power | | Month of Rest | |
| | | | ASBC Council Meeting | | | | | | | | | | | | 7:00am Homeless Outreach | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | Village Registration Weekend | | Hour of Power | | Month of Rest | | | | | | Hour of Power | | Month of Rest | |
| | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | Hour of Power | | Month of Rest | | Month of Rest | | Month of Rest | | Month of Rest | | Baptism | | Month of Rest | |
| | | 7:00pm Praying with the Pastor (Sanctuary) | | | | | | | | | | | | | | | | | | |

September 2019

| September 2019 | | | | | | | October 2019 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|---|---|--|--|
| Sep 1 | 2 Holiday (Office & Building Closed) | 3 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 4 12:00pm Noonday Service 6:30pm CAYA Social Hour (MPR) 7:30pm CAYA (Sanctuary) | 5 | 6 7:00pm Marriage 360 (301 MPR) | 7 Communion RHOF |
| 8 Communion | 9 | 10 Fall Revival | 11 12:00pm Senior Bible Study & Fellowship | 12 | 13 Youth Revival 7:00pm Carpenter's Shelter | 14 |
| 15 Baby Dedication (11:30 service) 11:30am Kids Street, Cross Over, & Higher Ground | 16 Village Fall Session Begins | 17 6:30pm Praise & Prayer (Sanctuary) 7:00pm Bible Study (Sanctuary) | 18 ASBC Council Meeting 12:00pm Noonday Service | 19 7:00pm Men's Ministry Real Talk (331 Worship Space) | 20 Golf Tournament 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts (331 1st Floor Worship Space) 7:00pm Girl Scouts (325 MPR) 7:00pm Young Adult Monthly Spiritual Development Session (MPR) | 21 Pastor's Anniversary Impact Saturday (Children & Youth) 7:00am Homeless Outreach |
| 22 Pastor's Anniversary 11:30am Kids Street, Cross Over, & Higher Ground | 23 | 24 RHOF Makeup 7:00pm Praying with the Pastor (Sanctuary) | 25 12:00pm Senior Bible Study & Fellowship 6:30pm Deacons Meeting (325 1st Floor MPR) | 26 | 27 7:00pm Boy Scouts (Room 213) 7:00pm Cub Scouts 7:00pm Girl Scouts (325 MPR) 7:00pm Womens Spiritual Development Session (301 MPR) | 28 Feed 5K |
| 29 11:30am Kids Street, Cross Over, & Higher Ground | 30 7:00pm Carpenter's Shelter | Oct 1 | 2 | 3 | 4 | 5 |

| October 2019 | | | | | | | October 2019 | | | | | | | November 2019 | | | | | | |
|---|-------------------------------|---|--|---|---|--|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| | | | | | | | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| | | | | | | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | | | | | | | | | | | | | | |
| Sep 29 | 30 | Oct 1 <div>6:30pm Praise & Prayer (Sanctuary)</div> <div>7:00pm Bible Study (Sanctuary)</div> | 2 <div>11:00am Senior Matinee</div> <div>12:00pm Noonday Service</div> <div>6:30pm CAYA Social Hour (MPR)</div> <div>7:30pm CAYA (Sanctuary)</div> | 3 <div>7:00pm MPM Chat</div> | 4 <div>7:00pm HG First Fridays (331 Worship Space)</div> <div>7:00pm Marriage 360 (301 MPR)</div> | 5 <div>World Communion</div> <div>Baptism</div> <div>RHOF</div> | | | | | | | | | | | | | | |
| 6 <div>World Communion</div> <div>11:30am Kids Street, Cross Over, & Higher Ground</div> | 7 | 8 <div>6:30pm Praise & Prayer (Sanctuary)</div> <div>7:00pm Bible Study (Sanctuary)</div> | 9 <div>ASBC Council Meeting</div> <div>12:00pm Senior Bible Study & Fellowship</div> | 10 | 11 <div>Women's Conference</div> <div>7:00pm Junior Youth (MPR)</div> | 12 <div>6:00pm Royal Priesthood 10th Choir Anniversary & Reception</div> | | | | | | | | | | | | | | |
| 13 | 14 | 15 <div>6:30pm Praise & Prayer (Sanctuary)</div> <div>7:00pm Bible Study (Sanctuary)</div> | 16 <div>12:00pm Noonday Service</div> | 17 <div>7:00pm Men's Ministry Real Talk (331 Worship Space)</div> | 18 <div>7:00am HH (Free Commute Day)</div> <div>7:00pm Boy Scouts (Room 213)</div> <div>7:00pm Cub Scouts (331 1st Floor Worship Space)</div> <div>7:00pm Girl Scouts (325 MPR)</div> <div>7:00pm Young Adult Monthly Spiritual Development Session (MPR)</div> | 19 <div>Impact Saturday (Men)</div> <div>7:00am Homeless Outreach</div> | | | | | | | | | | | | | | |
| 20 <div>Baby Dedication (11:30 service)</div> <div>11:30am Kids Street, Cross Over, & Higher Ground</div> | 21 <div>6:00pm Tutorial</div> | 22 <div>RHOF Makeup</div> <div>7:00pm Praying with the Pastor (Sanctuary)</div> | 23 <div>12:00pm Senior Bible Study & Fellowship</div> <div>6:30pm Deacons Meeting (325 1st Floor MPR)</div> | 24 | 25 <div>Houston (Cosby's 15th Anniversary)</div> <div>7:00pm Boy Scouts (Room 213)</div> <div>7:00pm Cub Scouts</div> <div>7:00pm Girl Scouts (325 MPR)</div> <div>7:00pm Womens Spiritual Development Session (301 MPR)</div> | 26 <div>1:00pm Community Harvest Festival</div> | | | | | | | | | | | | | | |
| 27 <div>Houston (Cosby's 15th Anniversary)</div> <div>11:30am Kids Street, Cross Over, & Higher Ground</div> | 28 <div>6:00pm Tutorial</div> | 29 <div>6:30pm Vesper Service</div> <div>7:00pm Bible Study (Sanctuary)</div> | 30 | 31 | Nov 1 | 2 | | | | | | | | | | | | | | |

November 2019

| November 2019 | | | | | | | December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---------------------------------|--|--|---|---|--|
| Oct 27 | 28 | 29 | 30 | 31 | Nov 1 | 2 |
| | | | | | Deacons Retreat | Baptism |
| | | | | | 7:00pm HG First Fridays (331 Worship Space) | 10:00am Shred Event |
| | | | | | 7:00pm Marriage 360 (301 MPR) | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11:30am Kids Street, Cross Over, & Higher Ground | 6:00pm Tutorial | 6:30pm Praise & Prayer (Sanctuary) | 11:00am Senior Matinee | 7:00pm One Time Events & Ministry Leaders Volunteer Appreciation (Sanctuary, MPR) | 7:00pm Junior Youth (MPR) | Communion |
| | | 7:00pm Bible Study (Sanctuary) | 12:00pm Noonday Service | | 7:00pm Carpenter's Shelter | RHOF |
| | | | 6:30pm CAYA Social Hour (MPR) | | | |
| | | | 7:30pm CAYA (Sanctuary) | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Communion | Veterans Day | 6:30pm Praise & Prayer (Sanctuary) | ASBC Council Meeting | 6:00pm Thanksgiving Dinner (Seniors, College Students) MPR | 7:00am 24 Hours of Prayer (Sanctuary 7am - 9pm) | 216th Church Anniversary |
| | | 7:00pm Bible Study (Sanctuary) | | | 7:00pm Boy Scouts (Room 213) | Impact Saturday (Health & Wellness) |
| | | | | | 7:00pm Cub Scouts (331 1st Floor Worship Space) | 12:00am 24 Hours of Prayer (9pm - 7am Prayer Line) |
| | | | | | 7:00pm Girl Scouts (325 MPR) | 7:00am Homeless Outreach |
| | | | | | 7:00pm Young Adult Monthly Spiritual | |
| | | | | | 9:00pm 24 Hours of Prayer (9pm - 7am) | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 216th Church Anniversary | 6:00pm Tutorial | RHOF Makeup | 12:00pm Senior Bible Study & Fellowship | 7:00pm Men's Ministry Real Talk (331 Worship Space) | 7:00pm Boy Scouts (Room 213) | 7:00pm Thanksgiving Baskets |
| 11:30am Kids Street, Cross Over, & Higher Ground | | 6:30pm Praise & Prayer (Sanctuary) | 12:00pm Noonday Service | | 7:00pm Cub Scouts | |
| | | 7:00pm Bible Study (Sanctuary) | 6:30pm Deacons Meeting (325 1st Floor MPR) | | 7:00pm Girl Scouts (325 MPR) | |
| | | | | | 7:00pm Thanksgiving Baskets | |
| | | | | | 7:00pm Womens Spiritual Development Session (301 MPR) | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Baby Dedication (11:30 service) | 7:00pm Pre-Thanksgiving Service | 7:00pm Praying with the Pastor (Sanctuary) | | Holiday (Office & Building Closed) | | 8:00am Deacon Ordination & Ministerial Licensing |
| 11:30am Kids Street, Cross Over, & Higher Ground | | | | | | |
| | | | | | | |

December 2019

| December 2019 | | | | | | | January 2020 | | | | | | |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|--|--|---|--|--|
| Dec 1 <div>Advent Begins</div> <div>11:30am Kids Street, Cross Over, & Higher Ground</div> | 2 <div>6:00pm Tutorial</div> | 3 <div>ASBC Christmas Festival (Kennedy Center)</div> | 4 <div>11:00am Senior Matinee</div> <div>12:00pm Noonday Service</div> <div>6:30pm CAYA Social Hour (MPR)</div> <div>7:30pm CAYA (Sanctuary)</div> | 5 | 6 <div>7:00pm HG First Fridays (331 Worship Space)</div> <div>8:00pm Marriage 360 (offsite)</div> | 7 <div>Baptism</div> <div>Communion</div> <div>RHOF</div> <div>10:30am New Members Town Hall</div> |
| 8 <div>Communion</div> | 9 <div>6:00pm Tutorial</div> | 10 <div>6:30pm Prayer for End of Year Meeting (Sanctuary)</div> <div>7:00pm End of Year Church Meeting (Sanctuary)</div> | 11 <div>ASBC Council Meeting</div> <div>12:00pm Senior Bible Study & Fellowship</div> | 12 <div>7:00pm MPM Chat</div> | 13 <div>Village Fall Session Ends</div> <div>7:00pm Junior Youth (MPR)</div> | 14 <div>Impact Saturday (Millennials)</div> <div>7:00am Homeless Outreach</div> <div>6:00pm Children's Christmas Pageant</div> |
| 15 <div>Baby Dedication (11:30 service)</div> <div>11:30am Kids Street, Cross Over, & Higher Ground</div> | 16 <div>6:00pm Tutorial</div> | 17 <div>RHOF Makeup</div> <div>6:30pm Praise & Prayer (Sanctuary)</div> <div>7:00pm Special Christmas Vespers</div> | 18 <div>12:00pm Noonday Service</div> <div>6:30pm Deacons Meeting (325 1st Floor MPR)</div> | 19 <div>7:00pm Men's Ministry Real Talk (331 Worship Space)</div> | 20 <div>7:00pm Boy Scouts (Room 213)</div> <div>7:00pm Cub Scouts (331 1st Floor Worship Space)</div> <div>7:00pm Girl Scouts (325 MPR)</div> <div>7:00pm Young Adult Monthly Spiritual Development Session (Offsite?) (MPR)</div> | 21 <div>11:00am HH Christmas</div> <div>11:00am DG 16 Christmas Luncheon</div> <div>6:00pm College Student Service & Reception</div> |
| 22 <div>Advent Ends</div> <div>Christmas Kindness</div> | 23 | 24 <div>7:00pm Praying with the Pastor (Sanctuary)</div> <div>11:00pm Christmas Candlelight Worship Service</div> | 25 <div>Holiday (Office & Building Closed)</div> | 26 | 27 | 28 |
| 29 | 30 <div>7:00pm Carpenter's Shelter</div> | 31 <div>12:00pm NYE Worship Service (Sanctuary)</div> <div>7:00pm NYE Worship Service (Sanctuary)</div> <div>10:00pm NYE Worship Service (Sanctuary)</div> | Jan 1, 20 | 2 | 3 | 4 |



Staff List

| | |
|--|---------------------------------|
| Pastor | Rev. Dr. Howard-John Wesley |
| Senior Assist. to the Pastor | Rev. Dr. Judy Fentress-Williams |
| Assist. to the Pastor..... | Rev. Emmett Dunn |
| Assist. to the Pastor, Min. of Youth..... | Min. Barbara Florvil |
| Assist. to the Pastor, Children's Church | Rev. Marla C. Hawkins |
| Assist. to the Pastor, Visitation | Rev. Edward Y. Jackson |
| Assist. to the Pastor..... | Rev. Marc Lavarin |
| Assist. to the Pastor..... | Min. Elijah McDavid |
| Assist. To the Pastor, Counseling..... | Rev. LaTasha Morgan |
| Assist. to the Pastor, Missions | Rev. Marcia Norfleet |
| Church Administrator - Interim | Deacon Lawrence Clark |
| Executive Assistant to the Pastor | Rosette T. Graham |
| Administrative Support Coordinator Lead | Tanoa Ashton |
| Administrative Support Coordinator | Nancy Doswell |
| Receptionist | Raymond Bell |
| Receptionist | Terryn Hagans |
| Receptionist | Dominique Johnson |
| Receptionist | Aubrey Troutman |
| Receptionist | Karen Tillman |
| Receptionist | LaMonica Walton |
| Human Resources Manager | Shelena Hollinger |
| HR Assistant | Angela Liggins |
| HR Specialist..... | Melanie Thompson |
| IT Services Director | Milton Miller |
| Network Administrator | Arthur George |
| Records Management Specialist | Tamara Smith |
| Help Desk Technician | Shelia Thompson |
| A/V Multimedia Director | Jeffrey Jackson |
| Editor/Lead Graphics Technician | Angela Hatcher |
| Video Technician | Yahnette (Yah-Yah) Jones |
| AV/Multimedia Specialist | Bobby Lacy |
| Audio Technician | Terrance Parker-McLeod |
| General AV Technician | Dewayne Stewart |
| Finance Director | Rev. Dr. Sedric Roberts |
| Controller | Venus Coley |
| Assist. To the Pastor, Finance & Budget | Rev. Anthony J. Brownlow |
| Payroll Accountant | Jennifer Cong |
| Senior Accountant | Joseph Dzombo |
| Financial Specialist, Membership | Kathy Keyvani |
| Financial Analyst & Procurement Officer | Delharty M. Manson, Sr. |
| Financial Service Support..... | Catherine (Jan) Jones |
| Financial Service Support..... | Emily Lowry |



| | |
|--|----------------------|
| Ministry Program Director | April Hicks |
| Ministry Program Associate | Gerald Holden |
| Ministry Program Coordinator I | Whitney Lockett |
| Nursery Assistant | Shannon Burley |
| Nursery Assistant | Omega Byrd |
| Nursery Assistant | Michipgo Cason |
| Nursery Assistant | Phyllis Cason |
| Nursery Assistant | Tamika Kennedy |
| Culinary Manager | Rev. Marla Hawkins |
| Senior Culinary Coordinator | Verna Payne |
| Culinary Coordinator | Carol Bolding |
| Culinary Coordinator..... | Barrington Taylor |
| Music and Worship Arts Director | Dr. M. Joyce Garrett |
| Choir Director | Melvin Bryant, Jr. |
| Choir Director | Carl Cragway |
| King's Kids Director..... | Stephanie Cunningham |
| Jr. Gospel Inspirers Director | Deborah Easter |
| Gospel Inspirers Director | Roderick Giles |
| Drama..... | Min. Charnika Haynes |
| Choir Director | Marcus Johnson |
| Liturgical Dance | Eboni Jones |
| Musician | Jamal Lee |
| Orchestra Director..... | Rev. Keith Perkins |
| Children & Youth Accompanist | Mark Prioleau |
| Hand Bell Director..... | Harriett Smith |
| Choir Director | Theodore Thorpe III |
| Communications& Marketing Director..... | Carla Welborn |
| Videographer Producer/Editor..... | Sean Brayboy |
| Communications& Marketing Specialist..... | Sharlander Hazel |
| Web/Graphic Designer..... | Laydia Olusa |
| Facilities & Maintenance Services Manager..... | Meloney Driver |
| Facilities Technician Supervisor-Evenings | Opoku Boamah |
| Facilities & Maintenance Services Coordinator..... | Raechelle Bolding |
| Facilities Technician Supervisor | Samuel Dagne |
| Facilities Technician Supervisor | Nathan Johnson |
| Facilities Technician..... | Lionel Evans |
| Facilities Technician | Thomas Horne |