



CHURCH MINISTRY HANDBOOK



Table of Content

③ Welcome

④ Group Team Minisries

⑤ Learning Team Ministires

⑥ Outreach Team Ministries

⑦ Worship Team Ministries

⑧ Support Team Ministry

⑩ Our Team

Welcome to Ministry



Greetings in the name of Jesus Christ. We pray that if you have picked up this manual because you are considering serving in a ministry, which is a wonderful decision. The Bible teaches us that God has given gifts to each believer to serve in ministry (1 Corinthians 12:1). Therefore, we encourage every disciple of Star to embrace this opportunity to serve in at least one ministry and make a difference in someone's life.

Discovering your true calling and contributing to a ministry can bring you a sense of purpose and fulfillment. By serving others, you can become a source of inspiration and encouragement to your fellow disciples, while spreading the message of Jesus to the world. The community you build while working alongside others can bring joy and accountability to your life.

Our handbook is designed to help you find your place, by pairing your skills, interests, and passions with a ministry that aligns with your Spiritual Gift, heart (passion), abilities and personality, and experiences. We believe that every believer has the potential to GLOW for Christ, and by joining our community of believers, you can help us achieve our vision of creating a world of true disciples.

Because of Calvary,

Pastor Shaun Ellison & Rev. Tenée A.H. Jones

Group Team

Its purpose is to assimilate disciples into the community life of the Church and to care for every disciple of the Star of Bethlehem Baptist Church.

Mighty Men of Star

Purpose: To develop men of godly character by ministering to their specific needs.

Meeting Times: ManCave: 1st Mondays @ 7 PM (hybrid)

Gifts: Administration, Encouragement, Helps, Leadership, Shepherd

Ministry Leader: Deacon Larry Lowe

Rising Stars (Youth)

Purpose: To develop children and teens of godly character by presenting the word of God in a format that they can understand, as well as meeting the needs of their families.

Meeting Times: Children Church: 2nd Sundays @ 11:00 AM

Gifts: Administration, Encouragement, Faith, Help, Intercession, Leadership, Shepherd

Ministry Leader: Reverend Tenée` A.H. Jones

Senior Stars

Purpose: To minister to senior adults by providing them with spiritual, social, and cultural activities that allow them to enjoy their golden years.

Meeting Times: Senior Call: 2nd Tuesday @ Noon (Conference Call)

Gifts: Encouragement, Helps, Leadership, Shepherd

Ministry Leader: Sister Nora Wilkinson

Women of Purpose

Purpose: To develop women of godly character by ministering to their specific needs.

Meeting Times: HER Talk: 1st Mondays @ 7 PM (Hybrid)

Gifts: Administration, Encouragement, Helps, Leadership, Shepherd

Ministry Leaders: Deacon Gwen Jordan

Learning Team

purpose is to help every member become a better disciple of Christ, by growing in their knowledge, and commitment to the Lord Jesus Christ, as well as discovering their Spiritual Gift(s).

J. W. Cofield Scholarship

Purpose: To support students and families in preparation for and during college. As well as raise funds to give scholarships to students to attend college.

Meeting Times: 2nd Tuesdays @ 6:30 PM

Gifts: Encouragement, Faith, Giving, Knowledge,

Ministry Leader: Sis. Melissa Swinton-Ghafoor

Mid Week Bible Study

Purpose: To deepen the faith of believers through in-depth study and dialogue on a host of biblical, doctrinal, and theological issues designed for practical application.

Meeting Times: Wed. @ Noon & 7 PM (In person) & Thurs: @ Noon Virtual only)

Gifts: Encouragement, Faith, Helps, Knowledge, Prophecy, Shepherd, Teaching

Ministry Leader: Pastor Shaun Ellison Jones

New Disciples Orientation

Purpose: To assimilate new converts and disciples into Star Church, by equipping them with the tools to become active disciples of Christ and the Church.

Meeting Times: Sundays @ 9:00 AM

Gifts: Encouragement, Administration, Helps, Knowledge, Leadership, Prophecy, Shepherd, Teaching

Ministry Leaders: Deacon Harold Brown & and DIT Kathie Thomas

Sunday School

Purpose: To transform disciples of all ages, into mature disciples by teaching them the word of God in small group classes.

Meeting Times: Teachers Meeting | Tuesdays @ 7 PM

Hybrid Sunday School: Sundays @ 9:30 AM

Gifts: Administration, Encouragement, Faith, Helps, Knowledge, Leadership, Prophecy, Shepherd, Teaching

Ministry Leaders: Sis. Linda Treadwell & Deaconess Zaundar Scott

Outreach Team

Its purpose is to plan, promote, and oversee all mission and community outreach by meeting needs and sharing the glorious Gospel of Jesus with the marginalized, outcast, needy, and spiritually lost

Back to School Sneaker Give-away

Purpose: To provide students/families with brand-new sneakers for the start of the school year.

Meeting Times: June - August

Gifts: Evangelism, Giving, Helps, Administration, Mercy.

Ministry Leaders: Sis. Karen Buchanan & Deacon Gwen Jordan

Manna From Heaven (Food)

Purpose: To provide meals and food to those wrestling with food insecurity.

Meeting Times: Wed (Twice/month) @ Noon - 1:30 PM & Fridays: Noon - 1:30 PM

Gifts: Administration, Evangelism, Giving, Helps, Hospitality, Mercy

Ministry Leaders: Sis. Debbie Cherry

Sowing Seeds (Gardening)

Purpose: To provide fresh food to disciples and our community.

Meeting Times: Varies

Gifts: Administration Giving, Helps,

Ministry Leaders: Minister Patricia Ortiz-Richards

Thanksgiving Give-away

Purpose: To assist families in need with a meal during for Thanksgiving holiday

Meeting Times: Seasonal

Gifts: Evangelism, Giving, Helps, Hospitality, Mercy.

Ministry Leaders: Sis. Debbie Cherry & Trustee Delores McNeal

Winter Homeless Shelter

Purpose: To provide overnight shelter and meals for individuals who are homeless

Meeting Times: November – March (8 PM – 7 AM)

Gifts: Administration, Evangelism, Giving, Helps, Hospitality, Mercy

Ministry Leader: DIT. Sharea Woodley

Worship Team

Its purpose is to create a sacred space where disciples and visitors will be encouraged and free to worship God in spirit and in truth.

Hospitality (Ushers & Greeters)

Purpose: To create a hospitable and welcoming atmosphere for disciples and visitors to worship God and hear the preached word.

Meeting Times: 2nd Fridays at 6:30 PM

Gifts: Encouragement, Helps, Hospitality

Ministry Leader: Sis. Debbie Cherry & Trustee Judy Stokes

Media

Purpose: To provide a multi-sensory experience for those who attend and view worship in person as well as spread the gospel using various media & and social media platforms.

Meeting Time: Sundays @ 11 AM

Gifts: Administration, Evangelism, Helps, Knowledge,

Ministry Leader: Deacon Gary White

Music

Purpose: To lead the congregation in song and worship to prepare them for the preached word.

Groups: Male Chorus | Fellowship Choir (18 +) | Praise Team | Star Kids (5-13 yrs)

Meeting Times: Thursdays @ 7 PM & Various Times

Gifts: Discernment, Encouragement,

Ministry Leaders: Pastor Randy Cannon (Musical Director),
Deacon Alan Esters (Male Chorus), DIT Vanessa Oconner (Fellowship Choir),
Sis. Valerie Spruill (Praise Team), DIT Vanessa OConnor (Star Kids)

Praise Dance

Purpose: To provide members of all ages an opportunity to minister before the lord through dance.

Meeting Times: Sundays after Worship

Gifts: Encouragement,

Ministry Leader: Sis. Lisa Knowles-Berrocacal & Sis. Linda Treadwell

Support Team

Its purpose is to undergird and appropriately manage the mission and ministries of the Star of Bethlehem Baptist Church.

Culinary Arts

Purpose: To provide catering services at events and activities on church grounds.

Meeting Times: TBD

Gifts: Helps, Hospitality, Helps,

Ministry Leader: Sis. Arlene Bunch & Sis. Helen Smith

Diaconate (Deacon & Deaconess)

Purpose: To assist the Pastor by visiting, praying, and caring for the congregation via their Tribes.

Meeting Times: 3rd Mondays @ 7 PM

Gifts: Discernment, Encouragement, Faith, Helps, Intercession, Knowledge, Leadership, Mercy, Prophecy, Shepherd, Teaching, Wisdom

Ministry Leader: Dea. Harold Brown (Deacons) & Deac. Pheobe White (Deaconess)

Nurses

Purpose: To inform the congregation how to live a healthy lifestyle and serve as first responders in case members fall ill.

Meeting Times: 2nd Sundays at 12:30 PM

Gifts: Administration, Helps, Faith

Ministry Leader: Sis. Deborah Parker

Pastor's Aide

Purpose: To provide additional support and help to the Pastor and first family.

Meeting Times: 3rd Sundays @ 1:00 PM

Gifts: Encouragement, Giving, Helps, Hospitality, Intercession

Ministry Leader: Deaconess Joy Brown-Thomas

Support Team cont.

Its purpose is to undergird and appropriately manage the mission and ministries of the Star of Bethlehem Baptist Church.

Prayer Intercessors

Purpose: To provide support through praying for the needs of disciples and the community at large.

Meeting Times: Varies

Gifts: Discernment, encouragement, Intercession, Prophecy

Minister Leader: Minister Patricia Ortiz-Richards

Security

Purpose: To ensure that members and visitors can worship in a safe space.

Meeting Times: TBD

Gifts: Discernment, Helps, Hospitality

Ministry Leader: Deaconess Lisa Smithwick

Transportation

Purpose: To provide members and visitors with transportation to and from Worship, Study, and church activities.

Meeting Times: Sundays (before & after worship)

Gifts: Helps, Mercy,

Ministry Leader: Deacon Alan Esters

Trustee

Purpose: To work in conjunction with the Pastor as stewards church's property and finances.

Meeting Times: 4th Mondays @ 7:00 PM

Gifts: Discernment, Faith, Giving, Helps, Knowledge, Leadership, Wisdom

Ministry Leader: Trustee Thurman Jordan

Our Team



Rev. Shaun Ellison Jones
Senior Pastor



Rev. Tene'e A. H. Jones
Leading Lady



Deacon Harold Brown
Chair of Deacons



Deaconess Pheobe White
Chair of Deaconess

Our Team



Trustee Thurman Jordan
Chair of Trustees



Deacon Gwen Jordan
Church Administrator



Pastor Randy Caanon
Musical Director



Deacon Mike Barnes
Treasure



THANK YOU
F O R S E R V I N G



STAR OF **BETHLEHEM**
BAPTIST CHURCH OF OSSINING

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