

**International Baptist Church**

# **Policies Manual**

**Jesus said, "Whoever  
wishes to be great  
among you must be  
your servant..."**

**Matt. 20:26**

# **Guide for Ministry**

S e r v i n g C h r i s t f a i t h f u l l y . . .



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**International  
Baptist Convention**



***International Baptist Church of Cologne***  
***a church that cares***

### **Contact Information about the Church:**

#### **Address:**

**IBC Cologne**  
**Postfach 800518**  
**51005 Köln**

#### **Website:**

**[IBC-Cologne.com](http://IBC-Cologne.com)**

### **Policies Manual**

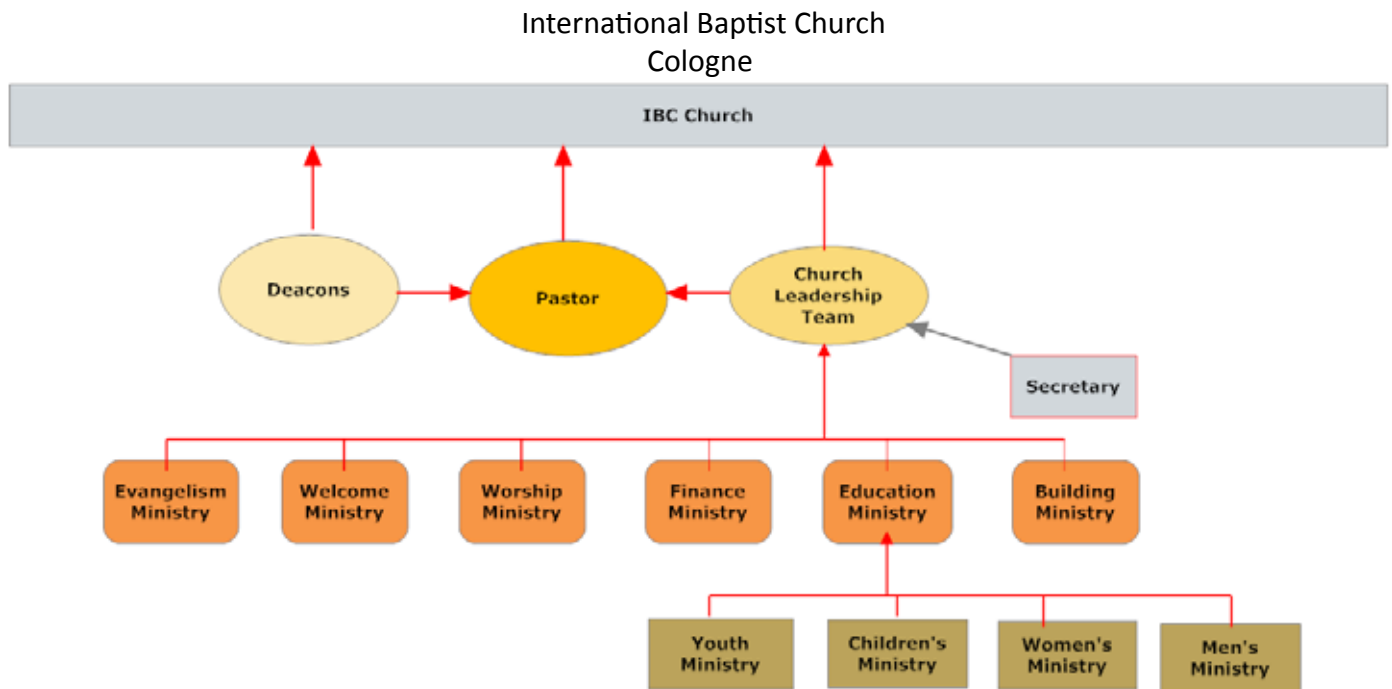
This document reflects the official policies for and approaches to ministry by the International Baptist Church of Cologne Germany. The document supplements the Church Constitution by spelling out the official guidelines for ministry adopted by the congregation in business meetings over a period of time. The Church Constitution defines who we are as a church; the Policies Manual defines how we seek to function as a church within the framework of the Church Constitution. May God be praised and may He bless us as we seek to faithfully serve Him in ministry!

**Published by IBC Cologne**



# How We Seek to Minister

## Organizational Structure of the Church<sup>1</sup>



### Guiding Principles:

1. Six basic ministry areas are to be addressed by the church, plus the pastoral care of the church members to be shared between the pastor and deacons.
2. Each ministry area will be comprised of a team of three to six or more members, elected by the church. The number of team members will be determined by the list of duties assigned to each team and the ministry responsibilities.
3. The Team Leader of each ministry team will represent his/her team on the Leadership Team. The Team Leader of each ministry team will be elected by the church
4. Either the leader of the Leadership Team or the Chair Person of the Deacon Body will serve as the Lay Leader of the church, in German Baptist life, called the Gemeindeführer, depending upon needs, interests, and qualifications of the individual.
5. Each Team -- Leadership Team and Ministry Teams -- will have a detailed job description specifying the following:
  - a) Ministry Goal
  - b) Ministry Duties
  - c) Ministry Qualifications
6. The pastor and deacon body will have a detailed job description specifying the following:
  - a) Ministry Goal
  - b) Ministry Duties
  - c) Ministry Qualifications

<sup>1</sup>Adopted by the church on March 22, 2009

## Church Membership Policies for IBC Cologne<sup>1</sup>

| Membership Guidelines                                      | Receiving New Members   | Membership Termination  |
|--|---|---|
| <i>Form Letters<br/>to be used by the<br/>Church Clerk</i> | <i>Application for Membership Form<br/>Request for Letter of Recommendation</i> | <i>Letter of Affirmation<br/>Statement of Membership<br/>Letter of Appreciation<br/>Official Notice of Membership Termination</i> |

### Guidelines for Membership as stated in current Church Constitution:

#### IV. Membership

Membership is open to all who confess the Lordship of Jesus Christ, who are in agreement with the purpose of this church, and who affirm the spirit of its Covenant. One may join the IBC as a Regular Member or as a Covenant Member. Both are considered “church members”.

#### Regular Membership

Individuals are received as a Regular member in one of the following ways:

1. By profession of faith in Jesus Christ followed by believer’s baptism;
2. By transfer of membership from another Baptist Church;
3. By affirming that one has personally accepted Jesus Christ and was baptized by immersion as a believing Christian.

Those who wish to transfer from churches which do not observe believer’s baptism will be offered instruction in the meaning of this baptism. Those who feel that to receive believer’s baptism would imply a refutation of their former experience with Jesus Christ may join IBC as Covenant Members on the basis of their faith in Jesus Christ as Lord.

#### Covenant Membership

Covenant members enjoy the privileges and responsibilities of Regular Members with the exception of voting concerning the dissolution of the church or concerning changes in the Constitution and Bye-Laws. One may become a Covenant Member by declaring his/her intent to participate in the support of this church and its activities without severing relations with another church.

#### Termination of Membership

A letter of transfer and/or recommendation to some other church shall be granted upon request to any Regular or Covenant member in good standing. Membership may be terminated whenever desired by written notice to the Church Council, but unless requested to the contrary will automatically cease when the member moves from the area.

### Procedures for Receiving New Members and Terminating Membership, based on the current Church Constitution Guidelines:

#### Receiving New Members:

#### Receiving New Members as Regular Members of the church:

##### A. *By public profession of faith in Jesus Christ.*

1. The individual makes public profession before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership upon believer’s baptism.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for membership.
4. Upon completion of believer’s baptism, the individual will become a Regular Member of the church.

<sup>1</sup>Adopted by the church on 23 August 2009.

**B. By transfer of membership by letter from another Baptist church.**

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership by transfer of membership from another Baptist church.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Regular Membership.
4. The Church Clerk will send a request for a Letter of Recommendation to the candidate's previous church.
4. Upon the receipt of the [Letter of Recommendation](#) from the previous church, the individual will become a Regular Member of the church.

**C. By statement of faith and previous believer's baptism**

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership on the basis of the candidate's Statement of Faith and previous believer's baptism.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Regular Membership.
4. Upon a positive vote, the candidate will immediately become a Regular Member of the church.

**Receiving New Members as Covenant Members of the church:**

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership on the basis of the candidate's Statement of Faith.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Covenant Membership.
4. Upon a positive vote, the candidate will immediately become a Covenant Member of the church.

***Terminating Membership:<sup>2</sup>***

**A. By request of [Letter of Recommendation](#) from another Baptist church.**

1. Upon receipt of a request for a Letter of Recommendation or a Request for Membership Transfer from another Baptist church for a current member of the IBC church, the Church Clerk will report this request to the church in the next business meeting of the church, with a recommendation that either a [Letter of Recommendation](#) or a [Statement of Membership](#) be granted to the requesting church.
2. In a scheduled business meeting, the church by vote will then grant either a [Letter of Affirmation](#) or a [Statement of Membership](#) to the congregation requesting membership notification. The Letter of Affirmation will be granted for members currently in good standing in the IBC Church Cologne. The Statement of Membership will be granted for members not considered to be in good standing in the church currently.
3. The Church Clerk will then send the appropriate notification to the requesting church.
4. In either instance, the church member will be removed officially from the official Church Membership Roll of the IBC Church Cologne by the Church Clerk.

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<sup>2</sup>**Termination of Membership (as defined by the church constitution):**

A letter of transfer and/or recommendation to some other church shall be granted upon request to any Regular or Covenant member in good standing. Membership may be terminated whenever desired by written notice to the Church Council, but unless requested to the contrary will automatically cease when the member moves from the area.

**B. *By notification of membership transfer to a non-Baptist congregation.***

1. Upon receipt of a membership change from another congregation, the Church Clerk will report this request to the church at the next business meeting of the church.
2. In a scheduled business meeting, the church by vote will instruct the Church Clerk to remove the member from the official Membership Roll of the IBC Church Cologne.
3. The Church Clerk will then send a [Letter of Appreciation](#) to the requesting congregation affirming receipt of the request and notifying the requesting congregation that the member has been removed from the official Membership Roll of the IBC Church Cologne.

**C. *By individual request of membership termination.***

1. Upon receipt of a letter from a member of the IBC Church Cologne requesting termination of membership from the church, the Church Clerk will report this request to the church at the next business meeting of the church, with a recommendation to either grant or deny the request.
2. In a scheduled business meeting, the church will vote to either grant or deny the membership termination request.
3. Upon approval of the request by the church, the Church Clerk will remove the requesting member from the official Membership Roll of the IBC Church Cologne.
4. The Church Clerk will send an [Official Notice of Membership Termination](#) to the requesting member.

**Application for Membership  
in the  
International Baptist Church Cologne**

**Name:** \_\_\_\_\_  
(Please print plainly)

**Address:** \_\_\_\_\_  
Street Name: Street Number Ortzahl: City:

**Telephone Number:** \_\_\_\_\_

**Mobil Phone Number:** \_\_\_\_\_

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

**Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(day month year)

**Date of application:** \_\_\_\_ / \_\_\_\_ /20\_\_\_\_  
(day month year)

\_\_\_\_\_ **I am applying for Regular Membership<sup>1</sup> in the International Baptist Church of Cologne by:**

\_\_\_\_\_ **Profession of Faith and Believer's Baptism**

\_\_\_\_\_ **Transfer of Membership from another Baptist Church:**

**Church Name:** \_\_\_\_\_

**Church Address:** \_\_\_\_\_  
Street: City: Country:

\_\_\_\_\_ **Statement of previous profession of faith and believer's baptism through immersion in another church.**

\_\_\_\_\_ **I am applying for Covenant Membership<sup>2</sup> in the International Baptist Church of Cologne on the basis of previous profession of faith in another church.**

**With this application I pledge myself to be a faithful member of the church:**

\_\_\_\_\_  
(Please sign)

**<sup>1</sup>Regular Membership (as defined in the church constitution):**

Individuals are received as a Regular member in one of the following ways:

1. By profession of faith in Jesus Christ followed by believer's baptism;
2. By transfer of membership from another Baptist Church;
3. By affirming that one has personally accepted Jesus Christ and was baptized by immersion as a believing Christian.

Those who wish to transfer from churches which do not observe believer's baptism will be offered instruction in the meaning of this baptism. Those who feel that to receive believer's baptism would imply a refutation of their former experience with Jesus Christ may join IBC as Covenant Members on the basis of their faith in Jesus Christ as Lord.

**<sup>2</sup>Covenant Membership (as defined in the church constitution):**

Covenant members enjoy the privileges and responsibilities of Regular Members with the exception of voting concerning the dissolution of the church or concerning changes in the Constitution and Bye-Laws. One may become a Covenant Member by declaring his/her intent to participate in the support of this church and its activities without severing relations with another church.

**Request for a Letter of Recommendation  
from Another Baptist Church\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

Brother/sister \_\_\_\_\_ has requested membership in our church, the International Baptist Church of Cologne Germany, by a transfer of membership from your congregation to our congregation. Thus, we are submitting this request for a Letter of Recommendation from your congregation that Bro. / Sister \_\_\_\_\_ is currently a member in good standing in your congregation.

We look forward to receiving such confirmation at your earliest convenience.

Please send the confirmation to  
International Baptist Church  
% Church Clerk  
(clerk's address)

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*Form to be used by the Church Clerk in requesting a Letter of Recommendation from the previous church where the candidate held membership.

Letter of Affirmation  
to another Baptist Church\*



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by the IBC Church Cologne on \_\_\_\_\_ (date), the request for membership transfer as a Member in Good Standing by Bro./Sister \_\_\_\_\_ to your congregation was granted. Our prayers are with you that God will use our fellow believer in a mighty way in serving God through your congregation.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the granting membership transfer requests to the new congregation of the member qualifying as **Member in Good Standing**.

**Statement of Membership  
to another Baptist Church\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by the IBC Church Cologne on \_\_\_\_\_ (date), the request for membership transfer as a Member in Good Standing by Bro./Sister \_\_\_\_\_ to your congregation was not granted. Unfortunately Bro./Sister \_\_\_\_\_ did not qualify as a Member in Good Standing in our church. Thus, the church authorized me to send to you the notice of the Bro./Sister \_\_\_\_\_ has held official membership in our church only.

Our prayer is that by the move on his/her part a renewed commitment to Christ is evident, and that through the ministry of your congregation he/she can come to spiritual renewal and commitment to Christ.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the granting membership transfer requests to the new congregation of the member who did not qualify as **Members in Good Standing**.

**Letter of Affirmation  
to a non-Baptist Church\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by our church on \_\_\_\_\_ (date), the IBC Church Cologne acknowledges your request for membership transfer for Bro./Sister \_\_\_\_\_ to your congregation. Although in Baptist heritage, membership transfer is only from one Baptist church to another Baptist church, we gratefully affirm the past membership of Bro./Sister \_\_\_\_\_ in our church.

Our prayer is that, by the membership move on his/her part, a renewed commitment to Christ is evident, and that through the ministry of your congregation he/she can contribute significantly to the advance of the Gospel.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the membership transfer requests to a non-Baptist congregation.

**Official Notice of Membership Termination  
to Individual Church Member\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Member name  
Church Member address

Dear Bro. / Sister \_\_\_\_\_,

In official action by our church on \_\_\_\_\_ (date), the IBC Church Cologne acknowledges your request for membership termination from our congregation.

Our prayer is you may find a place where you can worship God in sincerity and truth.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the membership termination requests by individual members of the church.

## **Ministry of the Pastor<sup>1</sup>**

### **PASTORAL MINISTRY AGREEMENT**

The following Agreement is called

The Pastor Church Covenant  
and is between

The International Baptist Church Cologne<sup>2</sup>

and

Prof. Dr. Lorin Cranford<sup>3</sup>

Aachener Str. 128

50389 Wesseling Germany

The Church is legally represented by the Church Council (Church Leadership Team) who are duly elected according to the procedures set forth in the Church Constitution.

At a Business meeting of the International Baptist Church of Cologne on 06.07.2008, the majority church members voted to call Pastor Prof. Dr. Lorin Cranford to serve for a period of 02 years, beginning 01.01.2009.

Beyond this time, the contract may be extended, subject to the approval of the Church.

*The Pastor and the Church enter into a relationship of trust based on a voluntary commitment by each party to work together for the spread of the Gospel of Jesus Christ within the community served by this church and for the development Christian discipleship amongst the members of the church and its congregation.*

#### **I. Defining Pastoral Ministry Duties**

1. Preach and give oversight to worship services
  - a) To oversee the planning of worship services, preach at Sunday worship services, Communion service, the scheduled midweek meeting, and officially represent the church.
  - b) Give direction to worship services by working with leadership team and direct preparation of the service bulletin.
2. Special events such as baptisms or special programs will be developed along normal lines of operation.
3. Provide leadership, support, and mentoring to the Church Council, Trustees, and leadership teams to assist them in carrying out their assigned tasks.
4. Provide overall pastoral care for the members and attendees of the church to maintain a healthy congregational life. To encourage prospective members to unite with our church family.
5. To provide oversight of visitation and assist in emergency visitation (hospital, home illness)
6. To render other services as mutually agreed upon, such as funerals, weddings, and serve as a consultant to the Church Council.

Many times duties such as the above are requested by members and some leadership, but he may be unclear as to what is expected. When this is determined the members should be informed to avoid embarrassment and misunderstanding.

#### **II. Church Objectives**

1. Work on developing a strategic plan for the church resulting in a more intentional direction for ministry.
2. Work on addressing system needs as they arise in areas of small groups, assimilation, evangelism, and the organization of the church policies and procedures.

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<sup>1</sup>Adopted by the church on July 6, 2008, revised on August 23, 2009.

<sup>2</sup>hereinafter referred to as the Church

<sup>3</sup>hereinafter referred to as the Pastor

### **III. Pastoral Incapacity due to Emergency or Illness**

In the event that illness or emergency incapacitates the Pastor and prevents him from fulfilling these and other normal duties, the Church Council is responsible for the execution of such duties.

### **IV. Church Representation at Conventions and Conferences**

1. To rebuild relationships, or to maintain and strengthen denomination linkage with the with leaders of Baptist Unions and Conventions.
2. The Pastor may attend international, national annual convention meetings and conferences in which the church directly holds membership, these include:
  - a) The Annual Conventions of the German Baptist Union BEFG
  - b) Annual Interlaken Summit of the IBC

### **V. Compensation and Benefits**

It is agreed during the meeting on 06.07.2008 by the majority church members that IBC Cologne should contribute the minimum compensation of 500,-- € (Euro) monthly for office rental and storage space.

Furthermore Pastor Lorin Cranford and his wife Claire should receive

1. Additional benefits as ministry travel costs (Bahn tickets).
2. 200,-- € (Euro) for Ministry Expenses.
3. Further Pastor's compensation shall be established through the church's budgetary process and will be negotiated between the Church and the Church Council.
4. Office Rental and Storage Space

IBC Cologne will provide the Pastor an allowance of 500,-- € (Euro) valid for a period of 02 years. Beyond this time, extensions will be by mutual agreement.

### **The Church Commitments**

IBC church Cologne will support and cooperate with the Pastor in every way and will assume responsibility for:

1. Secretarial support services.
2. Coordinate administrative responsibilities for the daily affairs of the church as appropriate with the Pastor.
3. Attendance at worship and meetings.
4. Sustained leadership and shared ministry.

### **Tenure**

This Agreement is valid from the date on which it is signed and remains in full effect until terminated.

This statement has been drawn up with the sincere desire that the working relationship with pastor and congregation will bring glory to God and blessing to many lives.

## **Ministry of the Deacons**



## **Ministry of the Leadership Team**



## **Finance Ministry**

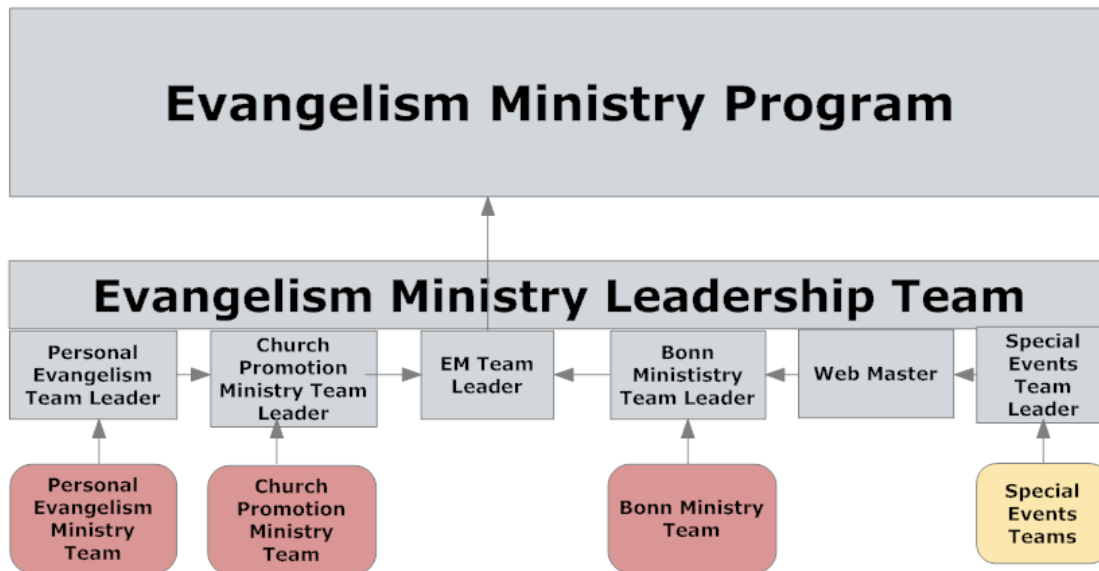


## **Welcome Ministry**



# Evangelism Ministry

The policy is in two parts: (1) the Evangelism Ministry program, and (2) the Evangelism Ministry Leadership Team, that will lead the program. The program defines the ministry parameters, and the leadership team is charged with the responsibility of leading the program.



Evangelism Ministry Program

## Ministry Goal:

*The Evangelism Ministry program will promote evangelism<sup>1</sup> in the life and ministry of the church.*

## Ministry Duties:

In fulfilling this ministry goal, the Evangelism Ministry program will focus on the following areas of contribution to the life of the church:

### 1. Evangelism Leadership:

Work with the pastor in planning and scheduling efforts to provide training in personal witnessing and in scheduling local witnessing efforts for sharing the Christian faith with non-believers.

### 2. Church Promotion Leadership:

Work with the pastor in planning (a) efforts for promoting awareness of the church in the Cologne / Bonn areas through brochures, posters etc. (b) Maintain supply of brochures in locations where English speaking individuals frequent. (c) Work toward the maximum exposure of our church and its ministries to the residents of the Cologne / Bonn Region

### 3. Special Events Leadership:

Work with the pastor in planning participation by the church in special events in the Cologne / Bonn area where the church can have a witness to outsiders. These include events such as the Mid-Afrika Festival, InterKulturelle Woche etc. For each event a leadership team would be assembled including at least an event coordinator, booth coordinator, setup/dismantle coordinator.

### 4. Web Site Leadership:

Work with the pastor in developing and maintaining the church's web site. The church elected **Web Master** will lead this ministry. In addition, a web site philosophy for use of the internet will be developed and presented to the church. As needs increase, a web site team can be developed and presented to the church. All requests for the posting of information in the church web site will be directed to the Web Master.

### 5. Bonn Ministry Leadership:

Work with the pastor in developing and promoting a ministry of our church to the English speaking community in the Bonn / Bad Godesbery area. The Bonn Ministry Leadership Team will be composed

<sup>1</sup>By "evangelism" is meant the sharing of one's faith in Jesus Christ with non-believers and the promotion of the IBC Church to prospective members in the Cologne / Bonn region.

of a minimum of four individuals who will plan the services, lead the music in the services, coordinate the Children's Bible Study time, serve as liaison between our church and the Baptisten Gemeinde in Bonn where the services are conducted. Other responsibilities will be assumed as they develop.

### **Evangelism Ministry Leadership Team:**

#### **Ministry Goal:**

***The Evangelism Ministry Leadership Team will provide the leadership for the Evangelism Ministry in the church. The team will coordinate all activities and ministries related to the Evangelism Ministry of the church.***

#### **Team Membership:**

1. The Evangelism Ministry Leadership Team will be composed of the following:
  - a) ***Evangelism Ministry Team Leader*** This leader will represent the Evangelism Ministry Team on the Church Leadership Team, and coordinate the work of the Evangelism Team.
  - b) ***Bonn Ministry Team Leader***  
This leader shall be responsible for leading the outreach program of the church in the Bonn / Bad Godesberg area.
  - c) ***Web Master***  
This person will develop and maintain the church's web site.
  - d) ***Church Promotion Team Leader***  
This team member will coordinate the efforts to promote awareness of the church in the Cologne / Bonn area.
  - e) ***Personal Evangelism Team Leader***  
This leader will coordinate efforts in the church to provide witness training for members and scheduled efforts to share the Christian faith with non-believers.
2. The Evangelism Leader from the Women's Ministry Leadership Team will serve as one of the Evangelism Ministry Leadership Team members.
3. The Evangelism Ministry Leadership Team will be elected to serve by the church, according to the specified terms of service designed in the official Church Policies Manual for all the Ministry Leadership Teams.

#### **Ministry Duties:**

1. The Evangelism Ministry Leadership Team will prepare an annual budget recommendation for its assigned Cost Centers in the Church Budget to present to the Finance Team.
2. The Evangelism Ministry Leadership Team will monitor monthly the expenditure of funds in its assigned Budget Cost Centers and make regular reports to the Finance Team and the Church Leadership Team.
3. The Evangelism Ministry Leadership Team will work with the pastor in planning and promoting the outreach program of the church.
4. The Evangelism Ministry Leadership Team will work with the pastor and the Bonn Ministry Leadership Team in the promoting of the church's ministry to the English speaking community of the Bonn / Bad Godesberg region.
5. The Evangelism Ministry Leadership Team will work with the pastor and the church Web Master in the promoting of the church through the internet.
6. The Evangelism Ministry Leadership Team will work with the pastor in planning and conducting special events designed to enhance the awareness of the church and of the gospel in the Cologne / Bonn region.
7. The Evangelism Ministry Leadership Team Leader will make regular reports to the Church Leadership Team concerning the work of his/her team.
8. The Evangelism Ministry Team Leader will preside over called meetings of the Evangelism Ministry Leadership Team.

#### **Ministry Requirements for the Evangelism Ministry Leadership Team members:**

1. The Evangelism Ministry Leadership Team Leader will be a Regular Member of the IBC church as defined in the church constitution.
2. The Evangelism Ministry Leadership Team members will be members of the church, defined either as Regular or as Covenant members by the church constitution.

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3. The Evangelism Ministry Leadership Team will be composed of members committed to helping the church authentically share the gospel with non-believers and reach new members for the church.

# Worship Ministry

of the IBC Church Cologne<sup>1</sup>

The proposal comes in two parts: (1) the Worship Ministry program, and (2) the Worship Ministry Leadership Team, that will lead the program. The program defines the ministry parameters, and the leadership team is charged with the responsibility of leading the program.



## Worship Ministry Program

### Ministry Goal:

***The Worship Ministry program will promote the worship and praise of God in the life and ministry of the church.***

### Ministry Duties:

In fulfilling this ministry goal, the Worship Ministry program will focus on the following areas of contribution to the life of the church:

#### 1. **Worship Planning:**

Work with the pastor in planning the musical praise for the regular worship services of the church. This includes choruses, hymns, special music, both vocal and instrumental, and other musical presentations scheduled from time to time. The final responsibility for planning all aspects of the worship services rests with the pastor.

#### 2. **Preparation of the Musical Praise for the worship services**

Rehearse the musical praise selected for each worship service at the scheduled rehearsal times. This includes both the choir and the instrumentalists.

#### 3. **Coordination of the Musical Contributions of members to the worship services.**

Encourage both individuals and groups to contribute special music to the worship services. Individuals and groups wishing to contribute must request a scheduled time to present with the Special Music Coordinator, who is responsible for planning and coordinating these activities.

#### 4. **Preparation of the worship center for the worship services.**

Set up the sound system and related items for getting the worship center ready for the worship services. The *Sound Ministry Team* as a sub-team of the Worship Team will be responsible for this.

#### 5. **Preparation for Worship through Organized Prayer Times.**

Conduct an organized Prayer Time prior to the Sunday worship services. The *Prayer Ministry Team* as a sub-team of the Worship Team will be responsible for leading this, as one aspect of their responsibility. Contact individuals in advance to lead the Invocational and Offertory prayers during the Sunday worship services.

#### 6. **Musical Praise in Worship**

Lead the church in presenting authentic praise to God during the worship services.



<sup>1</sup>Adopted on August 23, 2009.

## **Worship Ministry Leadership Team:**

### **Ministry Goal:**

***The Worship Ministry Leadership Team will provide the leadership for the Worship Ministry in the church. The team will coordinate all activities and ministries related to the worship services of the church.***

### **Team Membership:**

1. The Worship Ministry Leadership Team will be composed of the following:
  - a) Worship Ministry Team Leader, who serves as Minister of Music for the church.
  - b) Sound Ministry Team Leader  
This leader shall be responsible for the sound system and related items for the church. Multiple teams with separate leaders may be formed, as needed.
  - c) Prayer Ministry Team Leader  
This leader shall lead the Prayer Ministry Team in promoting prayer in the church.
  - d) Special Music Coordinator  
This team member will coordinate the special music by individuals and groups for the worship services.
  - e) Instrumentalists Team Leader  
This leader will coordinate the contributions of the musical instrumentalists to the worship services.
2. The Worship Ministry Leadership Team will be elected to serve by the church, according to the specified terms of service designed in the official Church Policies Manual for all the Ministry Leadership Teams.
3. Participation as choir member, as soloist, and as instrumentalist shall be open to everyone willing to serve God through the church on a volunteer basis.

### **Ministry Duties:**

1. The Worship Ministry Leadership Team will prepare an annual budget recommendation for its assigned Cost Centers in the Church Budget to present to the Finance Team.
2. The Worship Ministry Leadership Team will monitor monthly the expenditure of funds in its assigned Budget Cost Centers and make regular reports to the Finance Team and the Church Leadership Team.
3. The Worship Ministry Leadership Team will work with the pastor in planning and presenting the music during the weekly worship services.
4. The Worship Ministry Leadership Team will serve as a consultants to the pastor in assessing the structure and patterns of worship in the weekly worship service.
5. The Worship Ministry Leadership Team will plan for and secure outside musicians and music groups to present religious concerts sponsored by the church from time to time.
6. The Worship Ministry Leadership Team Leader will make regular reports to the Church Leadership Team concerning the work of his/her team.
7. The Worship Ministry Team Leader, or designated choir member, will preside over the rehearsals of the choirs and instrumentalists in preparation for the worship service.
8. The Worship Ministry Team Leader will preside over called meetings of the Worship Ministry Leadership Team.
9. The Worship Ministry Leadership Team Leader will be designated as Minister of Music for the church.

### **Ministry Requirements for the Worship Ministry Leadership Team members:**

1. The Worship Ministry Leadership Team Leader will be a Regular Member of the IBC church as defined in the church constitution.
2. The Worship Ministry Leadership Team members will be members of the church, defined either as Regular or as Covenant members by the church constitution.
3. The Worship Ministry Leadership Team will be composed of members committed to helping the church authentically worship God in public worship.

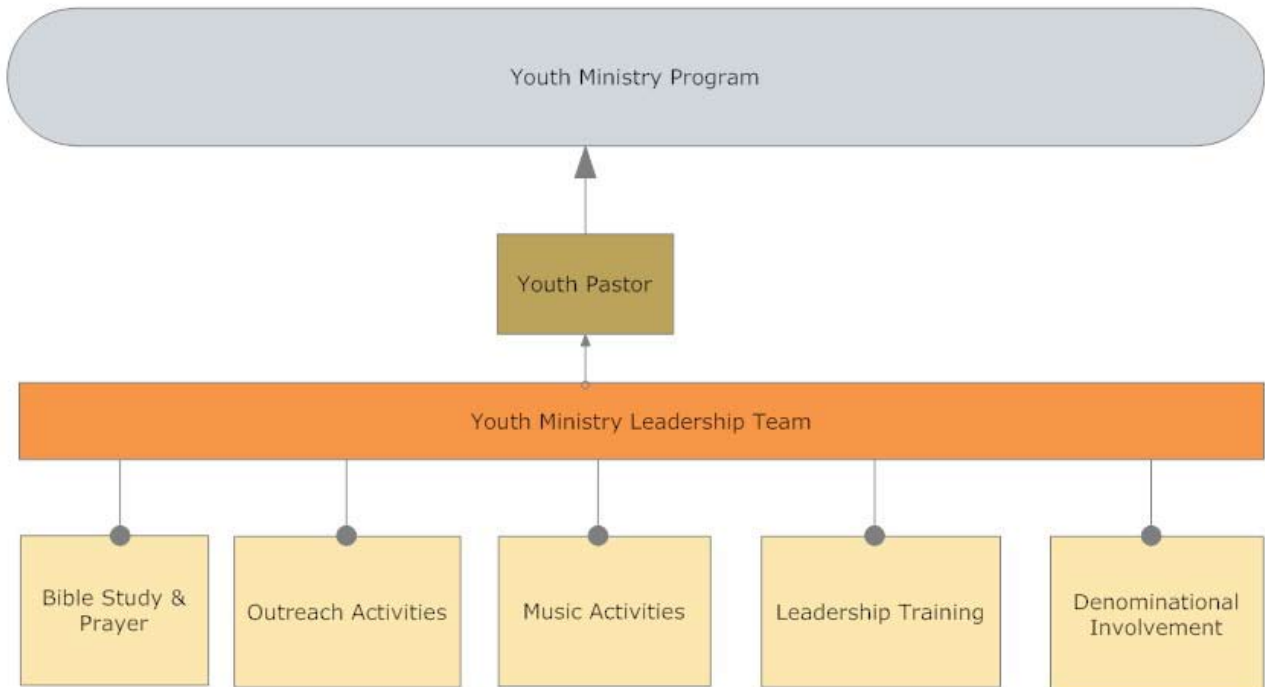
# Children's Ministry Team



# Youth Ministry

## of the IBC Cologne<sup>1</sup>

The Youth Ministry of the International Baptist Church of Cologne will be led by the Youth Ministry Team under the leadership of the Youth Pastor. The Youth Ministry will focus on both teenagers and university age individuals. As quickly as feasible, these two age groups will develop into separate but closely related groups of youth people with their own programs, meetings, and activities. The Youth Ministry Team will expand to accommodate these developing programs as needed.



### Team Ministry Goal:

The Youth Ministry Team will develop and promote programs and activities designed to disciple the youth of the church. The team will be composed of the Youth Pastor and a minimum of two other Regular Members. A youth representative(s) will serve as a team member as well.

### Ministry Areas:

#### 1. *Bible Study and Prayer*

Under the leadership of the Youth Pastor, a program of systematic study of scripture and prayer will be conducted. This activity will be designed to help the youth understand their Christian experience and commitment to Christ. Out of it should come a biblical based understanding of the Christian faith. The meeting times will be at times other than the scheduled worship services of the church. Meeting places will be arranged under the leadership of the Youth Pastor.

#### 2. *Outreach Activities*

Under the leadership of the Youth Pastor, the young people will be encouraged to share their faith with others. This will include providing training in evangelism, and also involvement in both evangelism and mission projects under the sponsorship of the church. Another part of this ministry will be helping the Children's Education Team with the children in the Sunday School program, and summer Bible study emphases for children sponsored by the church, and other projects as opportunities arise.

#### 3. *Music Activities*

<sup>1</sup>Adopted by the church on March 22, 2009. Ordi Hossu was elected as Youth Pastor.

Under the direction of the Youth Pastor, the young people with musical interests will be encouraged to form music groups for sharing their faith. The Youth Pastor will supervise the leadership of such groups, and help develop opportunities for the music groups to present their witness musically, both inside and outside the church. Music group leaders will be under the supervision of the Youth Pastor. When ready, the youth music group(s) will participate in the worship services of the church through presenting special music etc.

#### **4. Leadership Training**

Under the leadership of the Youth Pastor, the young people will be encouraged to develop leadership skills for serving Christ. These skills will include leading other young people in small groups, teaching scripture, contributing in concrete ways to the work of the church.

#### **5. Denominational Involvement**

The youth ministry of the church will participate in programs of the International Baptist Convention and the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland for young people. The church will help the youth attend meetings and retreats sponsored by these two groups.

#### **Team Ministry Duties:**

1. The Youth Ministry Team will prepare an annual budget recommendation for its assigned Cost Center to present to the Finance Team.
2. The Youth Ministry Team will monitor monthly the expenditure of funds in its assigned Cost Center and make regular reports to the Finance Team and the Leadership Team.
3. The Youth Ministry Team will lead the young people of the church in developing and administering discipleship activities in the above Ministry Areas.
4. The Team Leader, officially the Youth Pastor, will make regular reports to the Leadership Team and to the church concerning the work of his/her team.
5. The Youth Ministry Team will coordinate their work with the pastor so that the youth ministry of the church contributes to the mission and ministry of the church, rather than being in tension with it.

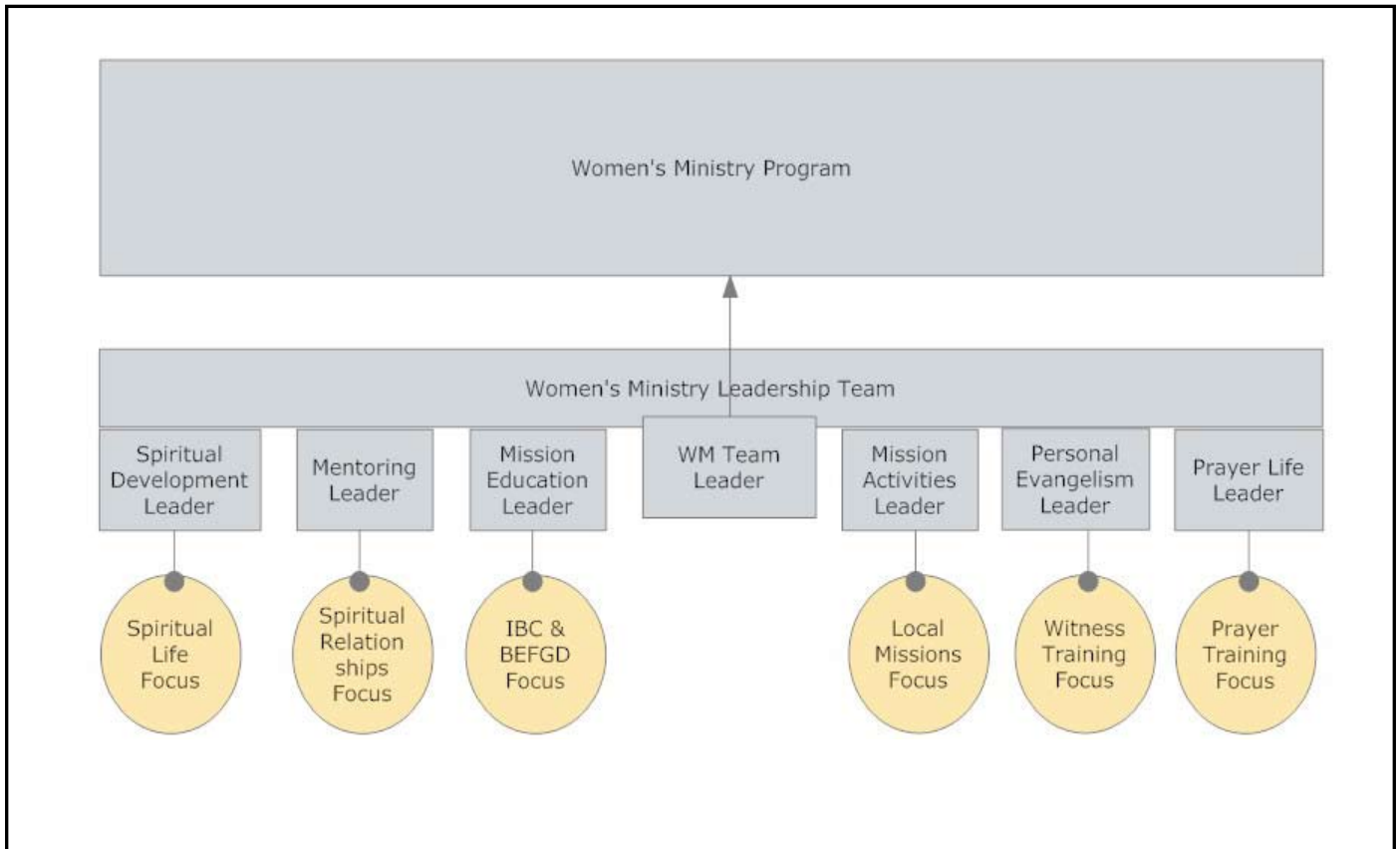
#### **Youth Pastor:**

1. The Youth Pastor will be elected by the church, and will serve at the pleasure of the church. The Youth Pastor will serve as a part time staff member of the church.
2. The Youth Pastor will be expected to spend sufficient hours each week in order to effectively lead the youth programs of the church, while understanding that the position is a part time position in the church. On average this will be a minimum of 10 to 15 hours weekly for all activities related to the church.
2. The Youth Pastor will work closely with the pastor in developing and coordinating the Youth Ministry with the work of the church.
3. The pastor will serve as supervisor and mentor of the Youth Pastor. On occasion, this may include the pastor working closely with the professors at the school the Youth Pastor is attending in supervised internship programs, as a part of the Youth Pastor's program of studies.
4. The Youth Pastor will serve as the Youth Ministry Team leader and lead the team to fulfill its ministry in the church as defined in the above Team Ministry Duties.
5. The Youth Pastor will have authentic Christian experience and commitment, as well as an understanding and appreciation of Baptist heritage and ways of serving Christ.
6. The Youth Pastor will have specialized training in youth ministry at the Hochschule or University level.
7. The church will provide the Youth Pastor a monthly Honorarium for the work done in leading the Youth Ministry of the church.

# Women's Ministry Team<sup>1</sup>

## Women's Ministry Plan International Baptist Church Cologne

The plan comes in two parts: (1) the Women's Ministry program, and (2) the Women's Ministry Leadership Team, that will lead the program. The program defines the ministry parameters, and the leadership team is charged with the responsibility of leading the program.



### -----Women's Ministry Program<sup>2</sup>-----

#### Ministry Goal:

***The Women's Ministry will promote Christian discipleship along with missionary understanding among the members of the church, and especially among the women and the girls of the church.***

In fulfilling this ministry goal, the Women's Ministry will focus on the following areas of contribution to the life of the church:

#### ***Spiritual Development*** of women and girls in the church

Spiritual development means encouraging the spiritual growth of women and girls in the church through various programs and activities in the church. [It also includes partnering with the women's ministry of the [IBC](#) and [BEFGD](#) in retreats etc. promoting spiritual development.]

#### ***Mentoring*** of women and girls in the church

<sup>1</sup>Adopted in church conference on 24 May 2009

<sup>2</sup>The initial team members elected to serve to the end of the 2009 church year are as follows: Spiritual Development Leader: Elsa Odongo; Mentoring Leader: Cari Kraecher; Personal Evangelism leader: Vivian von Piechowski; Mission Education leader: Heather Bergfeld; Mission Activities leader: Sandi Provost; Prayer Life Leader: Shylate Mahachi.

Mentoring means developing relationships among the women and girls in the church that foster deeper Christian commitment and service.

**Personal Evangelism** Training and Actions

Personal evangelism means women and girls learning how to share their faith with non-believers and using God given opportunities to lead others to faith commitment to Christ.

**Mission Education** of the church

Mission Education means learning of the mission and evangelistic ministries of the International Baptist Convention and the Bund der Evangelish-freikirchlichen Gemeinden (German Baptist Union) and sharing that information with the church in the promotion of support of the missionary outreach of these two denominational structures.

**Mission Activities** for women and girls in the church

Mission Activities means the involvement of the women and girls of the church in specific ministry actions locally and otherwise as needs and opportunities arise. This includes promoting the annual IBC Global Missions Offering in the late fall of the year.

**Development of Prayer Life** among women and girls in the church

Development of prayer life means training in beginning and growing a pattern of consistent prayer, especially intercessory prayer for others and for missionaries serving Christ around the world.

**Ministry Duties:**

1. The Women's Ministry will promote *missions awareness in the church*, including but not limited to developing a *missions education program* for the church.
2. The Women's Ministry will make regular reports to the church on the work of missionary support by the church through the **International Baptist Convention** and the **Bund der Evangelish-freikirchlichen Gemeinden** (German Baptist Union), as well as other support groups adopted by the church.
3. The Women's Ministry will meet on a regular basis for conducting *mission activities and study*. This can include a wide variety of mission projects, including planning and conducting special programs for the Sunday church worship services and the Wednesday evening services.
4. The Women's Ministry will promote *Bible study and prayer* among the women and girls of the church including the scheduling of regular meetings for women and girls in the church.
5. The Women's Ministry will *partner with the women's organizations* of the International Baptist Convention and the Bund der Evangelish-freikirchlichen Gemeinden (German Baptist Union), including participation in retreats, conferences etc. provided by these denominational structures.

-----**Women's Ministry Leadership Team:**-----

**Ministry Goal:**

***The Women's Ministry Leadership Team will provide the leadership for the Women's Ministry in the church. The team will coordinate all activities and ministries of the church designed to reach out to women and girls.***

***Ministry Duties:***

1. The Women's Ministry Leadership Team will prepare an annual budget recommendation for its assigned Cost Centers to present to the Finance Team.
2. The Women's Ministry Leadership Team will monitor monthly the expenditure of funds in its assigned Cost Centers and make regular reports to the Finance Team and the Leadership Team.
3. The Women's Ministry Leadership Team will plan and coordinate the various activities, meetings etc. of the church focused on ministry to women and girls, especially as defined in the above six areas of emphasis.
4. The Women's Ministry Leadership Team will plan regular meetings for the women and girls of the church as outlined in the above Ministry Duties of the Women's Ministry.
5. The Women's Ministry Team Leader will be a member of the Leadership Team of the church.
6. The Women's Ministry Team Leader will make regular reports to the Leadership Team concerning the work of the Women's Ministry and Women's Ministry Leadership Team.

***Ministry Requirements for the Leadership Team:***

1. The Women's Ministry Leadership Team leader will be a Regular Member of the IBC church as defined in the church constitution.
2. The Women's Ministry Leadership Team members will be members of the church, defined either as Regular or as Covenant members by the church constitution.
3. The Women's Ministry Leadership Team will be composed of members committed to helping women and girls come to Christ as Savior and then to faithfully serve Him.

## Men's Ministry



# Building Team



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51005 Köln