

**MOUNT JEZREEL | BAPTIST CHURCH**



# *Ministry Handbook*

**420 University Blvd. E | Silver Spring, Maryland 20901 | [www.mtjezreel.com](http://www.mtjezreel.com) | 301-431-2800**

*Dr. Jamison Hunter, Senior Pastor*

## A Message from Our Pastor



Greetings, Ministry Partner!

First and foremost, I would like to express my gratitude for your willingness to serve God and His people. I sincerely appreciate your generosity in sharing your time, talents, and resources with this ministry.

The Bible presents a challenge to the community of believers, asserting, *“Let all things be done decently and in order.”* In line with this principle, the objective of Mount Jezreel Baptist Church is to cultivate an awareness regarding how to approach ministry. God expects that we provide Him and His cherished congregation with a ministry characterized by excellence. To achieve this, meticulous planning is imperative. In essence, exceptional ministry does not arise spontaneously; it is attainable through careful preparation and foresight.

As we commence each ministry initiative at Mount Jezreel Baptist Church, one of the primary objectives of the church’s leadership is to provide our ministry workers with all available resources to ensure they are adequately equipped to perform their ministerial duties effectively.

This Ministry Handbook is one of our first steps in ensuring that we provide you with the appropriate tools to plan ministry with a five-star approach. It is not enough to simply pray; we must implement plans, protocols, and strategies to complement a ministry that we hope is impactful, powerful, and far-reaching. It is my sincerest prayer that you utilize this handbook as a means to assist you in planning ministry that brings glory to God and empowers His people.

Together, we can! Let’s do great ministry

Soli Deo Gloria,

Dr. Jamison Douglas Hytche Hunter,  
Senior Pastor



## Making Ministry Happen

### A. *Our Pastor*

Dr. Jamison Hunter serves as the Senior Pastor, providing overall spiritual and operational direction for the ministry. By faith, Pastor Hunter has inspired the congregation to move from membership to discipleship. Pastor Hunter is committed to establishing ministries that minister to all walks of life.

### B. *Our Leadership (Deacons, Trustees, Associate Ministers)*

“Holding up the arms of our Pastor” are a number of formal ministry roles. Our **Deacons** (Diaconate Ministry) are those charged with “serving” the congregation. Scripturally based in Acts 6:1-6, the role or office of deacon was developed in the early church primarily to minister to the physical needs of church members. The church was growing so fast that some believers, particularly widows, were being neglected. The apostles, who had their hands full caring for the spiritual needs of the church, decided to appoint seven leaders who could tend to the needs within the body. Our deacons serve in this role under the direction of our Pastor. Members of the Diaconate Ministry may sit toward the front of the church during worship and teaching sessions. **Trustees** are responsible for the fiscal management of the church, and our **Associate Ministers**, who are perhaps the most identifiable (often seated in the pastoral section), work with the pastor by occasionally sharing the Word of God.

### C. *Our Staff*

Mount Jezreel Baptist Church employs several people who are responsible for the ministry's day-to-day operations.

### D. *Our Volunteers (Servant Leaders, Assistant Servant Leaders, and Ministry Members)*

Mount Jezreel Baptist Church understands that what makes ministry happen are the people who volunteer to participate and help administer our ministry programs. Servant Leaders and Assistant Servant Leaders oversee a specific “umbrella group” of ministries, providing direction and support, and overseeing a single ministry. Finally, ministry members attend ministry programs, meetings, and rehearsals and offer overall ministry support, as directed.

### E. *Our Ministries*

Mount Jezreel Baptist Church operates ministries for children, youth, young adults, married/engaged, men, and women. Pastor Hunter leads weekly midday Refuel on Wednesdays at noon, and our Christian Education ministry offers spiritual-growth learning opportunities. While some ministries have specific criteria for participation, other meetings are open. If you're interested in getting involved, here are some next steps:

- Always make your spiritual growth a priority by attending a Truth Class, weekdays and Saturdays online (Zoom), and Sundays on-site regularly. Additional spiritual-growth opportunities are available through the Christian Education Ministry.
- Always contact a Servant Leader, Assistant Servant Leader, or Office Staff person at the church to learn more about getting involved in a specific ministry.
- Attend our ongoing ministry open houses, review the monthly “Mount Jezreel Messenger” (digitally), and check our building information centers for regular ministry update information.

## Member Communications

### A. *Updating Your Information*





If your personal information changes (i.e., address, telephone number, marital status, etc.), please complete a Membership Update Form and submit it to the Church Administrative Office.

## **Giving**

### **A. How to Give**

Members give tithes, offerings, and special campaign pledges to MJBC in a number of ways:

- During service, envelopes are provided by the ushers serving.
- Through the *Givelify* app. (available on iPhone and Android devices). Please choose Mount Jezreel Baptist Church, Silver Spring, Maryland, as your home church.
- <https://www.osvhub.com/mtjezreel/giving/funds>
- Online at [www.mtjezreel.com/give](http://www.mtjezreel.com/give)

### **B. Church Offering Envelopes**

To ensure accurate recordkeeping of your contributions, please use an offering envelope and complete it each time you make an offering to the church.

### **C. Contribution Statements**

Contribution statements are mailed annually to each member upon request.

## **Church Communications**

### **A. Communication Tools**

The church uses several communication tools to disseminate information about ministry programs and events. These tools include a monthly bulletin, our website, social media (Facebook, Twitter, Instagram), in-service news broadcasts, our building information centers, general announcements (print and verbal), electronic alerts, email blasts, phone messaging, and specific ministry leader communications. Please ensure that your personal information is current so you receive consistent communications from the ministry.

### **B. Church Calendar**

Monthly calendars are available. For a more detailed look at the annual church calendar, please contact our Church Administrative Office.

### **C. Church Announcements**

If your ministry has an upcoming event you would like the Pastor to announce to the congregation, please submit a Ministry & Meeting Proposal Form 2 weeks before your meeting to [info@mtjezreel.com](mailto:info@mtjezreel.com). The request should include detailed information about the event (type of event, date and time of the event, location, cost, and a contact person).

If the announcement is approved, you will be notified, and the pastor will share it publicly in his announcements. However, due to the large volume of announcement requests received, we are not always able to accommodate them all. Therefore, final approval of announcement requests will be at the discretion of the Pastor.

### **D. E-Mail Alerts, Church Phone Calls/Messages, and Social Media**



MJBC uses technology as much as possible to conserve paper. Again, ensuring that your accurate e-mail and phone number are in our system is crucial for ongoing communications. We also encourage you to follow us on Facebook, Instagram, and Twitter.

***E. Marketing***

Servant Leaders are strongly encouraged to plan 30 to 45 days in advance for the best results in promoting events. If Servant Leaders are having difficulty planning, they may set up a consultation meeting (prior to your ministry proposal submission) with the Pastor or his designee to understand deadlines and approximate marketing costs. As a result of the meeting, the Pastor and Servant Leader will develop a comprehensive strategy to best bring attention to the event.

***F. Publications***

For your convenience, copying and printing services are available via a Publications Request Form. Please allow a minimum of 5 days for regular requests (i.e., flyers, banners, etc.). While a 5-day lead time is required, the office staff will attempt to complete urgent copy requests the same day they are submitted. For all other publication requests (i.e., graphic design), a 30-day lead time is required. The Servant Leader of Administration and Technical Arts must approve all printed material before copying or printing can take place. When the publication request is complete, you will receive an email or phone call.

***G. Community Outreach and Public Relations***

Mount Jezreel Baptist Church is committed to staying connected to the community where it ministers and maintaining a positive image. This effort is accomplished by the entire ministry team with specific initiatives sponsored by our Evangelism and Outreach Ministries (Prison Ministry, Food Distribution, etc.) and Technical Arts (special events, community meetings, etc.).

## **Our Facility**

Mount Jezreel Baptist Church is a dynamic ministry offering programs and activities. The ministry's location is Silver Spring, Maryland offering its primary worship location, administrative offices, meeting space, and ministry programs.

***A. Mailing Address and Phone Numbers***

The mailing address for Mount Jezreel Baptist Church and phone numbers for the church and its ancillary operations are as follows:

Mount Jezreel Baptist Church  
420 University Blvd. E  
Silver Spring, Maryland 20901  
[www.mtjezreel.com](http://www.mtjezreel.com)  
301-431-2800

***B. Operating Hours***



The Church Administrative Office is open Tuesday through Friday from 9AM to 5 PM.

Ministry activities occur seven days a week (as scheduled) with evening activities concluding no later than 10:00 PM. For specific scheduling information, please check event schedules available throughout the building.

**C. *Facility Closures/Inclement Weather***

Inclement weather can cause transportation problems and/or hazardous facility conditions that vary widely in our region. While we work diligently to maintain the ministry's operating schedule, severe weather may result in closures and cancellations of our programs and operations.

**D. *Building Scheduling***

The Church Administrative Office handles overall coordination for building scheduling. While specific procedures are detailed in the event area of this handbook, general scheduling questions can be directed to your Servant or Assistant Servant Leader or the Church's main office at 301-431-2800.

**E. *Space Rental Opportunities***

Rental opportunities of the Mount Jezreel Baptist Church facility are available. Requests should be directed to the Church Administrative Office at 301-431-2800.

**F. *Lost and Found***

Mount Jezreel Baptist Church maintains a lost and found area. On Sundays, people should contact a member of our Ushers Ministry for directions to the area. The Church Administrative Office can also be contacted for further support regarding the location of a lost item.

**G. *Accidents/Incidents and Medical Emergencies***

The ministry understands that accidents and medical emergencies can occur at our facilities. Persons involved in or witnessing a serious accident/incident or medical emergency should immediately contact emergency services. A second step in a serious incident or the initial step for a non-serious incident would be to contact a church staff member or the main Church Administrative Office.

First-aid kits are located throughout our facility for minor medical incidents. For all of the above-related issues, a Church Incident Report should be completed by contacting the Church Administrative Office at 301-431-2800.

**H. *Emergency Response***

The safety of worshippers, visitors, and staff is paramount in the operation of Mount Jezreel Baptist Church facilities. All facilities are appropriately equipped with burglar and fire alarm systems, which are appropriately tested and certified. Emergency lighting and exit signage is in place throughout our facilities. Exterior lighting around the facility is also appropriately maintained. Additionally, specific ministry staff are focused on facility and personal safety/security.

Should emergencies result in vacating our buildings, we ask that you proceed to the closest marked emergency exit location. Should this evacuation result in you being separated from your child and/or other family member(s), please note that our exit plan involves assembly at the farthest parking lot area away from the building. (This means the back side of the building nearest The Sanctuary, a Mount Jezreel Senior Housing Community). Should this location not be available we ask that you follow the direction of emergency response personnel (or the ministry's designee) on the scene.

**I. *Parking***

Mount Jezreel Baptist Church's parking facilities are for the exclusive use of Mount Jezreel Baptist Church members, guests and vendors (as scheduled). Regarding overnight parking, ministries and



individuals should contact the Church Administrative Office for specific coordination. We understand that some events will result in extended parking and require notification when vehicles will be left on the lot for an extended period of time. Towing is enforced on all of our lots for vehicles for those who do not adhere to our parking guidelines. Please be sensitive to reserved parking signage. Finally, please lock your vehicles and secure personal belongings. Mount Jezreel Baptist Church is not responsible for damage to vehicles parked at any of our facilities.

***J. Storage***

Limited storage is available for ministry materials only. Ministries should contact the Church Administrative Office for overall coordination. The church does not store members' personal materials including, but not limited to, furniture, vehicles, etc.

***K. Wi-Fi***

Our church offers free Wi-Fi access. Mount Jezreel Baptist Church is not liable for any files or data which could be lost during the access period. Additionally, we ask that you remain respectful and sensitive to the Christian ethics of our operations and not access sites and files that damage the integrity of the ministry.

## **Ministry Events, Activities and Support Tools**

***A. Scheduling an Event***

The Church Administrative Office, in conjunction with the Pastor, coordinates requests for dates on the church calendar.

If your ministry is planning an event and needs to obtain or check a date, please submit your request to the Church Administrative Office by way of the ministry proposal in writing (<https://www.mtjezreel.com/ministry-and-meeting-proposal/>). The request should include the following information:

- Type of event;
- Proposed date and time for the event (if no dates have been considered, please indicate any preferences such as month or day of the week);
- Location (indicate where the event is being held at MJBC or offsite).

Church staff will work with your effortlessly to determine the feasibility of the date(s) submitted based on other activities that are already scheduled. The Church Administrative Office will follow up with the Servant Leader of the requesting ministry to let him/her know if the date requested has been approved for your event. If the date requested is not available, alternate dates will be provided for your consideration. When this is done, you will need to confirm the date that your ministry has agreed upon and so that the event can be placed on the church calendar.

***B. Event Planning and Coordination Support***

In addition to your Servant Leader and/or Assistant Servant Leader, the Offices of Communications and Technical Arts stand ready to assist you in the overall marketing (strategy, video promotions) and logistical coordination (decorations, lighting, staging, equipment rentals) of your event. Contact with either of these offices should occur only after specific direction/approval has been granted.

***C. Ministry Mailboxes***





Ministry Mailboxes are located at the church in the Church Administrative Office. Mailboxes are clearly marked and used for internal and external ministry correspondence. The boxes should be checked regularly.

#### ***D. Letters and Mailings***

Ministry-related letters should be submitted electronically to the Servant Leader of Communications (communications@mtjezreel.com) for review and editing. Once approved, the Servant Leader of Communications will submit it to the Church Administrative Office for approval and printing on letterhead. Within 3 days, any corrections will be made, and the letter will be sent from the Church Administrative Office. You will be notified via phone or e-mail when the request is complete.

#### ***E. Food Services***

##### ***1. General Information***

We desire to provide excellence in the quality of our food and the service to our members and guests. By doing so, we humbly demonstrate Christian service through our staff and volunteers to the body of Christ. The Church Administrative Office must first approve all events held at MJBC that will have food of any kind. Please include food request on the Ministry & Meeting Proposal Form and submit at least 30 days prior to the event. Our Servant Leader of the Hospitality Ministry will handle the food and the room set-up. We only used approved caterers. We DO NOT allow members to cook or bring food from home. We are open, but an approval has to be made for sealed food from restaurants, and or grocery stores may be allowed.

##### ***2. Outside Caterers***

Licensed, outside caterers are ONLY used for in-house ministry events (e.g., receptions, parties, and meetings); however, the Church Administrative Office and Servant Leader of Trustees must first approve them. Food that did not receive approval should not be brought in-house for consumption. When in doubt or you have questions, please contact the Church Administrative Office.

##### ***3. Decorating***

It is the Servant Leader's responsibility to make arrangements for the setup and removal of all decorations. Each ministry is welcome to supply decorations for their event. No plants, pedestals, wall hangings, etc., may be moved from the room where they originate. If you use the room where these items belong, they may be used. You may use the property of other ministries only with written permission from the Servant Leader. Specific direction and support can be obtained from the Church Administrative Office.

##### ***4. Linen***

Linen can be provided for ministry events. Please specify on your Ministry & Meeting Proposal Form the number of cloths and any desired cloths. Specific color requests may require an external vendor and will be charged to your ministry's budget.

### **Finance**

#### ***A. Contract Guidance***

All contracts must be reviewed by the Pastor and signed by the trustees. Individuals are not authorized to **enter** into/**sign** contracts on behalf of the church, as you could be held personally





liable by the vendor. No contracts should be obtained prior to event approval from the Office of the Pastor.

**B. Budget Preparations**

All budgets and event proposals should be submitted to the Church Administrative Office/Servant Leader of Trustees 90 days in advanced.

**C. Funds Procurement and Processing**

**1. Disbursement Requests**

- The Disbursement Request Form requests funds from the church for an approved expenditure. The forms are ministry-specific and can be obtained from your Servant Leader/Church Website, <https://www.mtjezreel.com/ministry-and-meeting-proposal/>.
- No spending should occur without prior approval. Without written authorization, you will NOT be reimbursed for expenses previously incurred.
- The Servant Leader must sign the form and submit it to the Church Administrative Office by noon on Thursdays. Requests received after noon on Thursdays will be held and submitted for processing the following week. Requests should NOT be taken directly to the Trustees' Office.
- Disbursements are not distributed on Sundays. We reserve Sundays for worship. The Servant Leader of Trustees and/or Director of Church Administration will not respond to ministry requests.
- For large expenditures (over \$2,000), the request should be submitted at least 4 weeks in advance.
- Checks are distributed on Thursdays; if you are expecting a check and do not receive it, please follow up with the Director of Church Administration, and they will check with Finance regarding the status.
- If a check is written to you personally, you must submit receipts for purchased items and return any change.
- Stay within the amount budgeted/approved – do not overspend and expect reimbursement.
- If you get a check and don't use it, please return it to the Servant Leader of Trustees. Do not keep it and spend on something else.
- Please DO NOT use governmental assistance (Food Stamp Card, etc.) to purchase items. We are not responsible for refunds.

**D. Depositing Funds**

**1. Income Deposit Form**

- Money should NOT be taken home.
- All money, receipts, and other documentation should be placed in an envelope with the ministry name, given to your Servant Leader, and immediately turned over to the Trustee office.

**Congregational Care**

**A. Baptism**



Baptism is held on the 1st Sunday of each month at the 9 AM worship experience. Candidates should arrive at least 45 minutes before the service.

**B. *Baby Dedications***

Baby dedications are held once a quarter on the 3<sup>RD</sup> Sunday of the month at the 9 AM worship service. There are a few exceptions contingent upon the church calendar. One or both parents of the child to be dedicated must be a member of MJBC for at least 6 months. If someone other than the parent(s) of the child is requesting the dedication, that person must have legal guardianship of the child to be dedicated. Persons should call the Church Administrative Office at least 30 days before the desired dedication date and provide the child's name, date of birth and the name of both parents.

**C. *Bereavement***

When you experience the loss of a loved one or sudden illness, please notify the Church Administrative Office (as soon as possible).

The church cannot provide prayer or support if we are not informed of your loss. The Church Administrative Office and leaders are willing and will be ready to serve you and assist during your time of need.

**D. *General Funeral Policies***

Funerals will be held for church members ONLY. Rentals of our facilities are on a case-by-case basis. There is a cost associated with them and time restraints. See [Funeral Policy and Procedures](#).

**E. *Financial Assistance***

- Financial assistance will be available for any active church member who has a legitimate need. A regular attendee of worship services and an active member is defined as any person who consistently attends worship services, participates in Truth Classes (small groups), and/or is involved in the church's ministries.
- Financial assistance will be provided only once during a one-year period. All requests will be evaluated case by case. No assistance will be granted to anyone who has received financial support from the church for two consecutive years.
- Consideration will also be given to inactive members and individuals who are not members of Mount Jezreel Baptist Church, though only on a limited basis.
- Requests for financial assistance must include original documentation related to the nature of the need. Checks will be made payable directly to the business based on the submitted documentation only.
- Payments will not be given to the requester; they will be handled between the Church Administrative Office and the entity of the request.
- Proper identification will be required before any financial request is honored.

**F. *Hospital Visitations***

Members of Mount Jezreel Baptist Church and their immediate family (i.e., spouse, parent, child, or sibling) may reach out to the Church Administrative Office to request a hospital visit from a leader.

**G. *Pastoral Care***

Pastoral care is available for those seeking assistance with major decisions or needing direction and guidance. This encompassing care covers various topics, including:

- Premarital Counseling
- Marriage Counseling
- Individual and/or Family Conflict
- Spiritual Direction and Guidance
- Death and Grief



Pastoral care is available by appointment only. If it is determined that ongoing counseling is needed or desired, you will be referred to a counseling center. To make an appointment, please contact us at [info@mtjezreel.com](mailto:info@mtjezreel.com).



#### ***H. Protocol for Resolution of Disputes***

In the event there are any problems or concerns you have, please discuss them with your Servant Leader. If your Servant Leader is not able to address your concerns to your satisfaction, you may contact the following persons in the order shown:

- Servant Leader/Assistant Servant Leader
- Servant Leader of Diaconate Ministry
- Church Administrative Office (Pastor)

#### ***I. Church Administrative Office***

The Church Administrative Office can be reached at [info@mtjezreel.com](mailto:info@mtjezreel.com) or 301-431-2800.

#### ***J. Weddings***

For persons to hold their wedding ceremony at MJBC, either the bride or the groom must be a member of the church for at least 6 months prior to the wedding date. Upon meeting this requirement, you must follow these guidelines:

- Please contact the Church Administrative Office to check the availability of the Pastor and the church facilities for the desired date and time.
- Please indicate if this is an office wedding or a whole ceremony, and the expected number of guests. **Please note that NO weddings are performed on Sundays.**
- Once the date has been approved, you will be assigned an MJBC Wedding Consultant to help you plan and coordinate your wedding. The pastor will conduct one (1) Consultation Session and two (2) Pre-Marital Conversations.
- The (2) Pre-Marital Conversations must be completed at least 2 months prior to your wedding date; otherwise, the wedding will be postponed to a later date. See the Wedding Procedures & Guidelines, which include a detailed Wedding Planning Guide and a schedule of wedding fees.
- Pastor Hunter also officiates wedding ceremonies at locations other than Mount Jezreel Baptist Church, including destination weddings (Our Pastor & Pastor's Wife's accommodations must be covered by the Bride & Groom).

