

**St. Peter's**  
CHURCH AND WORLD OUTREACH CENTER

# Operations Manual



We Are Created To

*Thrive*

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# **MINISTRY STRUCTURE**

**WORSHIP****Pastoral Director: Pastor James C. Hash, Jr.**

<b>VISION LEADER(S)</b>	<b>WORSHIP MINISTRY TEAM</b>
JoAnn Burnett	Nurses
Nathan Thompson	Healing School
Paul Sheff	Communion
Angie McDuffie	Special Services
Sherry Hill	Baptism
Jimmy Hairston	Ushers
	Parking
Felecia Fitts	Music
Terry Campbell	Sound
Carolyn Lingard	Media
Catherine Sheff, James Johnson & Deshana Johnson	Guest Services
Elliot Lowery & Monique Ford	Arts
Brenda Thompson & John Stepney	Altar Ministry
	Transportation



**GROW**

**Pastoral Directors: Pastors Jayson & Mia Sloan**

<b>VISION LEADER(S)</b>	<b>GROW MINISTRY TEAM</b>
	Bridges (Singles)
Ted McQueen & Veronica McQueen	Ultimate Marriage Builders (Couples)
Barbara Fair, Shae Bolton & Betty Hash	Prayer
Gwen Hill and Arthur Johnston	Discovery Classes
Robert Robbins, Quincy Dean, Kamille Dean, Kelly Richardson & Ayesha Richardson	Strong Family Movement
Everett Witherspoon & Annette Scippio	Social Justice & Community Engagement

**SERVE**

**Pastoral Director: Minister Theresa Watters**

<b>VISION LEADER(S)</b>	<b>SERVE MINISTRY TEAM</b>
Teresa Baldwin	Volunteer Services
Tim Deberry	Recognition/Rewards
Camille Davenport	Volunteer Training
Tony Wall & Herlean Wall	Volunteer Data/Analytics
Terri Harrison	Major Projects

**Go****Pastoral Director: Evangelist Brenda Kearney**

<b>VISION LEADER(S)</b>	<b>GO MINISTRY TEAM</b>
Reuben Hash & Silas Dervin	Street Witnessing
Sharon Malloy & Pam Spalding	Evangelism Training
Mother Mary Abbott & Denise Squire	Intercessory Evangelism
Clarence Edwards & Camille Edwards	Online Evangelism
Robert Manning, Angela Manning, Roy Roebuck & Life Roebuck	Community Servant Evangelism
Sharon Bishop	Local & Global Missions
Valerie Fair, Lorne Walls & Martha Walls	Special Projects
William Davis	Addiction Deliverance
Calvin Campbell & Gwen Dervin	Prison Ministry
	Creative Evangelism
Lisa Campbell, Tim Oakes & Peggy Oakes	Member Care Ministry (Hospitalization, Convalescence & Bereavement)



**GEN ONE**

**Youth Pastors: Pastors Jayson & Mia Sloan**

<b>VISION LEADER(S)</b>	<b>GEN ONE MINISTRY TEAM</b>
Robin Summers	Nursery
Rhonda Forney	KidZone
Oman Hattley & Tierra Hattley	678 Street
Shabreya Rhodes	BLAST
Monica Smith, Tamera Smith & Cassiel Smith	Live Wire
Jameia Tennie	All Gen One

**ANALYTICS**

**Marketing Director: Kathryn Binkley**

<b>VISION LEADER(S)</b>	<b>ANALYTICS MINISTRY TEAM</b>
Lamont Scales, Melanie Scales, Sterling Martin, Ashleigh Hargraves	Adults 18-44
Kirby Howard & Lisa Howard	Adults 45-64
Cecil Summers & Mother Dorothy Speaks	Adults 65+
	Children & Students – 0 – Pre-K
	Children & Students – K - 5 <sup>th</sup> Grade
	Children & Students – Middle School
	Children & Students – High School
	Children & Students – College

# **GETTING INVOLVED**

## **Ministry Functions**

## GETTING INVOLVED

### MINISTRY FUNCTIONS

#### To perform ministry functions, one must:

- ◆ Be an active member:
  - ◆ Adults 18 years of age and older who have been a member for at least 3 months.
  - ◆ Youths 13-18 years of age with parental approval and have been a member for at least 3 months.
- ◆ Be an attendee of the Church.
- ◆ Online members who would like to volunteer will be limited to volunteer opportunities which do not require background investigations. Volunteer Applications will need to be completed and approved the same as those who physically attend Church on the campus.
- ◆ Volunteers must formally complete & submit a Volunteer Application Form found online or picked up in the Administration Building or Family Worship Center.
- ◆ Youth at the age of 13 may volunteer to assist in specified Ministries/Special Events. For a Youth's Volunteer Application to be approved, a Parent or Guardian must sign.
- ◆ Volunteers will be limited to serve in no more than 2 areas of ministry.
- ◆ Volunteer applications are available online by going to [www.spwoc.com](http://www.spwoc.com). Go to "Next Steps" and click Serve. You may complete the application there or visit the Administration Building Monday – Thursday 9:30am – 3:30pm.
- ◆ Contact by emailing [volunteer@spwoc.com](mailto:volunteer@spwoc.com) or calling Theresa Watters at 336-784-3079 or 336-650-0200.

# **CHURCH PROTOCOL**

## CHURCH PROTOCOL

To assist us in better serving you, we ask that you adhere to the approved policies and procedures.

## SANCTUARY

- ◆ Unauthorized use of musical instruments, cameras, video cameras, etc. is prohibited.
- ◆ Only authorized photographers are allowed to take pictures during any services or events.
- ◆ For special events, there will be a St. Peter's photographer available for a minimal fee for the following St. Peter's events held on campus:
  - Graduations (High School, College, SOL)
  - Baby Dedications
- ◆ Please silence all electronic devices during services.
- ◆ Please refrain from chewing gum during services. Put your best face forward for our camera team.
- ◆ Do not bring food or drink into the auditorium. Of course, you can always bring spiritual food (Bible, prayer, praise, etc).
- ◆ Unless authorized, please do NOT use side exit double doors at all during service.
- ◆ Please exit through the doors to the main lobby during worship service.
- ◆ We have a specific section (B4) located in the back of the FWC sanctuary for anyone who anticipates having to leave the service while Bishop Hash or designee is speaking. For example:

- to go to work
- to attend the latrine/restroom

Thank you for understanding and preventing any interruptions and distractions during the service.

- ◆ If you know you will have to move during service, it would be beneficial to sit near the back.
- ◆ We expect everyone to fully cooperate with the ushers of St. Peter's Church.

### **INFANTS/CHILDREN/YOUTH**

- ◆ All children under the age of 12 should sit with their parents or guardians.
- ◆ If children 10 years of age or younger need to be excused (i.e. restroom visits) during the worship service, they should be accompanied by an adult.

If children are crying and cannot be quieted, please take them to:

- ◆ The designated area outside the FWC sanctuary (Room 109 – Baby Comfort Room).
- ◆ Or to the restroom until they have been consoled.
- ◆ Please supervise your children at all times during every phase of the service, including Praise & Worship.
- ◆ As a safety precaution, please do not allow them to play or run in the sanctuary or around the altar.
- ◆ Please make sure they sit in the chairs properly.

- ◆ Please refrain from all unnecessary talking and walking during worship services.
- ◆ Give due honor to God, Bishop Hash, or any speaker by not socializing, ministering, or holding various conversations with one another during the service.

### **VISITORS' MINISTRY**

- ◆ Reserved seating (by choice) for all first time visitors (Section A3 – Rows 3 & 4)
  - Teams placed in the lobby will escort the visitors to these reserved seats.

### **THE ALTAR**

- ◆ The altar and pulpit areas are very sacred; therefore, we must all respect the area.
- ◆ Please do not permit your children to jump, climb and/or leap on the stairs of the altar.
- ◆ Please refrain from walking, talking, and maintain a prayerful spirit during altar calls.
- ◆ Please refrain from standing on steps of altar unless supervised.
- ◆ Please respect the Holy Spirit!

### **RESERVED SEATING**

Request for reserved seating for any St. Peter's event which includes conferences, productions, services, etc. should be submitted to Evangelist Brenda Kearney at (336) 784.3072, (336) 399.4891, or email [BKearney@spwoc.com](mailto:BKearney@spwoc.com).



## **APPROACHING THE PULPIT/PODIUM**

No one should approach the podium or mic **for anything at any time**. Please give all urgent, important messages/notes to the head usher who will give to one of the following pastoral staff members:

- ◆ Pastor James Hash, Jr.
- ◆ Pastor Jayson Sloan
- ◆ Pastor Mia Sloan
- ◆ Evangelist Brenda Kearney

### **No Exceptions**

## **APPOINTMENTS WITH BISHOP HASH & LADY JOYCE**

Anyone who wishes to schedule an appointment with Bishop Hash & Lady Joyce must contact their Executive Assistant, Mrs. Cherie Blue at 336-784-3073 or email [cblue@spwoc.com](mailto:cblue@spwoc.com).

## **ANNOUNCING CALENDAR EVENTS**

**ALL** announcements *that communicate events* will be driven by a specific **LEAD TIME** provided by the Marketing Team.

- ◆ All **Marketing/Graphics/Promotions support** is contingent upon the **event lead time**, approved **budget** and the **current workload** of the *Marketing Team*.
- ◆ Each request must be submitted via the ***Marketing Request Form***\* and the information must be **thoroughly completed, proofed & approved** by your **Pastoral Director** prior to submitting online.

*\*The Marketing Request Form is located online at  
<http://www.spwoc.com/forms>*

## ANNOUNCEMENT PROTOCOL

- ◆ Please send additional announcement requests to the marketing department for approval & submission using a completed ***Marketing Request Form***. Please allow 24-36 business hours for confirmation of receipt. Lead time may vary based on current workload. All new announcements must be submitted by Friday at noon, two weeks prior to desired announcement start date.
- ◆ Please do not send **ANY** announcements directly to the Media Center, Bishop Hash or Lady Joyce. All announcements must generate from the Marketing Department.

\*Please give URGENT messages/notes (i.e. bereavements, emergencies, etc.) to one of the pastoral staff (Pastor James Hash, Jr., Pastor Jayson Sloan, Pastor Mia Sloan or Evangelist Brenda Kearney).

## ANNOUNCEMENTS / WEEKLY BULLETIN

Effective **January 2016**, **ALL** announcements that **COMMUNICATE EVENTS** will be driven by a specific **LEAD TIME** from the SPWOC calendar. You may now receive SPWOC event information in the following manner:

- ◆ **Service Announcements** – Scrolling, Podium and/or Video Announcements
- ◆ **Foyer/Information Booth** - Weekly Bulletin
- ◆ **SPWOC.com** - Events Calendar
- ◆ **Email Newsletter** – Weekly email blast with upcoming events
- ◆ **Social Media** – Twitter: [twitter.com/spwoc](https://twitter.com/spwoc)  
Facebook: [facebook.com/spwoc](https://facebook.com/spwoc)  
YouTube: [Youtube.com/spwoc](https://Youtube.com/spwoc)

## **PULPIT ANNOUNCEMENTS FOR MEMBER CARE**

- ◆ Bereavement announcements will be made for the following family members only: spouse, son, daughter, mother, father, brother, sister or legal guardian.
- ◆ Please contact Evangelist Brenda Kearney at 336-784-3072 (office), 336-399-4891 (cell) or 336-650-0200 (receptionist) for member care announcements.

## **BEREAVEMENT POLICY UPDATE FOR DECEASED ST. PETER'S MEMBERS**

Effective January 2016:

Home-going Repass – In order to adequately address the needs and care of the members of our fast growing church, the repass will no longer be held on the campus of St. Peter's.

- ◆ St. Peter's will assist with provision of food for a maximum of 50 family members to be delivered to the family's home.

## **CAMPUS TOURS**

- ◆ Please contact Alexandria Smith, Marketing & Events Coordinator at 336-784-3080 ([asmith@spwoc.com](mailto:asmith@spwoc.com)) for campus tours.
- ◆ No unauthorized campus tours should be conducted without prior approval.
- ◆ This includes impromptu tours during any service.

## **SMOKE FREE CAMPUS**

St. Peter's is a complete smoke free campus; therefore, smoking is prohibited on the entire campus by members and visitors.

## **CONCEALED WEAPONS**

Unauthorized weapons are not allowed on SPWOC campus, or off campus at SPWOC sponsored events.

## **PARKING**

- ◆ The first four parking spaces in front of the Administration Building are designated for the Senior Pastors and their immediate family ONLY.
- ◆ Let us always show respect by not parking in those spaces.
- ◆ This includes during office hours, church hours, and after hours.

## **RESERVED PARKING**

- ◆ Handicapped Parking – Available for members and visitors who have a visible handicapped decal or license plate. Located in two sections: Section G (FWC –West) and Section I (FWC – East).
- ◆ Senior Parking - Available for members who are 65 and older in Section H (FWC South) spaces 301 – 339.
- ◆ Parents with Infants – Available for parents with infant children one year and under in Section G (FWC – West) spaces 263 – 300.

## **SOLICITATION OF FUNDS/BENEVOLENCE**

Soliciting and collecting funds to assist fellow group workers/members who may have been victims of adversity is not allowed at cell meetings or on campus.

- ◆ Individuals in need should be referred to the church by the cell leader, or contact Min. Denise Daniel at 336-784-3076, or call 336-650-0200.

## **EMERGENCY CONTACTS**

### **Students & Children**

Pastors Jayson and Mia Sloan  
336-784-3086 or 336-453-5350  
336-784-3082 or 336-287-0109

## **EMERGENCY CONTACTS**

### **All Others**

Pastor James Hash, Jr.  
336-784-3094 or 336-757-0340

Evangelist Brenda Kearney  
336-784-3072 or 336-399-4891

Minister Denise Daniel  
336-784-3076 or 336-399-8245

Minister Theresa Watters  
336-784-3079

## **INTEGRITY**

- ◆ No business or promotional materials (i.e. business cards, pamphlets, flyers, tickets, booklets, tapes, etc.) are to be distributed, announced, displayed or posted on the SPWOC information booth, SPWOC premises or any SPWOC sponsored event.
- ◆ All publications, correspondence, newsletters, social networking (Facebook, YouTube, Twitter, Instagram, Pinterest, etc.) in the name of St. Peter's must be approved by Kathryn Binkley (kbinkley@spwoc.com) prior to publishing, posting, or distributing.

- ◆ We support networking opportunities; however, in order to maintain compliance with our 501(c)3 status, endorsement or solicitation for personal or individual purposes is prohibited within our congregation.

## EVENT RESERVATIONS REQUESTS

For any of the following requests, please contact Event Services, Alexandria Smith, at (336) 784-3080 or email [events@spwoc.com](mailto:events@spwoc.com).

- ◆ **Event reservations** – Plan ahead to reserve a room(s) for classes, meetings, rehearsals, weddings, receptions, birthday parties, training, etc., please submit your **EVENT REQUEST** in one of the following ways:
  - a. Online at <http://www.spwoc.com/forms>
  - b. Call Event Services at (336) 784-3080
  - c. Appointment with Event Services
- ◆ Within **two business days**, *Event Services* will respond **via email or telephone call**.
- ◆ **Cancellations** may be communicated online at <http://www.spwoc.com/forms> or by calling *Event Services* at (336) 784-3080 within **2 to 4 weeks prior** to the event.
- ◆ **Food in Classrooms** - Food must be served and eaten only in designated classrooms.
- ◆ **Table Reservations** – Tables needed in any SPWOC location (i.e. FWC foyer) for any reason must be reserved.
- ◆ **Property of SPWOC** - Tables, chairs, and equipment are not available for personal use and are not to be taken off site.

## **VAN RESERVATIONS**

- ◆ To request the vans for official church use, please contact Rev. Tim Bost at 336-784-3081 or 336-403-7315 for specific requirements to use the vans.

## **INCLEMENT WEATHER**

For church delays or closings, please check:

- ◆ WXII - 12
- ◆ Fox 8
- ◆ News 2
- ◆ SPWOC Website – [www.SPWOC.com](http://www.SPWOC.com)
- ◆ SPWOC Facebook Page

## **LET'S COMMUNICATE!**

As your Pastors, we want to hear from you. If you have any concerns, grievances, personal praise reports, ideas or recommendations, please email us at: [pastorhash@spwoc.com](mailto:pastorhash@spwoc.com).