

011/01/2014

**BTWF**

# MINISTERIAL ALLIANCE HANDBOOK



[Believers Temple Word Fellowship Ministerial Handbook] | 2014



# **Ministerial Alliance Handbook**

**Bishop Calvin Scott – Pastor  
Prophetess Deborah Scott – First Lady**



# **BELIEVERS TEMPLE WORD FELLOWSHIP**

## **CHURCH MISSION STATEMENT**

*Changing Lives...  
Serving...  
& Connecting to  
Impact our Community*



## **STATEMENT OF FAITH**

*WE BELIEVE .....*

*The Bible is the inspired, infallible Word of God: written by the Holy men of old as they were moved by the Holy Spirit. (I Peter 1:20-21)*

*In one God who is infinite in power, Holy in nature, attributes and purpose: omnipotent, omniscient and omnipresent. We believe that He was revealed to us as Father in creation, Son in redemption, and Holy Spirit in His comforting grace that never leaves those who trust in Him. (Joel 2:28, I Corinthians 8:6, Ephesians 4:6, II Corinthians 5:19)*

*That in Jesus Christ dwelleth all the fullness of the Godhead bodily; for it pleased the Father that in Him should all the fullness dwell. (Colossians 1:19, 2:9)*

*In the virgin birth; that Jesus was born both human and divine. God manifest in the flesh. (St. Matthew 1:23, St. John 1:14, I Timothy 3:16)*

*In the death, burial, and resurrection of Jesus, we believe that He ascended on high and sent His Spirit, the Holy Ghost, which poured out at Jerusalem over 2,000 years ago, and is still filling the hearts of those who diligently seek Him today. (Acts 2:14)*

*In the baptism in water by immersion, in the Name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost, with the evidence of speaking in other tongues as the Spirit gives utterance. This constitutes the new birth. (Acts 2:1-4)*



## **OVERVIEW**

We would like to welcome you to the Ministerial Alliance.

Our ministry's objective is to help people experience the presence of God during the altar times. To submit to authority and to allow the Holy Spirit to work in our lives by way of fasting, praying, and studying God's Word. This will enable us to minister and lead people into a closer walk with the Lord. This ministry is about connecting people to God in a real way.

If at any time you should have any questions or concerns, please feel free to contact the Ministerial Director and/or Assistant Director(s).



## **MINISTERIAL QUALIFICATIONS *For* **ALTAR WORKERS****

**There are certain criteria that you must meet in order to become a successful altar worker:**

1. Altar Workers must be saved and spirit-filled
2. Must be a member of BTWF for at least 6 months.
3. Must have committed life to God and living and operating according to the word of God.
4. Must have a desire to be a channel of blessing to people
5. Altar Workers must be Concerned and must be Committed.
6. Altar Workers are Submissive and must be Loyal
7. Altar Workers must be Confidential (will not disclose things told to you in confidence).
8. Must be comfortable with dealing with people, praying, talking, counseling, etc.
9. All members shall be required to give a notice of 24 hours in advance of their absence to their assigned service leader, if they are not going to be able to work.
10. All members shall wear the designated uniform assigned for that month.
11. All members must arrive at 7:15 am for 1<sup>st</sup> service or 10:00 am for 2<sup>nd</sup> service. If you are late, it will be at the director(s) discretion if you will be allowed to work.

12. All members are required to attend scheduled meetings unless excused prior to the meeting.
13. All members are required to abide by all of the rules and regulations of these bylaws.
14. Each Altar Worker is “Required” to be a faithful tither. The Tithe is 1/10<sup>th</sup> of one’s income.
15. Each Altar Worker is required to attend and/or serve in Sunday School Services from 9:00-9:45a.m.
16. Members who have been absent over a period of 30 days will not function in their position until they have consulted with the Director receiving approval under the direction of the Senior Pastor.



# MINISTRY OF HELPS DRESS CODE POLICY

## *Believers Temple Word Fellowship* **Ministry of Helps Dress Guidelines**

Effective January 2014

Keeping in line with our Spirit of Excellence, all leaders and ministry workers are expected to be dressed in accordance with the guidelines provided below. Because of the prominent role filled by ministry volunteers, it is imperative to dress appropriately; always robed in righteousness.

Ministry leaders are encouraged to come prepared to assist where needed, even if not scheduled. Listed below are some helpful guidelines clarifying professional dress and business casual attire:

### **Professional Dress Guidelines**

<b>APPROPRIATE ACCESSORIES</b>	<b>INAPPROPRIATE ACCESSORIES</b>
Scarves used as a headband, around the neck, or for the head due to medical purposes with prior approval from the Auxiliary/Team Leader. Earrings. Necklaces. Rings. Bracelets. Belts. Waist belts. Ankle bracelets. Ties. Ascots. Pocket Handkerchiefs. Headbands.	Hats. Scarves that cover the entire head. Head wraps. Gaudy headbands. Noisy earrings, necklaces, bracelets, bangles. Nose, lip, tongue, or eyebrow rings. Any piercings on the face. Men are NOT to wear jewelry at all. Piercings visibly seen. Body necklaces. Waist necklaces. Pocket chain belts.
<b>APPROPRIATE SHIRTS/TOPS</b>	<b>INAPPROPRIATE SHIRTS/TOPS</b>
All shirts must have an appropriate neckline. Wrinkle free button-down shirts. Oxfords. Blouses. Dress Shirt. Sheer or see-through blouses or shirts with camisoles. Loose fitting shirts.	Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Camisoles. T-shirts. Shirts with vulgar, offensive, or inappropriate images. Sheer or see-through. Denim or denim inspired.



	Tight. Form fitting. Midriff revealing. Cropped. Off the shoulder (one or both). Holes, distressed or torn shirts. Wrinkled/Un-pressed shirts. Casual or Sporty button-down. Underarm shown.
<b>APPROPRIATE SKIRTS</b>	<b>INAPPROPRIATE SKIRTS</b>
Only Women should be wearing skirts. Skirts 4” below the knee (full circumference – back & front). Loosely fitted.	Men are NOT allowed to wear skirts. Skirts above 4” past the knee. Skorts (skirt front-short back). Tight. Form fitting. High split (front, side or back). Sheer or see-through skirt without a slip. Denim or denim inspired. Holes, distressed or torn skirt. Casual or Sporty style skirts. (See shirt imagery).
<b>APPROPRIATE DRESSES</b>	<b>INAPPROPRIATE DRESSES</b>
Only Women should be wearing dresses. Dresses 4” below the knee (full circumference – back & front). Loosely fitted.	Men are NOT allowed to wear dresses. Dresses above 4” past the knee. Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Off the shoulder (one or both). Tight. Form fitting. High split (front, side or back). Sheer or see-through dresses without a slip and or camisole. Denim or denim inspired. Holes, distressed or torn dress. Casual or Sporty style dresses. Underarm shown. (See shirt imagery).
<b>APPROPRIATE BOTTOMS/PANTS</b>	<b>INAPPROPRIATE BOTTOMS/PANTS</b>
Loosely fit pants – neatly pressed.	Tight. Form fitting. Wrinkled. Denim or denim inspired. Holes, distressed or torn pants. Casual or Sporty style pants. Pants with vulgar, offensive, or inappropriate images. Leggings/Stretch pants. Shorts. Skorts. Gauchos/Coolots.

<b>APPROPRIATE OUTER APPAREL</b>	<b>INAPPROPRIATE OUTER APPAREL</b>
Suit coats (clean & neatly pressed). Blazers (should come at least to the hips). Shawls. Cardigans. Boleros. Knit Ponchos. Vests.	Sweatshirts. Hoodies. Zip-up jackets. Jackets. Denim or denim inspired coats, jackets or blazers. Holes, distressed or torn. Casual or Sporty style. Athletic. Tight. Form fitting. Apparel with vulgar, offensive, or inappropriate images.
<b>APPROPRIATE SHOES</b>	<b>INAPPROPRIATE SHOES</b>
Only women should be wearing heels, stilettos, pumps or any form of heels. Closed toe shoes. Moderately open-toe shoes. Flats. Wedges. Mules. Sling-backs. *If in question, please ask the Auxiliary/ Team Leader.	Completely open-toe shoes. Tennis Shoes. Thong sandals. Flip-flops. Beach-type sandals. Tennis shoes. Tennis inspired shoes with rubber soles. Birkenstock sandals. Gladiator sandals. Athletic shoes. Casual shoes. Slippers/ House shoes.
<b>OVERALL APPROPRIATE APPEARANCE</b>	<b>OVERALL INAPPROPRIATE APPEARANCE</b>
Clean, neat appearance. Women remember to wear proper (or extra) support (Spangs, Girdle, Proper Bra, Slips, Pantyhose/Stockings, Tights, etc.) Be in uniform provided by the Auxiliary/Team Leader. Keep clothing neat, loose, proper neckline and length. Stay away from spandex – unless worn underneath!	Men's dress shirts should be tucked in. Any athletic apparel. Sweats, jogging suits (athletic wear), Panty lines should not be revealed. Clothing that is form fitted or too tight, No shorts, leggings, stretch pants, jumpers, rompers, body suits. Denim, denim inspired apparel. Ladies, NO Fishnet or Patterned tights or pantyhose/stocking should be worn.

### **Business Casual Guidelines**

On occasion, you will attend meetings or events that are specified as "business casual" such as the Capital Improvement Campaign or Summer Casual Months (July and August). The following guidelines should be followed:

<b>APPROPRIATE ACCESSORIES</b>	<b>INAPPROPRIATE ACCESSORIES</b>
Scarves used as a headband, around the neck, or for the head due to medical purposes with prior approval from the Team Leader. Earrings. Necklaces. Rings. Bracelets. Belts. Waist belts. Ankle bracelets. Ties. Ascots. Pocket Handkerchiefs. Headbands.	Hats. Scarves that cover the entire head. Head wraps. Gaudy headbands. Noisy earrings, necklaces, bracelets, bangles. Nose, lip, tongue, or eyebrow rings. Any piercings on the face. Men are NOT to wear jewelry at all. Piercings visibly seen. Body necklaces. Waist necklaces. Pocket chain belts.
<b>APPROPRIATE SHIRTS/TOPS</b>	<b>INAPPROPRIATE SHIRTS/TOPS</b>
All shirts must have an appropriate neckline. Wrinkle free. Knit Shirts (polo, golf or banded). Yearly Campaign Shirts/Polos. Sweaters, tops or blouses with an appropriate neckline. Tops that are sleeveless, spaghetti straps, strapless or a halter top <b>MUST BE WORN WITH A CARDIGAN</b> . Sheer or see-through blouses or shirts with camisoles. Loose fitting shirts. Tunics.	Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Camisoles. T-shirts. Shirts with vulgar, offensive, or inappropriate images. Sheer or see-through. Denim or denim inspired. Tight. Form fitting. Midriff revealing. Cropped. Off the shoulder (one or both). Holes, distressed or torn shirts. Wrinkled/Un-pressed shirts. Casual or Sporty button-down. Underarm shown.
<b>APPROPRIATE SKIRTS</b>	<b>INAPPROPRIATE SKIRTS</b>
Only Women should be wearing skirts. Skirts 4" below the knee (full circumference – back & front). Loosely fitted. Casual style skirts. *Denim or denim inspired skirts maybe worn from time-to-time with pre approval from the Auxiliary/ Team Leader – pending the event's or meeting's approved dress attire.	Men are NOT allowed to wear skirts. Skirts above 4" past the knee. Skorts (skirt front-short back). Tight. Form fitting. High split (front, side or back). Sheer or see-through skirt without a slip. Holes, distressed or torn skirt. Sporty style skirts. (See shirt imagery).
<b>APPROPRIATE DRESSES</b>	<b>INAPPROPRIATE DRESSES</b>
Only Women should be wearing dresses. Dresses 4" below the knee	Men are NOT allowed to wear dresses. Dresses above 4" past the knee. Any

<p>(full circumference – back &amp; front). Loosely fitted.</p> <p>*Denim or denim inspired dresses may be worn from time-to-time with pre approval from the Auxiliary/ Team Leader – pending the events or meeting's approved dress attire.</p>	<p>inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Off the shoulder (one or both). Tight. Form fitting. High split (front, side or back). Sheer or see-through dresses without a slip and or camisole. Holes, distressed or torn dress. Casual or Sporty style dresses. Underarm shown. (See shirt imagery).</p>
<b>APPROPRIATE BOTTOMS/PANTS</b>	<b>INAPPROPRIATE BOTTOMS/PANTS</b>
<p>Capri Suits and Pants (Mid-calf or lower). Loose fitting. Pants/slacks (such as khakis, Dockers, Corduroys etc...) Gauchos/Coolots (appropriate length 4" under the knee)</p>	<p>Tight. Form fitting. Wrinkled. Denim or denim inspired jeans/pants. Holes, distressed or torn pants. Sporty style pants. Pants with vulgar, offensive, or inappropriate images. Shorts. Skorts. Leggings/Stretch pants.</p>
<b>APPROPRIATE OUTER APPAREL</b>	<b>INAPPROPRIATE OUTER APPAREL</b>
<p>Suit coats (clean &amp; neatly pressed). Blazers (should come at least to the hips). Shawls. Cardigans. Boleros. Knit Ponchos. Vests.</p>	<p>Sweatshirts. Hoodies. Zip-up jackets. Jackets. Denim or denim inspired coats, jackets or blazers. Holes, distressed or torn. Casual or Sporty style. Athletic. Tight. Form fitting. Apparel with vulgar, offensive, or inappropriate images.</p>
<b>APPROPRIATE SHOES</b>	<b>INAPPROPRIATE SHOES</b>
<p>Only women should be wearing heels, stilettos, pumps of any form of heels. Closed toe shoes. Flats. Moderately open-toe shoes. Mules. Wedges. Sling-backs. Sandals (that are NOT thong sandals – Majority of your feet should be covered by straps or fabric/leather material.</p> <p>*If in question, ask the Leader.</p>	<p>Completely open-toe shoes. Tennis Shoes. Thong sandals. Flip-flops. Beach-type sandals. Tennis shoes. Birkenstock sandals. Gladiator sandals. Athletic shoes. Slippers/ House shoes.</p>

OVERALL APPROPRIATE APPEARANCE	OVERALL INAPPROPRIATE APPEARANCE
Clean, neat appearance. Women remember to wear proper (or extra) support (Spangs, Girdle, Proper Bra, Slips, Pantyhose/Stockings, Tights, etc...Be in uniform provided by the Auxiliary/Team Leader. Keep clothing neat, loose, proper neckline and length. Stay away from spandex – unless worn underneath!	Men's dress shirts should be tucked in. Any athletic apparel. Sweats, jogging suits (athletic wear), Panty lines should not be revealed. Clothing that is form fitted or too tight, No shorts, leggings, stretch pants, jumpers, rompers, body suits. Ladies, NO Fishnet or Patterned tights, pantyhose/stocking should be worn.

**\*Please keep in mind for Communion Services (when called) everyone must be in all black. Accessories should be to a minimum since this is a sacred service – This applies to every person in Ministry\***

**The following are additional guidelines regarding grooming.**

You should be neatly groomed at all times i.e.:

- Mustaches and beards are to be neatly trimmed and well kept.
- No jeans, leggings, flip-flops, or shoes exposing the **entire** foot
- Hair should be neatly combed or styled.
- Clothing should be maintained in a neat and clean manner at all times.
- Personal hygiene must not be a source of discomfort to others.
- No form of denim should be worn when ministering or gracing the pulpit unless preauthorized by the Pastor and/or your Team Leader(s).

**REMEMBER: When in doubt, don't wear it. Reassess: Look in the mirror before you leave home and ask yourself, "Am I dressed in the Spirit of Excellence?"**



## HELPFUL DRESS CODE POLICY TIPS

All ministry volunteers' dress attire will be assessed weekly, prior to operating in ministry. The Team Leader and his or her appointed staff will address all matters not in compliance with BTWF's Dress Code Policy.

If you feel the matter in question is not justifiable, please direct all issues or concerns to your Overseer. The Overseer will then settle the matter.

Please consider the following dress code tips for standard occasions:

- Clothing apparel should be clean, pressed or wrinkle free without holes, distressed or frayed areas.
- Avoid clothing that is too revealing, low-cut or tight-fitting. Consider wearing a camisole, shell, or tank-top underneath your blouse/shirt.
- Skirts or dresses should be below the knee; to include the hem's full circumference of the skirt or dress.
- No spaghetti strap, strapless or apparel that doesn't cover the shoulders.
- Slacks, pants, trousers should be loose fitting or accompanied with a blazer, cardigan or article of apparel that will cover the derriere (bottom). **No jeans, shorts, leggings, or flip-flops please!**
- Please ensure proper foundation is worn underneath the apparel such as slips, tights, pantyhose, stockings, spunks and added support to avoid unnecessary attention.

Always remember  
***"When In Doubt, Leave It Out!"***



## **MINISTERIAL ALLIANCE GOALS AND OBJECTIVES**

**SHORT-TERM:** To be available to assist persons seeking Christ as Savior and to direct them into a right path of righteousness.

**LONG-TERM:** To aide in the building up of the body, the spiritual development, growth of the members and the expansion of membership by outreach efforts, and to provide a reasonable answer for the hope of Jesus Christ.

**Scheduled Work Criteria:** Each Altar Worker is required to work his/her scheduled Sunday which consists of 7:30 am and 10:30 am service. If you are unable to work your assigned schedule, you are required to advise the Director or Asst. Director(s) of the Evangelism Ministry.

### **Prayer & Bible Services Criteria:**

Each Altar worker is required to attend prayer sessions and weekly bible classes during the day or night services.

1. Altar workers must report for duty at 7:15 a.m. or 10:00 a.m. All will pray together before service.
2. Everyone works the altar during altar call.
3. Please note that for those seeking the Holy Ghost beyond Sunday service: Wednesday night at 6:30 p.m. is the designated time for them to return, unless other arrangements have been made.





## HOUSE RULES

Altar Workers are expected to observe the following;

- Complete New Members Class followed by participating one (1) year in a ministry group before becoming an Altar Worker.
- Observe *90-Day Watch Period* after submitting ministerial application.
- Attend prayer sessions, weekly bible classes (noonday /evening), and Sunday worship services.
- Attend prayer before worship services in order to serve the altar.
- Attend to personal needs before entering the sanctuary.
- Attend Wednesday Bible study and Leadership prayer meetings.
- Choose seating appropriate to your needs in order to move about.
- No chewing gum, idle conversation, use of electronic devices nonrelated to service or meetings, passing notes, or constant walking.
- Remember when leading prayer or conducting pulpit ministry, redeem the time!

Reproof, Correction, & Instruction (Please read 2 Tim. 3:16 Amplified Version)

Please be advised that disregarding this manual or other instructions regarding conduct of the Altar Workers will result in any or all of the following:

- ✓ Verbal warning
- ✓ Removal from altar duties
- ✓ Reinstatement to your position only upon approval from Bishop Scott
- ✓ Continued noncompliance with House Rules will result in open rebuke, and/or removal.



## **LEAVE OF ABSENCE**

- A leave of absence is a specific length of time that a member requests to have their membership temporarily suspended. A leave of absence may be granted for the following:
- Academic pursuits
- Study abroad
- Extended medical/personal reasons
- A leave of absence is considered absence in excess of 30 days.
- To return to the ministry member must submit request in writing to the Director of Altar Evangelism for consideration.
- It is important to include the anticipated length of your absence on form.



## LEAVE OF ABSENCE FORM (Altar/Evangelism)

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Function In Ministry: \_\_\_\_\_

### Type of Leave:

( ) Academics

( ) Study Abroad

( ) Extended Medical/Personal Reasons

( ) Vacation

( ) Other: \_\_\_\_\_

Start of Absence: \_\_\_\_\_

Return Date to Ministry: \_\_\_\_\_

\_\_\_\_\_  
Dancer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Assistant Director's Signature

\_\_\_\_\_  
Date



## **BAPTISMAL PROCESS**

After accepting Jesus as Lord and Savior the next step for the new believer is baptism. This is a turning point in the new believer's lifetime of celebration. The baptism ceremony will be held on the 4<sup>th</sup> Wednesday of each month in the youth sanctuary in place of the normal bible study.

- A. After salvation the new believer will be scheduled for baptism by the Evangelism Ministry.
- B. Evangelism will provide instructions to the new believer in preparation for the baptism ceremony.
- C. Evangelism will obtain names and addresses of seven (7) un-churched family or friends and will send invitations to the new believer's family or friends for the ceremony.
- D. All ministries are required to attend the celebration.
- E. Baptismal Form(s) will be complete and placed in the Membership Matrix folder on the door of the administration office.
- F. Baptismal Forms will be acquired by the Membership Matrix to be completed and mailed to the new believer.
- G. Membership Matrix will be given each form to update the church database.



## **M. O. R. S. COVENANT CEREMONY**

**TIME: During 10:30 a.m. Service**

ATTENDEES: New Members who have completed Christian Life and Service Seminars (C.L.A.S. S.).

### **ELDERS/MINISTERS:**

All Ministerial Alliance members are to meet with the Director for final instructions at 10:00 in the prayer room.

### **DUTIES: Ministerial Alliance**

- Receive seating for attendee- First 3 rows behind the choir
- Assistant Director along with 2 ministers will greet the new members and escort them to the reserved seating area from 9:45-10:35 (After the ushers may fill any empty seats.)



## **M. O. R. S. COVENANT CEREMONY**

### **CEREMONY**

- Bishop will call all New Members (who have completed C.L.A.S.S.) to the front of the altar.
  - They will all come to the front and line up. Each New Member will position them self in the front (facing the altar).
- Bishop will instruct them to repeat the Covenant Agreement as he states it aloud.
- The Elders will place their hands on the shoulders of the new members as they repeat the covenant agreement.
- Bishop will pray for the members and charge them to work in ministry if they are not already doing so.
  - The members will return to their seats
  - Forming a line, the Elders will return to their seats

### **CERTIFICATES (Christian Education)**

New Members should have previously received their certificate of completion from their instructors.



## **Ministerial Alliance Handbook - Receipt of Acknowledgement**

By signing this form, it is your acknowledgement of the receipt and review of the Ministerial Alliance Handbook.

If you have any questions, please consult the Director of the Ministerial Alliance.

I \_\_\_\_\_, ministry worker, have read and understand the policies and procedures in the handbook. By signing this form, I agree to follow all rules and regulations that have been outlined in this handbook.

\_\_\_\_\_  
Ministry Worker Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

***“Changing Lives ... Serving ... & Connecting to Impact Our Community”***