

Progressive Baptist Church  
1505 Burns Ave  
St. Paul, Minnesota 55106  
Pastor~ Rev. Dr. Earl F. Miller, Senior Pastor  
Office~651-774-5503

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## New Member Assimilation Ministry Leader

Date: August 2011

### Ministry Team Grouping: Shepherding Ministry

### Position Purpose

The New Member Assimilation Ministry Leader under the leadership of the Holy Spirit will prayerfully and purposefully lead the process of orienting new members through to a small group at Progressive Baptist Church in accordance with the word of God and as defined in our church mission statement.

**Amount of Time Required:** 10 hours per week

**Length of Commitment:** 2 years

**Training Requirements:** Upon initial appointment the new member assimilation leader will train annually in the area of shepherding and discipleship to ensure the needs of new members are adequately matched and ministered to by the intake ministry, new member coordinators, spiritual buddies and small group ministries. The new member assimilation ministry leader will also train as needed on the upkeep and upgrade of our churches administrative software as well as be aware of other Training Requirements that may be relevant to this ministry.

### Position Description:

- The New Member Assimilation Ministry Leader will on a weekly basis work in conjunction with the Intake Coordinator in the following capacity:
  - Make sure the Intake Team Members are properly trained in the area of accepting new members into the body of Christ at Progressive Baptist Church as they come as candidates for baptism, Christian experience, rededication, watch care or special prayer.
- The New Member Assimilation Ministry Leader will on a weekly basis work in conjunction with the New Member Coordinators in the following capacity:
  - Ensure that New Member Coordinators are assigned to each Sunday service to be present upon accepting new members and assign new members their spiritual buddy
  - Ensure that New Member Coordinators have current and up to date new membership booklets with relevant information for new members as they join
  - Ensure that new members are aware of their next step in completing their new membership classes
  - Ensure that new member information forms are maintained for data entry by the new member data administrator.
- The New Member Assimilation Ministry Leader will on a weekly basis work in conjunction with the New Member Data Administrator in the following capacity:
  - Ensure that new member forms are entered into our church software for new membership update and assimilation
  - Receive weekly updates on new member status and phone calls of encouragement are made biweekly for new members on their progress in the assimilation process
  - Confirm/ensure that new membership class instructors are aware and are expecting new members in new membership class
- The New Member Assimilation Ministry Leader will on a weekly basis work in conjunction with the New Member Coordinators assignment of spiritual buddies in the following capacity:
  - Ensure that they are aware of their commitment to their assigned new members

- Do check-ins with New Member Coordinators/ spiritual buddies on their presence in the walking side by side with new members through the new membership completion process and encouragement for attending other teaching ministries of the church.
- The New Member Assimilation Ministry Leader will on a weekly basis work in conjunction with the Small Group Ministry Network Leaders in the following capacity
  - Track the progress of assimilating new members into a small group ministry in their area or at Progressive Baptist Church
  - For the first six months of membership stay in contact with the new small group member through regular study and discipleship

**Support Provided by on a regular basis:** shepherding ministry leader, Assistant Pastor, Pastor, discipleship ministry leader, intake leaders, new membership class instructors, spiritual buddies and new member data administrator.

**Ministry skills:**

The New Member Assimilation Ministry Leader should be gifted in the area of administration, mentoring, shepherding, discernment and leadership. To operate effectively in this ministry, the person should have a working knowledge of Progressive Baptist Church leadership and structure and have a passion to serve.

**Other Ministry description:**

This person should be a member of the church for at least one year and have a working knowledge of the shepherding and discipleship ministry upon taking on the role. To effectively administer this position much of the time requirement for ministry fulfillment can be done from home, but interaction and instruction regarding new membership records and updating must be done from the church. New members, spiritual buddy and membership information should be maintained at the church so that other ministries impacted will readily have access to the information.

This ministry leader must be able to work with all levels of individuals – ministers, deacons and lay people.

**Background checks**

We will require annual criminal background checks on this ministry leaders and any position involving work with children, youth and vulnerable adults. A third party, (ChoicePoint, Bureau of Criminal Apprehension (BCA) and various county Sheriffs departments), will be utilized to conduct criminal background checks. We may use one or more of these services depending on the history of the applicant. Final screening and decisions on where individuals will be assigned will be determined by the pastor and the churches risk management team.

**Confidentiality**

As a ministry leader of Progressive Baptist Church this individual must understand that some of their ministry work will involve access to information/records that are considered confidential.

They must be willing to acknowledge responsibility to respect the confidentiality of new members and their recorded information, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

This ministry leader also must understand that if they are found acting indiscreet with confidential material or not protecting privacy of a new member through their actions can be dismissed from their ministry position of leadership immediately. This ministry leader should understand that this action is necessary in order to maintain high professional standards of the office and integrity of Progressive Baptist Church.

**Records**

All membership records will be locked in a secured place set up for this purpose in the church's office and will be considered confidential, accessible only to new membership class instructors, data administrator, church clerk, the assimilation ministry leader, the pastor and assistant pastor.

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**Intake Coordinator**

Date: August 2011

## Ministry Team Grouping: New Member Assimilation Ministry Leader

### Position Purpose

This Intake Coordinator will work with ministers and deacons who have been trained as Intake Team Members to initiate the new member assimilation process as new people answer the call to join the church. The goal is to welcome new members and shepherd them from the time they join the church and continuing as they complete the new member requirements and become active members of the church through small group ministry. The coordinator ensures that on any given Sunday any new person seeking to join the Progressive Baptist Church family will have the same intake experience that lines up with the mission and goals of Progressive Baptist Church.

**Amount of Time Required:** 5 hours per week

**Length of Commitment:** 2 years

### Training Requirements:

- Must successfully complete training for the new member assimilation process
  - Learn the intake scripts (candidates for baptism, Christian experience, rededication, watch care and ministry to the hurting)
  - Ensure that the intake experience is consistent for every prospective new member

### Position Description:

- Must coordinate efforts of the intake team members
  - Assign intake team for each service, each Sunday
  - Each assigned team member must find a trained replacement if they are unable to attend a designated service
- Must be gifted to minister to people in crisis
- Must be able to provide ongoing training to and monitoring of intake process
- Will effectively identify and utilize the ministry gifts of the intake team members

**Support Provided by on a regular basis:** Pastor, Assistant Pastor, shepherding ministry leader, new member assimilation team leader, new member coordinators, ministers and deacons.

### Ministry skills:

- Must be an *active* minister or deacon
- Should demonstrate the spiritual gifts of, shepherding, helps/service, encouragement, leadership, administration and discernment
- Committed to serving in this capacity for a 2 year term
- Must demonstrate compassion and have a heart for shepherding.

### Confidentiality

As a ministry leader of Progressive Baptist Church this individual must understand that some of their ministry work will involve access to information/records that are considered confidential.

They must be willing to acknowledge responsibility to respect the confidentiality of new members and their recorded information, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

This ministry leader also must understand that if they are found acting indiscreet with confidential material or not protecting privacy of a new member through their actions can be dismissed from their ministry position of leadership immediately. This ministry leader should understand that this action is necessary in order to maintain high professional standards of the office and integrity of Progressive Baptist Church.

**Records**

All membership records will be locked in a secured place set up for this purpose in the church's office and will be considered confidential, accessible only to new membership class instructors, data administrator, church clerk, the assimilation ministry leader, the pastor and assistant pastor.

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**Intake Team Member**

Date: August 2011

**Ministry Team Grouping: Intake Coordinator**

**Position Purpose**

A member of the intake team will be a part of the ministers and deacons ministry who will serve as a part of an Intake team to initiate the new member assimilation process as new people join the church. The goal is to welcome new members and shepherd them from the time they join the church and continuing as they complete the new member requirements and become active members of the church through small group ministry. The intake person ensures that on any given Sunday any new person seeking to join the Progressive church family will have the same intake experience that lines up with the goals mission of Progressive Baptist Church.

**Amount of Time Required:** 1 hour per week

**Length of Commitment:** 2 years

**Training Requirements:**

- Must undergo training for the new assimilation process
  - Learn the intake scripts (candidates for baptism, Christian experience, rededication, watch care and ministry to the hurting)
  - Ensure that the intake experience is consistent for every prospective new member

**Position Description:**

- Must be a part of the intake team and its ministry
  - Be a intake team member for a worship service during the intake process on Sunday when a person come to Progressive as a candidate for membership or when they require special ministering
  - Be trained and follow the outlined process during the intake process
  - Gifted to minister to people in crisis
  - Must be able to attend ongoing training and observe the intake process regularly to ensure every prospective member has the same experience in the prep room
  - Will know and utilize the ministry gifts required to fulfill

**Support Provided by on a regular basis:** intake coordinator, shepherding ministry leader, Assistant Pastor, Pastor, new member coordinators, ministers and deacons.

**Ministry skills:**

- Must be an *active* minister or deacon
- Should demonstrate the spiritual gifts of, shepherding, helps/service, encouragement, leadership, administration and discernment
- Committed to serving in this capacity for a 2 year term
- Must demonstrate compassion and have a heart for shepherding.

**Confidentiality**

As a ministry leader of Progressive Baptist Church this individual must understand that some of their ministry work will involve access to information/records that are considered confidential.

They must be willing to acknowledge responsibility to respect the confidentiality of new members and their recorded information, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

This intake team member also must understand that if they are found acting indiscreet with confidential material or not protecting privacy of a new member through their actions can be dismissed from their ministry position of leadership immediately. This ministry leader should understand that this action is necessary in order to maintain high professional standards of the office and integrity of Progressive Baptist Church.

## **Records**

All membership records will be locked in a secured place set up for this purpose in the church's office and will be considered confidential, accessible only to new membership class instructors, data administrator, church clerk, the assimilation ministry leader, the pastor and assistant pastor.

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### **New Member Coordinators (3 people)**

Date: August 2011

#### **Ministry Team Grouping: New Member Orientation Ministry Leader**

#### **Position Purpose**

A team of new member coordinators will assist in and support the new member orientation process. Their role is to ensure the seamless assimilation of each new member of Progressive Baptist Church into the church body. The role should be shared by three people.

**Amount of Time Required:** 5 hours per week

**Length of Commitment:** 2 years

**Training Requirements:**

- Must undergo training for the new member assimilation process
- Training in the use of the software used by the church

### **Position Description:**

- Undergo training for the new assimilation process along with the intake leaders
- Understand the steps of the assimilation process
- Manage the new member data from the intake process until the new member joins a small group
- Coordinate efforts of the new member coordinator team
  - Develop and ongoing roster of members willing to serve as spiritual buddies to new members
  - Assign spiritual buddies for each service, each Sunday
  - Hold spiritual buddies accountable in their commitment
  - Obtain updates from the spiritual buddies on the progress of their assigned new member
  - supply new member data to data administrator
  - New Member coordinators will have access to the new member data in the church data base to verify new membership class attendance
- Forward new member data to the new member class instructor, church clerk, data administrator and spiritual buddy
- Provide new members forms and packets to intake team
  - Keep new member packets updated and available
- Provide weekly updates to the New Member assimilation leader

### **Support Provided by on a regular basis:**

- Work closely with the New Member Assimilation Team
- Assimilation Ministry Leader
- Intake Team Members
- New Member Class Instructors
- Spiritual buddy coordinator and ministry workers

### **Ministry skills:**

- Must be an active member of Progressive Baptist Church
- Should demonstrate the spiritual gift(s) of administration, shepherding, helps/service
- Committed to serving in this capacity for a minimum of 5 hours a week
- Must demonstrate compassion and have a heart for shepherding
- Regular church attendance

### **Confidentiality**

As a ministry leader of Progressive Baptist Church this individual must understand that some of their ministry work will involve access to information/records that are considered confidential.

They must be willing to acknowledge responsibility to respect the confidentiality of new members and their recorded information, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

This ministry leader also must understand that if they are found acting indiscreet with confidential material or not protecting privacy of a new member through their actions can be dismissed from their ministry position of leadership immediately. This ministry leader should understand that this action is necessary in order to maintain high professional standards of the office and integrity of Progressive Baptist Church.

### **Records**

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## Spiritual Buddy Team

Date: August 2011

### Ministry Team Grouping: New Member Coordinators

#### Position Purpose

A spiritual buddy under the leadership of the Holy Spirit will prayerfully and purposefully befriend and mentor new members through their new membership experience; introducing them into work within a ministry and introduction to a small group at Progressive Baptist Church in accordance with the word of God and as defined in our church mission statement. Spiritual buddies is a process/system Progressive Baptist church will establish to support, embrace, buddy and mentor new members as they are carefully integrated into the Progressive Baptist Church Family.

**Amount of Time Required:** 3 hours per week

**Length of Commitment:** 2 years

**Training Requirements:** Upon initial appointment of becoming a spiritual buddy this individual will train semi annually in the area of shepherding and discipleship and church organization to ensure the needs of new members are adequately matched and ministered to by the intake ministry, new member coordinators, spiritual buddies and small group ministries.

#### Position Description:

It is suggested to serve in this much needed ministry should, must:

- Be willing to be governed by those Progressive Baptist Church have put in place when members joined and modified under the authority of our Pastor, or delegated individuals as delegated by the Pastor
- Attend worship services faithfully
- Complete and agree with new membership classes



- Attend Progressive sanctioned Bible Study
- Be a tither – a cheerful giver.
- Be willing to cheerfully serve and assist members of this congregation
- Serve in a ministry or any other acts of ministry work
- Receive training and mentoring for their role as Spiritual Buddies.
- Demonstrate a level of spiritual maturity commitment to growth of the church. and
- The spiritual buddy will on a weekly basis communicate with new member using some scripted items to:
  - Ensure they are attending new membership class
  - Answer any ministry or workings of the ministries questions that may arise
  - Make sure that if any special needs arise in the new members life that it is properly addressed through the direction of the Pastor or Assistant Pastor
  - Plan to attend new membership classes (8 weeks) with the prospective new member and encourage them in the attendance in the other teaching ministries of the church

**Support Provided by on a regular basis:** new member coordinator, shepherding ministry leader, Assistant Pastor, Pastor, discipleship ministry leader, intake leaders and new membership class instructors.

**Ministry skills:**

Spiritually mature, regular studier of the word, hospitable, trustworthy and positive healthy attitude about the ministry work of Progressive Baptist Church

**Other Ministry description:**

This person should be a member of the church for at least one year and have a working knowledge of the shepherding and discipleship ministry upon taking on the role. To minister effectively in this position much of the time requirement for ministry fulfillment can be done from home, but interaction with new member should be intentional and spirit driven. A spiritual buddy must be able to work with all levels of individuals – ministers, deacons and lay people.

**Background checks**

We will request annual criminal background checks on this ministry leaders and any position involving work with children, youth and vulnerable adults. A third party, (ChoicePoint, Bureau of Criminal Apprehension (BCA) and various county Sheriffs departments), will be utilized to conduct criminal background checks. We may use one or more of these services depending on the history of the applicant. Final screening and decisions on where individuals will be assigned will be determined by the pastor and the churches risk management team.

**Confidentiality**

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## New Member Data Administrator

Date: August 2011

**Ministry Team Grouping: New Member Assimilation Ministry Leader**

**Position Purpose**

The New Member Data Administrator is responsible for managing new member data and tracking their progress through the assimilation process. The data administrator will provide updates and reports to the assimilation ministry leader as needed.

**Amount of Time Required:** 5 hours per week

**Length of Commitment:** 2 years

**Training Requirements:**

- Must undergo training for the new assimilation process
- Training in the use of the software used by the church

**Position Description:**

- Understand the mission and purpose of the assimilation process
- Recognize the data requirements related to the assimilation process
- Ensure the privacy of all church (new member) data
- Develop process and procedures to track new members
- Maintain current data in the church database while maintaining the integrity of all church data

**Support Provided by on a regular basis:**

- Work closely with the New Member Assimilation Team
- Assimilation Ministry Leader
- Intake Coordinator and Team Members
- New Member Coordinator
- New Member Class Instructors

**Ministry skills:**

- Must be an active member of Progressive
- Should demonstrate the spiritual gifts of administration, shepherding, helps/service.
- Committed to serving in this capacity for a 2 year term.

- Must demonstrate compassion and have a heart for serving.
- Must have strong computer skills

### **Confidentiality**

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They must be willing to acknowledge responsibility to respect the confidentiality of new members and their recorded information, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

This ministry leader also must understand that if they are found acting indiscreet with confidential material or not protecting privacy of a new member through their actions can be dismissed from their ministry position of leadership immediately. This ministry leader should understand that this action is necessary in order to maintain high professional standards of the office and integrity of Progressive Baptist Church.

### **Records**

All membership records will be locked in a secured place set up for this purpose in the church's office and will be considered confidential, accessible only to new membership class instructors, data administrator, church clerk, the assimilation ministry leader, the pastor and assistant pastor.