

Events and Activities



Administrative and Planning Procedures for all

12 Plan Ministries

**Christian Education
Married Couples
Saved & Single**

**Youth
Transportation
Economic Empowerment
H.E.L.P.S.**

**Healthy Congregation
Multi-Media**

Music

Mission

P.O.W.E.R.

And all sub ministries, activities and events sponsored by and/or related The NEW Olivet Baptist Church and its Campus Properties.

**The NEW Olivet Baptist Church
Dr. Kenneth T. Whalum, Jr., Pastor**

Goals, Objectives, and Strategies 3

Promulgate “The Plan” (Sunday Morning, Sunday Night, Wednesday Night): Praise, Prayer, Preaching, Paying, And True Worship. 3

Our Resources And Power To Produce, Distribute, And Consume Goods And Services In A Way That Creates Wealth That We Control. 3

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Goals, Objectives, and Strategies

Promulgate “The Plan” (Sunday Morning, Sunday Night, Wednesday Night): Praise, Prayer, Preaching, Paying, And True Worship.

- a. To Persuade All Members To Embrace All The Ministry Gifts Of The Holy Ghost.
 - i. Break from Baptist tradition by speaking openly and teaching consistently about the Holy Ghost, which is a full one-third of the Trinity.
 - ii. Lead by example with regard to true worship, which is a physical act.
- b. To Have A Crowd Every Time The Doors Open.
 - i. Use every medium available to promote the ministry.
 - ii. Don't be afraid of controversy.

Our Resources And Power To Produce, Distribute, And Consume Goods And Services In A Way That Creates Wealth That We Control.

- c. Bust-A-Move-Monday (BAMM!).
 - i. Randomly select Black-owned businesses to patronize systematically.
 - ii. Create an Economic Empowerment Ministry for members.
- d. Teach Children To Be Producers Of Wealth.
 - i. Train boys/girls to shine shoes for profit.
 - ii. Open savings accounts for children in the church's credit union.

Plant Pastors Who Are Committed To Our Mission.

- e. Provide Our Preachers With A Practical Basis In “Real” Theology.
 - i. Create a required training track of seminary-type theology courses.
 - ii. Pastor will teach a course entitled “Preaching 101: An Introduction To Effective Sermon Preparation And Delivery”.
- f. Infiltrate The Traditional Baptist Church
 - i. Advertise the availability of Baptist preachers who

- are sold out to the Holy Ghost.
- ii. Challenge unbiblical Baptist theology and tradition over the airwaves (TV, Internet, Radio).

Administrative Office Guide

Introduction

In order to better meet the needs of the ministries of The “New” Olivet Baptist Church, this packet has been compiled to ensure that you have all necessary forms and information in one easy to use, guide.

Administrative Office General Guidelines

- Administrative Office hours are Monday through Friday 9:00 a.m. – 5:00 p.m. Saturday administrative support is also available 9:00 a.m. – 3:00 p.m.
- Announcements **must be emailed** to announcements@olivetbc.com by **5:00pm on Monday** for inclusion in the Sunday and/or Midweek Bulletin. **The Administrative office will not honor announcements sent to personal email addresses.** *The Administrative staff reserves the right to edit, condense revise or omit announcements based on bulletin space availability.* Time sensitive information will be given priority when bulletin content is being measured. Every effort will be made to maintain the integrity of the subject matter of your announcements while maximizing the effectiveness of the bulletin as a means of communication.
- Please identify yourself and the nature of your call to administrative personnel when calling. All members of the Administrative staff are equipped to serve you.
- Administrative tasks are assigned to admin personnel by area of specialty. Please direct your specific inquiries, as follows:
 - **Tiffany Newby** – purchasing, finance, Activity Request and matters needing Pastoral authorization.
 - **Laura Huggins** – printing, media kits, bulletins and special events support materials, member services
 - **Phyllis Dandridge** – general administrative, member services, H.E.L.P.S. event coordination.

- **The Administrative office must approve all flyers prior to their distribution.**
- Copies of all forms referenced in this guide are provided.
- No administrative work area should be used without prior

authorization by the Administrative staff.

Activities and Event Planning – [Activity Request Form](#)

Scheduling

ALL areas of the campus MUST be scheduled, including all meeting rooms, ministry designated, areas, the Friendship Hall. *The Vestibule is no longer available as a sign up or information distribution area, these activities MUST be scheduled through Administration using the Activity Request Form.*

When planning an activity or event for your ministry, please remember that it is always best to plan as far in advance as possible for best scheduling opportunities. No **Activity Request Form** will be accepted for consideration if submitted less than (10) business days before the event. **The Activity Request form MUST be completed, *in its entirety*, and approved by the Pastor, BEFORE an activity or event can be publicized.** The Administrative staff will make every effort to accommodate the requested, dates, times and locations for your activity or event. *The Administrative staff reserves the right to change the date, time and/or location in the occurrence of a schedule conflict.* In these instances, you will be notified as soon as possible.

Some ministries may have ongoing activities. It is necessary to complete all necessary forms with specific dates and times noted. Additionally, annual events must also be submitted to the Admin Office for scheduling and approval.

Preparing for the Event

ALL anticipated expenditures (including transportation and fuel, if applicable) that require church funds must be submitted to the Administrative office on a Purchase Order Request (POR) Form. This form is to be submitted with the aforementioned Activity Request Form.

There will be no reimbursement of personal funds used to purchase for an activity or event, without prior written approval.
(please see Accounting Procedures)

Executing the Event

Upon receipt of your copy of the **APPROVED** activity request form, it is the responsibility of the Ministry Director to notify the Administrative staff of any changes of the event or activity. ***The Administrative Staff reserves the right to cancel any event or activity in the event that the office has not been properly informed of changes as they occur.*** Changes in date, time, location or transportation require the submission of a new Activity Request Form. The changes cannot be implemented until you receive written approval.

Administrative staff members are not duty-bound to assist in the carrying out of your event/activity if they are not an active part of the ministry or an assigned H.E.L.P.er.

Use of the Kitchen

Please be advised that the Ministry Director is responsible for the entire cleanup of the Kitchen facilities (Friendship Hall and Gails-Palmer Gymnasium). Due to limited storage space any food/beverage items left over from your event/activity will be considered a donation to the church, unless the Ministry Director arranges other uses and/or disposal.

All trash must be properly closed, emptied and removed from the building before the hosting ministry leaves.

Purchasing – Purchase Order Request (POR) Form

All purchases must be requested via the POR. No checks will be cut nor payment made for purchases that are not requested through the proper channels. ***Email or verbal requests are not an acceptable means of purchasing request.***

Account Purchases

May only be made with proper authorization from the administrative office. This may include but is not limited to a letter of authorization from the Administrative office; proper check out of credit cards, etc.

Accounting Procedures

There will be no reimbursement of personal funds used to purchase for an activity or event, without prior written approval. ***This policy will be strictly enforced.***

All receipts for purchases must be turned in to the Administrative office within 24 hours of purchase. ***The Administrative office will not be liable for reimbursement if this guideline is not followed.***