MORNING STAR
BAPTIST CHURCH MINISTRIES
MINISTRY HANDBOOK

MORNING STAR BAPTIST CHURCH
154 Winters Lane
Catonville, Maryland 21228
(410) 747-3417
www.msbcministries.org

BISHOP DWAYNE C. DEBNAM, PASTOR
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A Message from Our Pastor

In this season of ministry, it is quite obvious that we have to be cognizant of the level of ministry that we provide. It is our aim to provide ministry that is 5 Star and so to do this, we must be prayerful as well as purposeful. Great ministry does not just happen; it happens when we plan for it. This ministry handbook is one step in making sure that ministry is powerful and impactful. I understand that there must be standards and protocols that complement our prayers and our plans. My prayer is that you are able to use this handbook to assist you in planning ministry that provides glory to God and empowerment to all of God’s people.

In His Service,
Bishop Dwayne C. Debnam, Pastor
Our History

MSBC was founded in 1896 at 48 ½ Winters Lane in Catonsville. The joy of that achievement quickly dissipated, when on their first day of worship in December of that year, the congregation arrived to find benches smashed. The contractor, angry that trustees could not pay the balance due on a $150 construction debt, had vandalized the small brick building. The church got through that faith-testing experience and later would be blessed with more space.

It would be 33 years after its founding before a cornerstone would be laid. The following year, in 1930, a building became available on Roberts Avenue. The church sold the Winters Lane building to the Masons for $2,000 and purchased the new building from Macedonia Baptist Church. The church also was incorporated that year.

In 1945, MSBC grew again when the congregation built a sanctuary on an adjacent vacant lot. Years later the hall and sanctuary would be adjoined and parking lots purchased. After numerous improvements and beautification projects to the Roberts Avenue location, a much larger church was needed. In November 1979, MSBC, with Rev. Jentry McDonald Sr. at the helm, moved to its current edifice at 154 Winters Lane. Remarkably, the church was able to burn its 30-year mortgage in 11 years.

Ten pastors shepherded MSBC. Rev. T. Quarles was the first. Over the next 107 years, nine others would follow, each imprinting his mark and making valuable contributions to the spiritual, organizational and physical progress. Early pastors included the Reverends G. Claderbuck, S. Drumgold, T.I. Jones, Walker Dawson, R.C. Williams and William Tapscott. Other pastors include Jentry McDonald Sr., and W. James Favorite. After a 10-month search, God blessed us with our current pastor, Dr. Dwayne Debnam, who assumed the pulpit in September 1996.

With ministry services now operating in Catonsville and Woodlawn, Morning Star is committed to building and rebuilding lives.

Morning Star is a Church that is serious about salvation. In Catonsville – worship and ministry activities happen seven days a week – offering spiritual, professional and emotional growth opportunities to thousands. In 2010, the Ministry purchased land in the Woodlawn area of Baltimore County. In addition to 5-acres of land, the expansion included the purchase of two buildings totaling nearly 60,000 square feet. One of those buildings currently houses the Renaissance Christian Counseling Center, Staff Offices and additional space for Christian growth classes. A conference center at the facility can seat up to 400 persons and offers a Tuesday noon worship service each week.

Making Ministry Happen

A. Our Pastor

Bishop Dwayne C. Debnam serves as the Senior Pastor, providing overall spiritual and operational direction for the Ministry. By faith, Bishop Debnam has inspired the congregation to move from membership to discipleship. Membership is currently more than 3,000 persons. Bishop Debnam established the Renaissance Christian Counseling Center, a Center for Excellence which encompasses a GED, computer, career and employment training programs and, some 70 ministries which serve persons from all walks of life. Bishop Debnam is a husband, father and grandfather whose passion for Ministry is evident in his preaching, teaching and day-to-day lifestyle.
B. Our Leadership (Diaconate, Trustees, Preachers)

“Holding up the arms of our Pastor,” are a number of formal ministry roles. Our Diaconate Ministry consists of men and women who are 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, 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 physical and administrative needs within the body. Our diaconate members serve this role under the direction of our Pastor. Members of the Diaconate wear identifying badges and many 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 (robed and often seated in the pulpit); work with the pastor to minister to the spiritual needs of the congregation.

C. Our Staff

Morning Star employs some seventy persons who are responsible for the day-to-day operations of the Ministry. This includes ministerial and administrative staff and, staff who specifically support our Counseling Center and Childcare Operations.

D. Our Volunteers (Ministry Coordinators, Ministry Leaders, Ministry Members)

Morning Star understands what makes ministry happens are “the people” who volunteer to participate and help administer our ministry programs. Ministry Coordinators oversee a specific “umbrella group” of ministries, providing direction and support to Ministry Leaders, who – in most instances - oversee a single ministry. Finally, ministry members attend ministry programs, meetings and rehearsals and, as directed, offer overall ministry support.

E. Our Ministries

Morning Star operates some seventy ministries for children, youth, young adults, singles, couples, men and women. Bishop leads weekly bible studies and there is also an extensive Christian education program which encompasses spiritual and financial growth learning opportunities. While some ministries have specific criteria for participation, others meetings are open for involvement. If you’re interested in getting involved, here are some next steps:

a. Always make your spiritual growth a priority by attending bible study regularly. Additional spiritual growth opportunities are available in our Christian Education program – including specific classes on spiritual gifts, which may be a clear indication of what ministry you should join.

b. Our website lists our various ministry opportunities. Review the list and follow any contact information provided to learn more about the ministry program and participation criteria.

c. Always feel free to contact a ministry staff person at the Church to learn more about getting involved in a specific ministry.

d. Attend our ongoing ministry fairs, review the weekly bulletin and check our building information centers for regular ministry update information.

e. Finally, our InFellowship system provides information on various ministry groups and provides an electronic opportunity for you to express interest in getting involved. InFellowship is discussed in more detail in Member Communications.
InFellowship/Member Communications

InFellowship is the church’s primary communication tool for keeping you connected to the Star. With InFellowship, individuals can access the online church directory and also manage their individual and family information.

A. Creating an InFellowship Account

Go to www.msbc.infellowship.com and follow the simple instructions to create an account (profile). If you encounter any problems creating an account, contact Lisa Nettles at lnuttles@msbcministries.org.

B. Updating Your Information

If any of your membership information changes i.e. address, telephone number, marital status, etc., you may update it by logging into your InFellowship account and selecting “Update Profile.” Please note that profile updates (address, etc.) made through InFellowship affect (are applied to) the entire household. Again, Lisa Nettles can address specific questions regarding updates. If you are not registered in InFellowship and wish to update your member information, please complete a Membership Update Form and submit it to the Church Office.

C. Privacy Settings

Privacy Settings allow individuals to determine which pieces of personal information can be viewed by others in InFellowship such as group leaders and group members.

D. Church Directory

Church Directory allows InFellowship users who are members or attendees to opt to have their information displayed in an online directory. All access to information is controlled by the user by configuring their privacy settings.

E. Online Giving

Online Giving allows users to make contributions online, track giving history (regardless of method of contribution) and print giving statements for tax file reporting.

F. Groups

The Group Function allows individuals to browse MSBC groups to find one to join. This is the only function a non-registered InFellowship user has access to. The Group function also allows group leader to manage groups and group members to find and contact members of their group. Again, you control your “viewable” information through Privacy Settings.

Church Communications

A. Communication Tools

The Church uses a number of communication tools to ensure members and visitors receive clear, accurate and concise information regarding our ministry programs and events. These tools include a weekly bulletin, our website, social media (Facebook and Twitter), in service news broadcasts, our building Information Centers, general announcements (print and verbal), electronic alerts, phone
messaging and specific ministry leader communications. Our InFellowship system, which serves as a key communication tool, should include your accurate email address and phone number which can support you receiving consistent communications.

B. Church Calendar

Monthly and weekly calendars are posted online and can be found at www.msbcministries.org. For a more detailed look at the annual church calendar, contact your Ministry Coordinator or a church staff member.

C. Church Announcements

If your ministry has an upcoming event that you would like for the Pastor to announce to the congregation, please submit a written request to your Ministry Coordinator. The request should include basic information about the event (type of event, date and time of the event, location, cost and a contact person). Deadlines for the submission of announcement requests are as follows:

<table>
<thead>
<tr>
<th>Announcements for:</th>
<th>Request due to Ministry Coordinator by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday Bible Study</td>
<td>Monday</td>
</tr>
<tr>
<td>Sunday Worship Service</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

If the Ministry Coordinator approves the request, it will then be forwarded to Deaconess Robbin Brown to be included on the Pastor’s card. However, due to the large volume of announcement requests that we receive, we are not able to accommodate them all. Therefore, final approval of announcement requests will be at the discretion of Deaconess Robbin Brown, Executive Assistant to the Pastor.

D. Email Alerts, Church Voice Phone Calls and Social Media

In an effort to conserve paper, MSBC uses technology as much as possible. Again, ensuring your accurate email and phone number is in our InFellowship system is crucial for ongoing communications. We also encourage you to follow us on Facebook (www.Facebook/msbcministries) Twitter (www.twitter.com/morningstarbap) and Instagram.

E. Marketing

For the best results in promoting events, Ministry Leaders are strongly encouraged to plan 60 to 90 days in advance. If ministry leaders are having difficulty in planning, the Ministry leader can set up a consultation meeting (prior to your ministry budget submission) with the Marketing Department to understand deadlines and approximate costs. To arrange a meeting, send an email to abrown@msbcministries.org or dduckett@msbcministries.org. As a result of the meeting, the Marketing Department will be able to develop a comprehensive marketing plan and assist in determining the best strategy to bring attention to the event.

F. Publications

For your convenience, copying and printing services are available. You have several options:

- Submit a Publications Request, requesting copying and printing. Please allow a minimum of 14 days for regular requests (flyers, banners, etc.). While a 14-day lead time is required, the Publications Staff will attempt to complete urgent copy requests the same day they are submitted. For all other publication requests (i.e. graphic designs), there is a 30-day lead time required. Your Ministry Coordinator and the Marketing Department should approve all printed material before copying or printing can take place.
• You will receive an email or phone call when the copy request is complete.

G. Community Outreach and Public Relations

The Ministry is committed to staying connected to the communities in which we minister and maintaining a positive image. This effort is accomplished by the entire ministry team with specific initiatives sponsored by our Outreach Ministries (Shelter Prison, Food Collections, etc.) and Marketing Team (Special events, Community Meetings, etc.)

Our Facilities

Morning Star Baptist Church is a dynamic ministry offering programs and activities from two Baltimore County locations. The Ministry’s main location in Catonsville offers the primary worship location, administrative offices and childcare center programs. Our second location, located in Woodlawn, some 2.5 miles away from the main location offers meeting space, staff offices and arts training opportunities. The Renaissance Christian Counseling Center also operates from the Woodlawn location. Additional facility information is listed below:

A. Mailing Addresses and Phone Numbers - Appropriate mailing addresses and phone numbers for the Church and its ancillary operations are as follows:

Morning Star Baptist Church
154 Winters Lane
Catonsville, MD 21228
(410) 747-3417

Morning Star Baptist Church Community Outreach and Educational Center
6665 Security Boulevard
Baltimore, MD 21207
(410) 265-7460

Morning Star Baptist Church Community Daycare and Learning Center
154 Winters Lane
Catonsville, MD 21228
(410) 747-2685

The Renaissance Christian Counseling Center
6665 Security Boulevard
Baltimore, MD 21207
(410) 265-7291

B. Operating Hours - Morning Star Baptist Church (General Ministry Activities)

Ministry activities occur seven days a week (as scheduled) with evening activities concluding no later than 8:45 p.m. For specific scheduling information, go to www.msbcmistries.org or check event schedules available in the lobbies at the main Church location in Catonsville and Community and Educational Center in Woodlawn.

Morning Star Baptist Church Administrative Office
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Morning Star Baptist Church Community Daycare and Learning Center  
Monday – Friday: 7:00 a.m. – 6:00 p.m.  
Before Care Available: 7:00 a.m. – 8:30 a.m.  
After Care Available: 3:00 p.m. – 6:00 p.m.

The Renaissance Christian Counseling Center  
Monday – Thursdays: 9:00 p.m. – 9:00 p.m.  
Friday: 9:00 a.m. – 5:00 p.m.  
1st and 3rd Saturdays: 9:00 a.m. – 1:00 p.m.

C. Facility Closures/Inclement Weather

Inclement weather can cause transportation problems and/or hazardous facility conditions that can vary widely in our region. While the Church facilities team works diligently to maintain the Ministry’s operating schedule, severe weather may result in closures and cancellations of our programs and operations.

- **Church Services and Ministry Activities**
  The Ministry works diligently to communicate closures through our social media and electronic email systems. Joining our InFellowship communication system ensures you are receiving the most current information regarding our facility operations. Additionally, information is added to our website and church voice mail systems. When contacting the Church by phone (410) 747-3417, the #53 option provides immediate closure information. Our communication efforts cover Ministry activities at our Catonsville and Woodlawn locations.

- **Community Daycare and Learning Center**
  Recognizing the needs of working parents, the Daycare and Learning Center strives to maintain its full operation during weather-related emergencies. There are times when weather will result in delayed openings or, in extreme instances complete closings. Additionally, there may be instances when inclement weather or emergencies develop during the course of the day. When this occurs, we will contact you to make arrangements for early dismissal. This may appear to be an impromptu measure, but safety is first and foremost for our children and staff. In cases of inclement weather, you may do one of the following:

  a) Call the Center after 6:30 AM to hear a recorded message (410.744.2685). Press 24 to connect to the Daycare Office or you may press 53 to connect to the church’s Emergency Updates.  
  b) Listen to WBAL Radio (1090 AM). The Center will be announced as Morning Star Daycare Center of Catonsville. You may also visit their website for a listing of school closings and/or delays.  
  c) Watch for our Center listing on WJZ Channel 13-TV screen or visit their website for listing of school closings and/or delays. Again, the Center will be listed as Morning Star Daycare Center of Catonsville.

- **The Renaissance Christian Counseling Center**
  The Renaissance Center is sensitive to travel problems associated with inclement weather. Should weather result in the closure of the Center, diligent efforts are made to contact clients and reschedule appointments. Persons challenged by weather and other emergencies with regard to
maintaining a scheduled appointment should discuss fee charges, cancellations and rescheduling with the appointment secretary as soon as possible – preferably in advance of the appointment.

D. Building Scheduling

Overall coordination for the Woodlawn and Catonsville Locations is handled by the Church’s administrative office with direct input from Church Staff, Ministry Coordinators and Ministry Leaders. While specific procedures are detailed in the event area of this handbook, general scheduling questions can be directed to your Ministry Leader or the Church’s main office at (410) 747-3417. Generally our Woodlawn location is reserved for Morning Star Baptist Church related activities only.

E. Space Rental Opportunities

Rental opportunities are only available at our Woodlawn (Security Boulevard) Location. Please note the facility does not have a commercial kitchen and as a result, rental considerations are primarily focused on corporate meetings and seminars. Requests should be directed to our Facilities Manager, Dr. Anthony Brown at (410) 747-3417 x31.

F. Lost and Found

Both the Woodlawn and Catonsville Locations maintain lost and found areas. Persons should contact a member of our facilities staff for direction to the lost and found areas. The Church office can also be contacted for further support regarding the location of a lost item.

G. Accidents/Incidents and Medical Emergencies

The Ministry understands accidents and medical emergencies will sometimes occur at our facilities. Persons involved 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 contacting a Church staff person or the main church office. For minor medical incidents, first aid kits are located throughout our Woodlawn and Catonsville locations (Catonsville - kitchen, front office; Woodlawn – second floor kitchen, maintenance office, staff offices). For all of the above related issues, a Church Incident Report should be completed by contacting Deaconess Faye Marvin at (410) 265-7460, x118 or fmarvin@msbcministries.org.

H. Emergency Response

The safety of worshippers, visitors, and staff is paramount in the operation of Morning Star 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 are in place throughout our facilities. Exterior lighting at all facilities is also appropriately maintained. Additionally, specific ministry staffs are focused on facility and people 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 (Worship service, Sunday School, Youth Program) or other family member, please note that our exit plan involves assembly at the farthest parking lot area away from the building. With regard to the Catonsville location, this means the West Side parking lot (across the street on Winters Lane). With regard to the Woodlawn location, this means the parking area behind the building. Should these locations not be available we ask that you follow the direction of emergency response personnel (or the Ministry’s designee) on the scene.

I. Parking
Morning Star Baptist Church’s parking facilities at all locations is for the exclusive use of Morning Star Baptist Church members, guests and vendors (as scheduled). Regarding overnight parking, ministries and individuals should contact the Facilities Department for specific coordination. We understand 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 who do not adhere to our parking guidelines. Please be sensitive to reserved parking at all locations. Finally, please lock your vehicles and secure personal belongings. Morning Star is not responsible for damage to vehicles parked at any of our facilities.

J. Storage

There is limited storage available for ministry materials (only) at our Security Boulevard location. Ministries should contact the Facilities Department for overall coordination. The Church does not store members’ personal materials including, but not limited to, furniture, vehicles, etc.

K. Wi-Fi

Both our Church (Catonsville) and Security Boulevard Locations offer free Wi-Fi access. Morning Star is not liable for any files or data which could be lost during the access period. Additionally, we ask that you remain 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 and Event

Deaconess Robbin Brown, in conjunction with the Pastor and Church Staff, coordinates requests for dates on the church calendar. If your ministry is planning an event, and need to obtain or check a date, please submit your request to your Ministry Coordinator in writing. The request should include the following information:

1) Type of event;
2) Proposed date and time for the event; if no dates have been considered, indicate any preferences i.e. month, day of the week;
3) Is the event being held at MSBC or offsite;

Pastoral Staff will work with your Ministry Coordinator to determine the acceptability of the date(s) submitted based on other activities that are already scheduled. Your Ministry Coordinator will let you know the date that 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 communicate this to your Ministry Coordinator so that the event can be placed on the church calendar.

B. Event Planning and Coordination Support

In addition to your Ministry Leader and/or Coordinator, the Offices of Marketing and Facilities 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 from your Ministry Leader and/or Coordinator.

C. Evaluating an Event
Crucial to the success of an event and the coordination of future events and activities is the evaluation of an event. The Ministry uses a number of survey instruments to determine ministry effectiveness. To determine the most appropriate tool or approach for evaluating the success of your activity, contact Lisa Nettles (who manages our data collection efforts) at inettles@msbcmathes.org.

D. Ministry Mailboxes

Ministry Mailboxes are located at the Church in the rear hallway near the main Church office. Mailboxes are clearly marked and used for internal and external ministry correspondence. The boxes should be checked regularly.

E. Letters and Mailings

Ministry related letters should be submitted electronically to your Ministry Coordinator for approval. Once approved, the coordinator will submit it to the church office to be placed on letterhead. Within 3 days, any corrections will be made and the letter will be given to you.

Any mail going out from MSBC should not be sealed until it has been proofed. Also, a postage log is maintained in the church office for all outgoing mail. Therefore, please do not leave mail without a note indicating your name, the ministry’s name, and the number of items being mailed.

Food Services

A. General Information

Our desire is 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. All events held at MSBC Ministries that will have food of any kind must first be approved by the Ministry Coordinator prior to submitting information to our Food Services Manager, Elder Joseph Sanders. Include food request on the Event Request Form and submit one month prior to the event. Menus for Food Events will be discussed with and approved by the Food Service Mgr.

B. Outside Caterers

Licensed, outside caterers may be used for various in house functions, i.e. receptions, parties and meetings; however, they must first be approved by the Food Service Manager. At no time should food be brought in for consumption at an in house event that did not come from an approved source. When in question always refer to the Food Service Manager.

C. Decorating

It is the Ministry Leader’s responsibility to make arrangements for set-up 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 they are in. If you are using the room where they belong, they may be used; however, be sure to put all items back where you found them and in the condition you found them. You may use the property of other ministries only with their permission. Specific direction and support can be obtained from the Facilities Director or Food Services Manager.

D. Linen
Linen can be provided for ministry events. Please specify on your Event form the number of cloths and any desired color. Please note certain color request may require an external vendor.

Finance

A. Contract Guidance

All contracts have to be signed by the Trustees; individuals should NOT enter into/sign contracts on behalf of the church, as you could be held liable personally 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 your Ministry Coordinator by June 1st for all proposed events and activities to be held from September – August.

C. Funds Procurement and Spending

**Disbursement Requests (Green Sheets)**

a. The Disbursement Request Form (Green Sheet) is used to request funds from the church for an approved expenditure. Forms are ministry specific and can be obtained from your Ministry Coordinator.

b. No spending should occur without prior approval; don’t buy something and expect the church to reimburse you.

c. The form has to be signed by the Ministry Leader and the Ministry Coordinator and it is due to Deaconess Robbin Brown by noon on Friday. Requests received after 12 noon on Friday will be held and submitted for processing the following week.

d. Disbursement Requests should NOT be taken directly to the Trustee’s office;

e. For large expenditures (over $2,000), the request should be submitted at least 4 weeks in advance.

f. Checks are distributed on Thursday morning; if you are expecting a check and do not receive it, follow up with your Ministry Coordinator and they will check with Finance regarding the status.

g. If a check is written to you personally, you must submit receipts for the items you purchase and turn in any change.

h. Stay within the amount budgeted/approved – do not overspend and expect reimbursement.

i. If you get a check and don’t use it, return it to your Ministry Coordinator or to the Trustees; do not hold on to it and use it for something else.

D. Depositing Funds

**Income Deposit Form (Pink Sheets)**

a. The Income Deposit Form (Pink Sheet) is used to turn in money to the church.
b. The form and money should be placed in an envelope and placed in the black drop box located on the wall outside the Trustee Room.

c. Money should NOT be taken home.

d. Forms are ministry specific and can be obtained from your Ministry Coordinator.

**Congregational Care**

**A. Baby Dedications**

Baby dedications are held on the 1\textsuperscript{st} Sunday of each month at the 11:30 AM worship service. There are a few exceptions contingent upon the church calendar. One or both of the parents of the child to be dedicated must be a member of MSBC Ministries for at least six months. If someone other than the parents of the child is requesting the dedication, that person must have legal guardianship of the child to be dedicated.

Prior to a baby dedication being scheduled, the parents/legal guardian of the child must attend a dedication meeting with an Officer/Minister of the church to go over the church’s expectations and the Parental Commitment. Persons should call the church office at least one month before the desired dedication date and provide the child’s name, date of birth and the name of both parents.

**B. Baptism**

Baptismal Service is held on the 1\textsuperscript{st} Wednesday of each month at 6:00 PM except during the months of June – August when it is held on the 1\textsuperscript{st} Sunday of each month at 3:30 PM. Candidates should arrive at least 30 minutes prior to the scheduled time.

**C. Bereavement**

When you experience the loss of a loved one or sudden illness, please notify Minister Terry Beamon or Sister Monique Gregory in the church office. They will provide Elder Joseph Sanders (Minister of Inreach) with the information and he will contact you to assist you in your time of need.

**D. General Funeral Policies**

Funerals will be held for members of the church and their immediate family members (e.g. mother, father, sister, brother, spouse or child). Other services will be handled on a case-by-case basis. The Minister of Inreach will assist the family in preparing for the service as needed (i.e. funeral programs, obituary, etc.).

**E. Financial Assistance**

a. The Finance Department will evaluate requests for financial assistance.

b. Consideration for financial assistance will be given to any active member of the church that has a valid need. Active member is defined as any person who attends worship services, bible study and/or is involved in the ministries of the church.
c. Financial assistance will be provided only once within a one year period. All requests will be evaluated on a case-by-case basis. No assistance will be given to anyone that has had two consecutive years of financial assistance from the church.

d. Consideration will also be given to inactive members and to individuals who are not members of Morning Star Baptist Church, but on a limited basis.

e. Requests for financial assistance must be accompanied by original documentation pertaining to the nature of the need, i.e. gas and electric turn off notice, eviction notice. Checks will be made payable to the name on the documentation only (landlord or BGE).

f. In cases where documentation is not appropriate, the request will be handled at the discretion of the designated church officer.

g. Proper identification will be required before any financial request is honored.

h. Each person will have to make their own transportation arrangements to the church to receive the financial assistance that has been granted unless extenuating circumstances exist.

i. Hours of operation are Tuesday through Thursday – 10:00 AM – 2:00 PM.

F. Hospital Visitations

MSBC members and their immediate family members (e.g. spouse, children or parents) may contact the Church Office to request that a Minister make a hospital visit.

G. Pastoral Care

Pastoral Care provides spiritual direction and assistance to the membership of MSBC Ministries. Pastoral Care is available to those who seek assistance in making major decisions or those who need direction and guidance. Pastoral Care covers topics or subjects such as:

- Pre-marital counseling
- Marriage counseling
- Individual and/or family conflict
- Spiritual direction and guidance
- Death and grief

Pastoral Care is provided BY APPOINTMENT ONLY. Appointments are available as follows:

Tuesdays: Afternoon and evenings
Wednesdays: Morning
Thursdays: Evenings
Saturdays: Morning and afternoon

Appointments are made by contacting Deaconess Robbin Brown, Executive Assistant to the Pastor, at (410) 747-3417, ext. 33 or via email at rbrown@msbcministries.org. If it is determined that ongoing counseling is needed or desired, you will be referred to The Renaissance Christian Counseling Center (an outreach ministry of MSBC Ministries).

H. Protocol for Resolution of Disputes
In the event that there are any problems or concerns that you have, please discuss them with your Ministry Leader. If your Ministry Leader is not able to address your concerns to your satisfaction, you may contact the following persons in the order shown:

- Your Ministry Coordinator;
- Deaconess Robbin Brown, Executive Assistant to the Pastor at (410) 747-3417 or via email at rbrown@msbcministries.org.

I. Sick and Shut-in Listing

If you want to be placed on the Sick and Shut-In List, please contact the Church Office and the Administrative Team will take the information. Only a member or the family member of the sick can request that a person be placed on the Sick and Shut-In List. Persons who are on the Sick and Shut-In List will receive regular visits and Communion from a MSBC Officer or Minister.

J. Transportation

The Morning Star Baptist Church (MSBC) provides transportation services, free of charge, for members to the following services:

- 9:30 a.m. & 11:30 a.m. Sunday Worship
- Mid-day Bible Studies
- Mid-day Communion Worship
- Bishop Debnam’s preaching engagements
- 11:30 Sunday Worship for Coppin University students

a. Members who need transportation to the services listed above must contact JoAnn Wilson at the Transportation office, (410) 265-7460 ext. 119, in advance.

b. The ministry has two (2) 15 passenger vans and one (1) 36 passenger bus to transport members to the various worship services and other outreach events. To ensure persons arrive at the services on time, the member who requires transportation must live within a 15 mile radius of the church. All church vehicles are driven by volunteers.

c. Individual ministries may request transportation for various events by completing a Transportation Request Form and submitting it at least two (2) weeks in advance. This will ensure a volunteer driver and vehicle are available for the trip.

d. Any additional questions should be referred to Deaconess Faye Marvin at (410) 265-7460, ext. 118 or fmarvin@msbcministries.org.

K. Weddings

In order for persons to have their wedding at MSBC, either the bride or the groom must be a member of the church for at least six (6) months prior to the wedding date. Upon meeting this requirement, you will need to do the following:

a. Contact the Church Office to check the availability of the Pastor and the church facilities for the date desired and please be prepared to provide the following:

- Proposed date and time for the wedding;
• Is this an office wedding or full ceremony?
• Approximate number of wedding guests;

**Please note that NO weddings are performed on Sundays.**

b. Once the date has been approved, you will be assigned two (2) MSBC Wedding Consultants to work with you in the planning and coordination of your wedding. You will also receive a Wedding Planning Guide and a schedule of wedding fees.

c. You will be required to attend a minimum of six (6) pre-marital counseling sessions at The Renaissance Christian Counseling Center (an outreach ministry of MSBC Ministries). You can schedule these sessions by contacting the Center at (410) 265-7291. Upon completion of the sessions at the Center, your final counseling session will be with the Pastor. This session can be scheduled by contacting Deaconess Robbin Brown at (410) 747-3417 ext. 33 or via email at rbrown@msbcministries.org. All pre-marital counseling sessions must be completed at least two (2) months prior to your wedding date; otherwise, the wedding will be postponed to a later date.

Bishop Debnam also officiates wedding ceremonies at locations other than Morning Star including destination weddings. The same guidelines and processes outlined above would still apply.

**Giving**

**A. How to Give**

Members give offerings and special campaign pledges to MSBC in a number of ways:

a. The Online giving system at [www.msbc.infellowship.com](http://www.msbc.infellowship.com);

b. During service with assigned envelopes or the supplemental envelopes located in the sanctuary pews;

c. Through the Givelify app; choose Morning Star Baptist Church in Catonsville, MD as your home church.

**B. Church Offering Envelopes**

Church offering envelopes are given when members join the church and are mailed directly to members on a quarterly basis. Each member is given an assigned envelope number that is used to identify/track them in our database.

**C. Contribution Statements**

Contribution statements are available via InFellowship. Members who have registered for InFellowship can view and/or print their contribution statement at any time.

If you do not have computer access, you may submit a written request to the church office requesting your contribution statement. The request should include your name, address and envelope number and your statement will be available for pick up the following week after your request is submitted.
Appendix

i. Green Sheet (Disbursement Request)

ii. Pink Sheet (Income Deposit Form)

iii. Room Request Form

iv. Event Request Form

v. Orange Sheet (Publications Job Request Form / Bulletin / Screen Requisition)

vi. Transportation Request Form

vii. Budget Template

viii. Membership Update Form
MORNING STAR BAPTIST CHURCH
Catonsville, Maryland

DISBURSEMENT REQUEST

Today's Date: ____________________________
Due Date: __________________

MEMBERSHIP DEVELOPMENT: 03

<table>
<thead>
<tr>
<th></th>
<th>LOCATION</th>
<th>DEPARTMENT/SUB-MINISTRY NAME</th>
<th>DEPT. SUB-MIN.</th>
<th>EXPENSE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td></td>
<td>Center for Excellence</td>
<td>026</td>
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<td>GED Ministry</td>
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<td></td>
<td>Career &amp; Employment Prep</td>
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<td></td>
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<tr>
<td>03</td>
<td></td>
<td>YALA</td>
<td>033</td>
<td></td>
</tr>
<tr>
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<td>034</td>
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</tr>
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<td></td>
<td>PSAT/SAT Prep</td>
<td>035</td>
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<td>03</td>
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<td>Church School/Sunday School</td>
<td>036</td>
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<td></td>
<td>Christian Education</td>
<td>037</td>
<td></td>
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<tr>
<td>03</td>
<td></td>
<td>New Members &amp; Congregational Care</td>
<td>038</td>
<td></td>
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<tr>
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<td></td>
<td>Membership Development</td>
<td>039</td>
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<tr>
<td>03</td>
<td></td>
<td>Solomon's Corner Book Store</td>
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<tr>
<td>03</td>
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<td>Scholarship Ministry</td>
<td>041</td>
<td></td>
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</table>

MEMO DESCRIPTION:

*CHECK APPROPRIATE BOX ON THE BACK OF THIS FORM

PAY TO ORDER OF: ____________________________

AMOUNT OF REQUEST: $ ____________________

TRANSFER EXPENSE TO THIS MINISTRY: ____________________________

MINISTRY LEADER SIGNATURE: ____________________________

MINISTRY COORDINATOR SIGNATURE: ____________________________

* Bishop's Approval

PLEASE NOTE:
All disbursement requests must be submitted to your Ministry Coordinator by Wednesday for disbursement on the following Wednesday.

FOR TRUSTEE/ACCOUNTING USE ONLY:

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Posted by:</td>
<td>Date:</td>
</tr>
<tr>
<td>Check Issued by:</td>
<td>Date:</td>
</tr>
<tr>
<td>CHECK NUMBER</td>
<td>DATE:</td>
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</table>

Created on 10/5/2007 5:00:00 PM / Created by dbrownLast printed 1/23/2014 10:36:00 AM
# Pink Sheet
*(Income Deposit Form)*

## INCOME AND DEPOSIT RECORD
**Membership Development**

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<tr>
<th>SELECT BOX</th>
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<th>DEPT. NAME</th>
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<td>CENTER FOR EXCELLENCE</td>
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<td>03</td>
<td>027</td>
<td></td>
<td>INACTIVE ACCOUNT</td>
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<tr>
<td>03</td>
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<td>03</td>
<td>031</td>
<td></td>
<td>CAREER &amp; EMPLOYMENT PREP</td>
</tr>
<tr>
<td>03</td>
<td>032</td>
<td></td>
<td>VOLUNTEERS &amp; CORNERSTONE</td>
</tr>
<tr>
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<td>033</td>
<td></td>
<td>YALA</td>
</tr>
<tr>
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<td>034</td>
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<td>TOASTMASTER MINISTRY</td>
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<td>PSAT/SAT PREP</td>
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<td>036</td>
<td></td>
<td>CHURCH SCHOOL/SUNDAY SCHOOL</td>
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<td>037</td>
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<td>CHRISTIAN EDUCATION</td>
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<td>038</td>
<td></td>
<td>NEW MEMBERS &amp; CONGREGATIONAL CARE</td>
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<td>039</td>
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<td>MEMBERSHIP DEVELOPMENT</td>
</tr>
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<td>040</td>
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<td>SOLOMON'S CORNER</td>
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<tr>
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### Ministry Activity

<table>
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<th>G/L ACCT. #</th>
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<tbody>
<tr>
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**Total Deposit:**

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<tr>
<th>TYPE OF INCOME (SELECT INCOME ACTIVITY CATEGORY)</th>
<th>AMOUNT</th>
<th>G/L ACCT. #</th>
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<td>Offering</td>
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<tr>
<td>Tapes/Books/Videos</td>
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<tr>
<td>Dues (SEE BACK)</td>
<td>3050</td>
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<tr>
<td>Fellowship</td>
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<td>Retreats</td>
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<td>Reimbursements</td>
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<tr>
<td>Rental Income</td>
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<tr>
<td>Special Days/Activities</td>
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<td>Fundraising</td>
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<td>Donations</td>
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<td>Sunday School</td>
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<td>Tuition</td>
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<tr>
<td>Patient Service Income</td>
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<td>3160</td>
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<tr>
<td>Collaborative Partnership</td>
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<tr>
<td>Self-pay Income</td>
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<td>3170</td>
</tr>
<tr>
<td>DSS Income</td>
<td></td>
<td>3355</td>
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</table>

---

**Name of Depositor:**

**Witnessed by:**

**Date:**

**Verified by:**

**Accounting Purposes Only**

Created by dbrown; Last printed 4/6/2010 1:54:21 PM
Ministry Room Request Form

This form is available on-line at www.msbcministries.org. Questions can be directed to Dr. Anthony Brown at (410) 747-3417 Ext. 31 or abrown@msbcministries.org. Completely fill out request, obtain signatures and do not commit to date until approved. This form will be processed by Scheduler within 10 business days of receipt.

This form must be submitted 14 days in advance of meeting.

Submission Date: _____________________________
Meeting Date: ________________________________

ONGOING REQUEST[] ONE TIME ONLY[]

Ministry/Organization: ________________________________
Ministry Leader’s Signature: ____________________________
Ministry Coordinator’s Signature: __________________________

Start Time: __________________ End Time: __________________
Contact Person: __________________ Contact Phone #: __________________
Contact E-Mail Address: __________________
Purpose of Meeting: ____________________________

FACILITIES/OPERATIONS NEEDS

Room(s) Requested: Sanctuary[] Classroom(s)[ ] # of Classrooms ___ Computer Lab[] Chapel[]
Lobby[] Multi-Purpose Room[]: Floor[] Stage[] Entire[]
Annex # ______: 1st Flr[] 2nd Flr[]
Set-Up: Theater[] Classroom[] U Shape[] T Shape[] Hollow Square[]
Conference[] Chevron Style[] Banquet[] Other[]
Tables: Round Tables[] Long Tables[] # of Tables: _____ # of Chairs: _____
Room Support: Podium[] White Board[] Chalk Board[] Flip Chart[] Easel[]

Additional Information: ________________________________

MEDIA NEEDS

Media Services: Videotaping[] Audio-taping[] Photography[] PowerPoint Presentation[]
Media Equipment: Laptop[] TV[] VCR[] DVD Player[] Overhead Projector[]
Sound Needs: Portable Sound[] Microphone[] # of Microphones: ____________

APPROVAL

Room Assignment: ________________________________ Date Received: __________________
Scheduler Signature: ______________________________ Approval Date: __________________

This signature certifies that the above form has been approved and accepted for inclusion in the Church Calendar for the meeting date requested. Please notify the Ministry Coordinator immediately of any event modifications/cancellations. Please check lobby postings and screens for any room changes at least one hour prior to event set up.
Event Request Form

Ministry Event Request Form

This form is available on-line at www.msbcmn.org.

Completely fill out request, obtain signatures and do not commit to date or contract until approved.

This form will be processed by Scheduler within 10 business days of receipt.

Date Form Submitted: _______________________________

Submission Deadlines:
Room, Marketing, Publications, Transportation, Volunteer Requests-14 days in advance;
Music Requests-21 days in advance of the Event;
Food Service Requests - 30 days in advance.

ONGOING REQUEST □  THIS EVENT ONLY □

Ministry/Organization: _______________________________________

Location: MSBC/Off-Site

Ministry Leader's Signature: _______________________________________

Ministry Coordinator's Signature: _______________________________________

Event Information

Event Title: _______________________________________

Event Date: _______________________________

Event Times: Start: __________________________

End: _______________________________

Set Up Time: _______________________________

Estimated Attendance: _______________________________

Contact Person: ___________________________

Contact Phone #: ___________________________

Contact E-Mail Address: _______________________________________

Purpose & Description of Event:

________________________________________________________________________________________

________________________________________________________________________________________

Planning Logistics

Tickets: Will not be Sold □  Will be Sold □  Ticket Price: $________________

Culinary: None Required □  Required □  (Note Culinary Request Submission Date)

Budget: $______________  Color Scheme: _________________________________________

Requested Menu: _______________________________________________________________

Publications: None Required □  Required □  (Complete Publications Request Form & Note Submission Date)

Marketing: None Required □  Required □  Budget: $________________

NLTS: None Required □  Required □  (Complete Transportation Request Form & Note Submission Date)

Ushers: None Required □  Required □

Greeters: None Required □  Required □

Volunteers: None Required □  Required □  # Requested: ___________

Describe Volunteer Assistance Needed: _______________________________________

Event Registration: None Required □  Required □  Registration Fee $________________
**Attire:**
- Casual
- Church Attire
- Semi-Formal
- Formal

**Facilities/Operations Needs**

**Room(s) Requested:**
- Sanctuary
- Classroom(s)
- # of Classrooms: ________
- Computer Lab
- Chapel
- Lobby
- Multi-Purpose Room
- Floor:
- Stage
- Entire
- Annex:
- 1st Flr
- 2nd Flr

**Set-Up:**
- Theater
- Classroom
- U Shape
- T Shape
- Hollow Square
- Conference
- Chevron Style
- Banquet
- Other

**Facilities/Operations Needs**

**Tables:**
- Round Tables: ________
- # of Tables: ________
- Long Tables: ________
- # of Tables: ________
- # of Chairs: _______

**Room Support:**
- Podium
- White Board
- Chalk Board
- Flip Chart
- Easel

**Guest/VIP Hospitality Room:**
- # of Guests: ________
- Refreshments: __________________

**Guest/VIP Parking:**
- # of Spaces Needed: ________
- Vehicle Type(s): __________________

**Guest/VIP Seating Area:**
- # of Guests: ________
- Location(s): __________________

**Guest Product Sales:**
- Cds/Dvds
- Books
- Other: __________________

**Additional Information:**
_____________________________________________________________________
__________________________________________________________________________________________

**Media Needs**

**Media Services:**
- Videotaping
- Audio-taping
- Photography
- PowerPoint Presentation

**Media Equipment:**
- Laptop
- TV
- VCR
- DVD Player
- Overhead Projector
- Laptop
- Portable Sound
- Microphone: ________
- # of Microphones: ______

**Additional Information:**
_____________________________________________________________________
__________________________________________________________________________________________

**Worship & Arts Needs**

**Band**
- Musician
- CD’s (No DJ)
- DJ
- Soloists
- Choir
- Dance Ministry
- Drama Ministry
- Deaf Interpreter

**Choir(s)/Soloist(s) Requested:**
_____________________________________________________________________

**Dance Ministry Requested:**
_____________________________________________________________________

**Requested Selections:**
1) _________________________
2) _________________________

**Describe Drama Need:**
_____________________________________________________________________
__________________________________________________________________________________________

**APPROVAL**

**Room Assignment:**
_____________________________________________________________________

Date Received: __________

Scheduler Signature: __________

Approval Date: __________

This signature certifies that the above form has been approved and accepted for inclusion in the Church Calendar for the event date requested. Please notify the Ministry Coordinator immediately of any event modifications/cancellations. Please check lobby postings and screens for any room changes at least one hour prior to event set up.
Orange Sheet
(Publication Job Request/Bulletin/Screen Requisition)

Publications Job Request

Ministry: ____________________________________________
(Women’s Ministry, Youth Choir, Church School, The Great Commission, etc.)

***Ministry Coordinator’s/Liaison’s Signature: ____________________________
Please see the list below of approved persons below. This request will not be
considered without a Coordinator’s signature.

(Minister Nichole Boswell, Minister Victoria Boswell, Dr. Anthony Brown, Deaconess
Robbin Brown, Minister Karen Darby, Lady Carla Debnam, Minister Sammie Dow, Elder
Diane Duckett, Minister Tyvon Gilliam, Olivia Hazell, Deaconess Faye Marvin, Johnnie
Miller, Elder Calvin Mitchell, Carnell Nettles, Lisa Nettles, Bernie Rheubottom, Minister
Lamar Robinson, Elder Joseph Sanders, Minister Teresa Williams)

Ministry Leader: ________________________________________________

Contact Name, Email & Phone #: (mandatory) ________________________________

Today’s Date: ________________________________

Date of the Event: ____________ Date Needed: ____________

Number of copies needed: ______ Books/Manuals (2 weeks): ______

Tickets (2 weeks): ____________ Invitations (2 weeks): ____________

Program (2-3 weeks): ____________ Flyer (2 weeks): ____________

Information needed for the event

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
MORNING STAR
BAPTIST CHURCH MINISTRIES

Bulletin/Screen Requisition

Ministry: ____________________________________________
(Women’s Ministry, Youth Choir, Church School, The Great Commission, etc.)

***Ministry Coordinator’s/Liaison’s Signature: ________________________________
Please see the list of approved persons below. This request will not be considered without a Coordinator’s signature.

(Minister Nichole Boswell, Minister Victoria Boswell, Dr. Anthony Brown, Deaconess Robbin Brown, Minister Karen Darby, Lady Carla Debnam, Minister Sammie Dow, Elder Diane Duckett, Minister Tyvon Gilliam, Olivia Hazell, Deaconess Faye Marvin, Johnnie Miller, Elder Calvin Mitchell, Carnell Nettles, Lisa Nettles, Bernie Rheubottom, Minister Lamar Robinson, Elder Joseph Sanders, Minister Teresa Williams)

Ministry Leader: ____________________________________________

Contact Name, Email & Phone: ____________________________________________

Today’s Date: ____________________________________________

Please list information below:

This information is to be placed: _____ In the bulletin _____ On the Screen

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

MINISTRIES
TRANSPORTATION REQUEST FORM

DATE OF REQUEST: ____/____/____

Ministry/Organization/Committee: ________________________________

Contact Person: ____________________________ Phone: ____________

Event: ________________________________

Event Date: ____/____/____ MSBC Departure Time: ______ Event Finish Time: ______

Event Destination Address: ____________________________________________
____________________________________________________________________

Number of Passengers: ____

Type of Transportation Requested:
Passenger Van(s): ______ Church Bus: ______ Motor Coach(s): ______

Additional Comments:
____________________________________________________________________
____________________________________________________________________

Approvals:

Request made by: ____________________________ Date: ______________

Ministry Coordinator Approval: ____________________________ Date: ______________

Transportation Dir. Approval: ____________________________ Date: ______________

Pastor’s Approval: ____________________________ Date: ______________

Ministry Coordinator’s approval is needed for all special event transportation requests. Pastor’s approval is required for any incurred expenses over $100.00.

This form must be filled out completely to ensure transportation for your event at least 2 weeks in advance. Requests for changes after the initial approval must be submitted no later than 48 hours prior to event for consideration. Please attach a copy of any special instructions. If any additional instructions are needed, please contact the Transportation Ministry at (410) 747-3417.
## Budget Template

### Event Budget Template for MSBC Ministries

#### Expenses

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<tr>
<th>Category</th>
<th>Estimated</th>
<th>Actual</th>
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<tbody>
<tr>
<td><strong>Site</strong></td>
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<tr>
<td>Room and hall fees</td>
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<tr>
<td>Site staff</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Tables and chairs</td>
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<td>$0.00</td>
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<td>Staff and gratuities</td>
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<td><strong>Decorations</strong></td>
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</tr>
<tr>
<td>Flowers</td>
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</tr>
<tr>
<td>Candles</td>
<td></td>
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</tr>
<tr>
<td>Lighting</td>
<td></td>
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</tr>
<tr>
<td>Balloons</td>
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</tr>
<tr>
<td>Paper supplies</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Publicity</strong></td>
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</tr>
<tr>
<td>Graphics work</td>
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</tr>
<tr>
<td>Photocopying/Printing</td>
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</tr>
<tr>
<td>Postage</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
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</tr>
<tr>
<td>Telephone</td>
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</tr>
<tr>
<td>Transportation</td>
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<tr>
<td>Stationery supplies</td>
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<tr>
<td>Fax services</td>
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#### Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
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</tr>
<tr>
<td>Adults @ $0.00</td>
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</tr>
<tr>
<td>Children @ $0.00</td>
<td>$0.00</td>
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<tr>
<td>Other @ $0.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<tr>
<td><strong>Ads in program</strong></td>
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<tr>
<td>Covers @ $0.00</td>
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</tr>
<tr>
<td>Half-pages @ $0.00</td>
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</tr>
<tr>
<td>Quarter-pages @ $0.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<td>$0.00</td>
</tr>
<tr>
<td><strong>Exhibitors/vendors</strong></td>
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<tr>
<td>Large booths @ $0.00</td>
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<tr>
<td>Med. booths @ $0.00</td>
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<tr>
<td>Small booths @ $0.00</td>
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<tr>
<td><strong>Totals</strong></td>
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<tr>
<td><strong>Sale of items</strong></td>
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<td>Items @ $0.00</td>
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</tr>
<tr>
<td>Items @ $0.00</td>
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<tr>
<td>Items @ $0.00</td>
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<tr>
<td>Items @ $0.00</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
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</tbody>
</table>

### Profit - Loss Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total income</td>
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<tr>
<td>Total expenses</td>
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<td>$115.00</td>
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<tr>
<td><strong>Total profit (or loss)</strong></td>
<td>($115.00)</td>
<td>($115.00)</td>
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</tbody>
</table>
Membership Update Form