



**Equipping Missionaries, Planters, Replanters,
Revitalizers, and Ministers to Establish the Church**

...equip the saints for the work of ministry, for building up
the body of Christ... Ephesians 4:12



**Establishing the Church by strengthening
existing churches and planting new churches**

Core Values

Experience

We know that knowledge alone is not sufficient for training. Hands-on experience with evaluation and coaching is necessary for developing leaders. Therefore, you will have the opportunity to be actively involved in the ministry of Taylors FBC and receive evaluation and coaching from our faithful and experienced ministers. Our hope is that you will grow in your character, competency, and call!

Multiplication

We see God's plan for multiplication throughout Scripture, and our goal is to equip leaders who multiply themselves. Therefore, we will use reproducible training methods and resources to motivate and equip you to be multiplying leaders. Our hope is that you will make disciples who make disciples!

Kingdom

We do not seek to build our own kingdom but the kingdom of God. We will equip, develop, and deploy you with the hope and assurance that God has given Jesus all authority in heaven and on earth and has commissioned and empowered his people to go and make disciples among all peoples. With the vision of Revelation 5:9-14 and 7:9-10 before us, we will also prioritize and expose you to the work among the unengaged and underserved peoples within the highest concentrations of lostness in South Carolina, North America, and to the ends of the earth. Our hope is that you will be a part of building His kingdom among all peoples to the ends of the earth!

**and what you have heard from me in the presence of
many witnesses entrust to faithful men, who will be
able to teach others also. 2 Timothy 2:2**

Welcome!

At Taylors First Baptist Church, we strive to be a church who proclaims the gospel and makes disciples in such a manner and to such lengths that those around us would say, “these men have turned the world upside down!” Our vision is to Change the World for Jesus!

We believe God changes the world for Jesus through His Church. The local church proclaims the gospel, makes disciples, develops leaders, and sends out those called to establish new churches.

The Establish Residency at Taylors FBC equips individuals called to vocational ministry for a life of kingdom impact — Missionaries, Planters, Replanters, Revitalizers, and Ministers. Through strategic partnerships with the South Carolina Baptist Convention (SCBC), North American Mission Board (NAMB), and the International Mission Board (IMB), Taylors FBC will send individuals to Establish the Church.

We are excited that you have chosen to be a part of this residency, and we look forward to all God will do in you and through you in the days ahead. We are committed to walking with you and equipping you to plant churches and strengthen existing churches among all peoples!

Pastor Josh Powell and Taylors FBC Lead Team

Kevin Batson, Worship Pastor

Steven Crittendon, Reach Pastor

Chris DeWease, Executive Pastor

Jeremy Thompson, Equip Pastor

Vision and Mission of Taylors First Baptist Church

Vision: Change the World for Jesus

At Taylors First Baptist Church, we strive to be a church who proclaims the gospel and makes disciples in such a manner and to such lengths that those around us would say, "these men have turned the world upside down!"

Mission

Our mission is to reach all peoples by making disciples who make disciples. We do this at Taylors FBC as we...

ENCOUNTER GOD

We trust that as we preach and sing the Word of God, present the gospel in truth and fullness, and worship in a manner that is Christ-exalting, God-honoring, and theologically sound, people will be changed by Jesus and will worship Him.

EQUIP BELIEVERS

We equip believers to know and engage with the Word of God, practice spiritual disciplines, and exercise their spiritual gifts in order that the body of Christ may grow up to full maturity. We long to see each believer walking with Jesus, being transformed more and more into his likeness.

ENGAGE THE WORLD

We equip the church to share the gospel with urgency here in our communities and to the ends of the earth. We provide the tools and opportunities for every believer to live as "sent ones," spreading the knowledge of God's glory among all peoples.

ESTABLISH THE CHURCH

We equip and send planters, missionaries, and ministers to establish the church within our community, state, country, and to the ends of the earth. We provide the opportunity for believers to explore their call, grow in their call, and be sent to fulfill their call in ministry.



"While walking by the Sea of Galilee, he saw two brothers, Simon (who is called Peter) and Andrew his brother, casting a net into the sea, for they were fishermen. And he said to them, "Follow me, and I will make you fishers of men." Immediately they left their nets and followed him." Matthew 4:18-20

Definition of a Disciple

A disciple is someone who has...

Been Changed by Jesus...

A disciple is ultimately someone who follows Jesus. A disciple is someone who has entered into a saving relationship with Jesus Christ and has been made a new creation in Christ.

Walks with Jesus...

Someone who is in relationship with Jesus and in the process of being transformed by Jesus, ultimately into His image and to fulfill His purposes.

And is Sent by Jesus.

He has a transformed Purpose! Disciples make disciples; they live and die to share the gospel of Christ Jesus!

Jesus has brought you here for such a time as this. We look forward to working together with you as we make disciples who make disciples — seeing more and more people changed by Jesus, walking with Jesus, and being sent by Jesus!

"All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold I am with you always, to the end of the age." Matthew 28:18-20

"Being a disciple does not begin with something we do. It begins with something Christ did. Jesus is the good shepherd who gave his life for the sheep." Mark Dever

"Jesus provides the power to use us. Jesus does the transforming work in our lives that will enable us to be fishers of men." David Platt

Residency Goals

Calling

Mark 1:16-20

God has called all people to make disciples. But there are also those whom God has called to ministry leadership and to a particular assignment. As you work through the Establish Network Residency process, you will not only learn to articulate your call to ministry leadership, but you will also grow in your confidence to fulfill your particular assignment.

Spiritual Growth

John 15:5

Spiritual health is of great importance in the preparation for gospel ministry. As you work through the Establish Network Residency process, you will learn and practice the disciplines of Word, Prayer, and Fellowship. Our goal is that you will abide in Christ, bear much fruit, and glorify the Father!

Missional Engagement

2 Corinthians 5:17-22

Equipping believers for a life of kingdom impact through disciple-making and church planting is the foundation of the Establish Network Residency. You will be trained and expected to share the gospel and make disciples. There is no command to plant churches in the New Testament, but there are commands to share the gospel and make disciples. New churches are a result of these two activities.

Pastoral Leadership Development

1 Peter 5:1-4

As ministers of God's church we are called to "shepherd the flock of God among us." We are called to lead his church with humility and dependence in service and sacrifice. As you work through the Establish Network Residency process, you will develop a theology of pastoral ministry and leadership. Our desire is that you become shepherd leaders who reflect the heart of God and feed the sheep faithfully!



Residency Participation

Expectations for Hands-On Experience

Our desire is for you to have every opportunity to learn, grow, and serve! Therefore we expect you to attend and/or participate in the following church activities.

- One Sunday Morning Worship Service
- Wednesday Night Activities
- Life Group on Sundays
- Special Churchwide Events — Nights of Worship and Equip and Engage Events
- Time in the Harvest
- Prayer for the Harvest/Prayer Room
- Mentor Interns
- Preaching Lab
- Mission Trips
- Ministry Assignments as assigned by your minister
- Ministry Team Meetings as assigned by your minister
- Ministry Events and Opportunities as assigned by your minister

Opportunities for Training in Discipleship

- Oikos
- Testimony
- "What is the Gospel?"
- Three Circles
- Romans Road
- Disciple Cycle
- E3
- Institute

Conferences

- Impact Conference
- SCBC Annual Convention
- SBC Convention
- SCBC, NAMB, and IMB Trainings

Pathways

IMB Requirements

- Application / Assessment Survey
- Initial Interview with Larry Carnes (Candidate Consultant)
- Deepening Discipleship
- Hermeneutics
- Strengthening Personal Purity
- BF&M Paper

SCBC Requirements

- DISC Personality Profile
- Prepare Enrich Marriage Assessment
- Self-Evaluation
- 360 Assessment
- Trainings:
 - Kickoff (1 Day Event)
 - Bold Faith, Disciple Making, Fundraising
 - Intensive (2 Day Event)
 - Vision frame – Mission, Values, Strategy, Measures
 - Competency Weekends (3 Day Events)
 - Communication, Team Building, Missional Engagement, Systems and Structures, and Multiplication
- Assessment Retreat (2 Day Event)
 - Social Skills, Calling (Map), Vision (Role Play), Preaching (15 minute sermon)
- Additional Topics:
 - Leadership, Missional Engagement / Disciple Making
 - Wife Readiness, Family Dynamics, Emotional and Spiritual Health

NAMB Requirements

- Calling to Church Planting and Location
- Emotional and Spiritual Health
 - Habits and Hangups / Spiritual Rhythms
- Family Dynamics
 - Prepare and Enrich
- Communication
 - Handles the Word well
 - Connects with the church and with the unchurched
- Leadership
 - Leadership experience
 - Develop – Recruit – Start – Handoff
 - Have led something!
- Gospel Witness
 - Faithful in having gospel conversations
- Vision
 - Assessed on the ground in their target location.

Development Practices

Instruction and Coaching

Once a week, you will have the opportunity to meet with one of our Pastor Mentors. These meetings will focus on current assignments, experiences and projects. The format will follow the 3/3 Model:

- Look Back – Reflect and celebrate what God has been teaching you
- Look Up - Learn something new
- Look Ahead – Make a plan and pray - how to apply what you are learning

Caught Over Taught

Jesus said to His disciples, "Follow me, and I will make you fishers of men." Jesus trained his disciples as they walked with Him: watching, listening, and practicing what they had seen and heard. Much of what you will learn will be through walking with our Pastor Mentors and Reach Partners in the normal rhythm of ministry as they engage with different contexts: on the campus of Taylors FBC and in the community, within our State and Nation, and among the Nations. These times will be guided by the learning method, MAWL:

- Model – Opportunity to observe ministers, missionaries, and church planters
- Assist – Hands-on opportunities to be involved in the ministry alongside others
- Watch – Opportunity to lead with others providing feedback and coaching
- Launch – You are deployed to fulfill the ministry God has called you to

We recommend you carry a notebook and pen with you at all times. As you go, write down what you are learning so that later, you can look back over it and share it with others.

Seminary Courses

In order to accomplish the requirements for the Master of Arts in Christian Ministry, you will be required to meet weekly with your Pastor Mentor and as often as required by the Outcome Specialist (SEBTS professor). You will have the unique opportunity to receive your theological education within the context of the local church and tailor your education towards your particular ministry focus. The goal is to accomplish the academic requirements within two years of your start date.

Preaching Labs

Each month you will have the opportunity to join a cohort to practice preparing, delivering, and evaluating your own sermons. You will also have the opportunity to learn from pastors and teachers within our Church, Association, and Convention.

Year One

FALL — OBSERVE

Calling

- “Is God Calling Me?” Jeff Iorg
- “Knowing and Doing the Will of God” David Nelson

Spiritual Growth

- “Habits of Grace” David Mathis
- Word: Disciple Cycle / E3 Pipeline
- Prayer: Prayer for the Harvest / Praying the Bible
- Fellowship: Times in the Harvest (Sharing Log) / Life Group and/or College and YA
- Equip Institute

Southeastern Baptist Theological Seminary

- Follow set SEBTS course schedule for MACM (mentored)

Caught over Taught

- Weekly Mentor Meetings
- Monthly Resident Meetings
- Ministry Team Meetings

SPRING — PARTICIPATE

Calling

- Specific ministry resource provided by mentor
- Meet with representative based on calling – IMB, NAMB, SCBC
- Research Application Process for IMB, NAMB, SCBC

Spiritual Growth

- Abide in Christ through established rhythm of Word, Prayer, Fellowship
- Mission Trip to SCBC, NAMB, or IMB planter
- Equip Institute

Southeastern Baptist Theological Seminary

- Follow set SEBTS course schedule for MACM (mentored)

Caught over Taught

- Weekly Mentor Meetings
- Monthly Resident Meetings
- Ministry Team Meetings

Serving

- Lead a Disciple Cycle Group

SUMMER

Calling

- Continue conversation with representative
- Begin application and assignments

Spiritual Growth

- Abide in Christ through established rhythms of Word, Prayer, Fellowship

Southeastern Baptist Theological Seminary

- Follow set SEBTS course schedule for MACM (mentored)

Caught over Taught

- Weekly Mentor Meetings
- Monthly Resident Meetings
- Ministry Team Meetings

Serving

- Internship: Lead Interns through Disciple Cycle and lead One Project

Year Two

FALL — LEAD

Calling

- Continue in application process

Spiritual Growth

- Abide in Christ through established rhythm of Word, Prayer, Fellowship
- Equip Institute

Southeastern Baptist Theological Seminary

- Follow set SEBTS course schedule for MACM (mentored)
- Preaching Lab

Caught over Taught

- Weekly Mentor Meetings
- Monthly Resident Meetings
- Ministry Team Meetings

Serving

- Teaching in various ministry areas / Disciple Cycle
- Local involvement in ministry area – with ministry partner when possible

SPRING — DEVELOP

Calling

- Continue in application Process for IMB, NAMB, SCBC

Spiritual Growth

- Abide in Christ through established rhythm of Word, Prayer, Fellowship
- Equip Institute

Southeastern Baptist Theological Seminary

- Follow set SEBTS course schedule for MACM (mentored)
- Preaching Lab

Caught over Taught

- Weekly Mentor Meetings
- Monthly Resident Meetings
- Ministry Team Meetings

Serving

- Teaching in various ministry areas / Disciple Cycle
- Local involvement in ministry area – with ministry partner when possible

SUMMER

Calling

- Continue application process / training with IMB, NAMB, SCBC

Spiritual Growth

- Abide in Christ through established rhythms of Word, Prayer, Fellowship
- Internship
- Lead Interns through Disciple Cycle and lead One Project
- Participate in Lunch and Learns, rhythms, and special events
- Southeastern Baptist Theological Seminary
- Equip Course Christian Leadership Practicum or Administration and Education Practicum

Caught over Taught

- Mentor Meetings – Equip/Reac Pastor
- Resident Meetings – Equip and Reach Pastor with other residents
- Equip/Reach Team Meetings

Serving

- Teaching in various ministry areas
- Local involvement in ministry area – with ministry partner when possible
- Internship Lead Interns through Disciple Cycle and lead One Project
- Participate in Lunch and Learns, rhythms, and special events



The EQUIP Network Partnership: MA in Christian Ministry (Mentored)

Info:

49 credit hours; up to 24 of the total hours can be completed through EQUIP courses.

This degree equips students to serve on the staff of a local church or another ministry organization in non-senior pastoral roles. It is comprised of the vocational MA Core plus 12 hours of EQUIP selectives. The 12 hours of selective courses **MUST** be completed as EQUIP courses taken in an approved EQUIP church or ministry organization. All remaining hours may be taken in the distance learning format of the partner's choosing (online, accelerated 8-week course, hybrid, live, etc.).

Introductory Courses:

- o SEM5000 – Intro to Seminary (1 semester hour)
- o GEN0000 – Sexual Abuse Prevention & Response Training (0 semester hours)

MA CORE Courses via Distance Learning:

- o OTS5110 & OTS5120 – Old Testament 1 & 2 (6 semester hours)
- o NTS5110 & NTS5120 – New Testament 1 & 2 (6 semester hours)
- o THE6110 & 6120 – Theology 1 & 2 (6 semester hours)
- o ETH5100 or PHI5100 – Intro to Ethics OR Intro to Philosophy (3 semester hours)
- o HIS5110 – Baptist History (3 semester hours)

MA CORE Courses via Distance Learning OR Equip:

- o PRS6100 – Bible Exposition I (3 semester hours)
- o OR CED6300 – Bible Expo for Ministry to Women I (only available in DL format)
- o EVA6610 – Personal Discipleship & Disciple-Making (3 semester hours)
- o MIS5000 – Intro to Great Commission (3 semester hours)

Practicum Selective (Choose one of the following courses:

- o MIS 6901 - Missions Practicum** (3 semester hours)
- o MIS 6990 - Practicum in International Missions: [Location of trip]** (3 semester hours)
- o MIS 6991 - Practicum in North American Missions: [Location of trip]** (3 semester hours)
- o PMN 7900 - Mentored Internship* (Students may take up to 6 hrs of PMN7900 in this degree program)

**Special permission and certain requirements are needed

Taylors First Baptist Church: MA Christian Ministry (Mentored) 2-year Course Sequence

Fall 2025

SEM5000 — Intro to Seminary

OTS5110 — Old Testament I

MIS5101 — Christian Missions (Equip)

PMN7900 — Mentored Internship

Winter 2026

HIS5130 — Baptist History

Spring 2026

OTS5120 — Old Testament II

BTI5100 — Hermeneutics

PMN6501 — Pastoral Ministry and Leadership (Equip)

Summer 2026

ETH5100 — Intro to Ethics

PMN6721 — Practicum in Administration and Education in the Local Church (Equip)

Fall 2026

NTS51100 — New Testament I

THE6110 — Theology I

PRS6101 — Bible Exposition I (Equip)

Spring 2027

NTS5120 — New Testament II

THE6120 — Theology II

PRS6501 — Bible Exposition II

Summer 2027

EVAXXX — Evangelism and Discipleship (Equip)

PMN7900 — Mentored Internship

More on EQUIP Courses:

Southeastern Baptist Theological Seminary believes that some theological education is best done in partnership with the local church. The EQUIP Network empowers churches and ministry organizations to offer accredited and accessible courses to students at the highest level of theological training. The EQUIP Network weaves the seminary experience with real life ministry opportunities to provide students with the most integrative ministry training available through two types of courses:

PMN7900: Mentored Internship Courses

Field Mentors who possess a ministry-related master's degree and have significant ministry experience are eligible to lead these courses. The Mentored Internship courses enable students to gain practical ministry experience in various areas of ministry under the supervision of a Field Mentor. The Field Mentor and student work together to develop a "personalized" ministry experience, while allowing students to earn up to 9 credit hours towards a degree program.

- 14 hours of mentorship meetings over the course of the semester (12 weeks minimum)
- 4 hours of ministry each week
- 12 pages of writing assignments
- 800 pages of reading

All Other EQUIP Courses: EQUIP Practicums

Practicums are the field-based equivalent to courses offered on campus. Field Instructors who hold an advanced degree (Ph.D., D.Min., Ed.D., Th.M.) and have significant ministry experience are eligible to lead practicum courses. Instructors have the opportunity to equip students through a combination of classroom instruction, ministry-related experiences, and mentoring relationships. EQUIP provides Field Instructors with customizable syllabus templates for each course that allows them to utilize their own ministry experience to produce a robust training opportunity for their students.

- 24 hours of classroom meetings over the course of the semester
- 14 hours of related practical experiences
- 12 pages of writing assignments
- 900 pages of reading

FAQ

How much do courses cost?

All Distance Learning courses and EQUIP courses cost the normal rate of tuition:

- Southern Baptist Rate: \$316 per credit hour + Student Enrollment Fee
- Standard Tuition Rate: \$633 per credit hour + Student Enrollment Fee

What are the different formats in which courses can be taken?

As indicated in the previous section, certain courses can be taken in a few different formats:

- ONL: Traditional online course
- ONL8: Accelerated, 8-week online course
- HYBR: Hybrid courses that take the best of an online course and combine it with one weekend on-campus
- EQUIP: Mentored internships and practicums
- LIVE: Live sections that meet synchronously online at certain predetermined timeslots
- IO: Interactive online classes are online classes with a weekly virtual meeting

Can non-credit seeking students participate in EQUIP courses?

Absolutely! We encourage pastors to identify opportunities that allow their people to be exposed to courses regardless of their desire to earn academic credit.

Funding

Thanks to the generous giving of our Taylors FBC members and strong partnerships with the SCBC, NAMB, and the IMB we are able to offer housing, resources, and tuition for residents at no cost. In addition, residents are a paid, part-time employee of Taylors FBC.

Partners

South Carolina Baptist Convention

The South Carolina Baptist Convention (SCBC) is a family of more than 2,100 churches working together to advance the Great Commission. They mobilize missionaries and develop leaders so that every life will be saturated and transformed by the hope of the gospel. Taylors FBC partners with the SCBC to develop and deploy church planters within South Carolina, within North America, and among the nations.

North American Mission Board

The North American Mission Board (NAMB) plays a strategic role in church planting efforts on the North American continent. Many cities in the US and Canada are less than 2% evangelical, which means very few believers and few churches. Over the past ten years, NAMB has seen approximately 8,000 churches planted, and they have a goal to add 1,200 new churches every year through 2025.

International Mission Board

The International Mission Board (IMB) is over 175 years old and is historically known for engaging the unreached in some of the most challenging places on the planet. Currently, over 3,000 missionaries are entering new communities, sharing the gospel, making disciples, starting new churches, and equipping leaders to do the same. The IMB has a 2025 vision to send 500 missionaries, and Taylors FBC plans to contribute to that vision.

Get Started

First Step to Residency

Scan the QR code or visit taylorfbc.churchcenter.com/people/forms/536436 to apply.



Second Step to Residency

Interview with Taylors FBC Equip Pastor and Reach Pastor, take the Residency Survey, and agree to a Background Check.

Third Step to Residency

Once accepted to the Establish Residency, you must then apply and be accepted to Southeastern Baptist Theological Seminary – Master of Arts in Christian Ministry. Scan the QR code or visit apply.sebts.edu to apply.



One Page Essay Instructions

Essay #1

After spending some time in prayer and reflection over the Residency Goals, write a one page essay on your expectations this year. Include thoughts regarding clarity of call, spiritual growth, missional engagement, and pastoral leadership. It may also be helpful to look over the Year One plan on page 10 in the Establish Residency manual. If you had one big prayer request for this year, what would it be?

Essay #2

After spending some time in prayer and reflection over this past year, write a one page essay on how God fulfilled or exceeded your expectations this past year. Include specific ways you experienced clarity in your call, spiritual growth, engagement in missions, and understanding of pastoral leadership. Did He answer your one big prayer?

Personal Appearance and Dress Code

Personal appearances reflect not only the employee but also Taylors FBC. Employees' appearance including dress, grooming, piercings and body markings, shall be appropriate to the occasion and their duties. Attire shall always be neat and modest while participating in Taylors FBC functions, officially representing the church in any setting. Employees are expected at all times to present a professional, business-like image to members and attendees, prospects, and the public.

Taylors FBC has a traditional business casual attire dress code for office, worship services and events. The following list is a guideline for appropriate and inappropriate attire. These are examples only. Mentors will determine if an employee is dressed inappropriately for their work assignment.

Appropriate office dress

- Casual crew-neck or V-neck shirts
- T-shirts (no offensive graphics and language)
- Polo or Golf Shirts
- Sweaters
- Khakis
- Denim jeans
- Capri pants
- Church logo wear
- Dresses or skirts (knee length)
- Dressy sandals
- Casual shoes, including clean athletic shoes

Inappropriate office dress

- Shorts
- Flip-flops
- Athletic wear with the exception of Rec interns
- Sheer mesh tops, halter tops or tank tops
- Sweatpants
- Tight fitting leggings, or yoga pants
- Tight, revealing, or otherwise inappropriate clothing
- Clothing that is ripped, frayed, stained, or messy

Mentors will approve event and attire exceptions. Employees who report to work inappropriately attired will be asked to leave work to change clothes. Any questions regarding appropriate dress should be directed to Mentors or Lead Team.

Public Displays of Affection in the Workplace

Maintain Professionalism

The workplace is a professional environment where employees are expected to focus on their work and maintain a level of decorum. Excessive Public Displays of Affection (PDA) can undermine this atmosphere, making it harder for employees to stay focused and maintain a professional demeanor.

Avoid Making Others Uncomfortable

Not all employees may be comfortable witnessing PDA. It can make colleagues feel awkward, uneasy, or even offended. Maintaining a respectful distance in personal relationships at work helps ensure that everyone feels comfortable and respected in their environment.

Prevent Perceptions of Favoritism

PDA between colleagues can lead to perceptions of favoritism or bias. This can affect team dynamics, morale, and trust among colleagues, potentially leading to conflicts or grievances.

Preserve Company Image

The behavior of employees reflects on the company's image. Excessive PDA can project an unprofessional image to clients, customers, and business partners who visit the workplace, potentially harming the company's reputation.

Avoid Legal and HR Issues

PDA can lead to complaints of sexual harassment or create a hostile work environment if other employees feel uncomfortable or discriminated against. This can result in legal and human resources issues, including formal complaints, investigations, and disciplinary actions.

Future Ministry Endeavors

For an aspiring ministry leader, maintaining ethical and moral standards is crucial, as they are often seen as role models within their community. Excessive PDA in the workplace can compromise their credibility and the perception of their integrity, potentially diminishing their influence and effectiveness as a leader. It's important for ministry leaders to exhibit behavior that aligns with the values they promote, ensuring they are seen as consistent and trustworthy by their congregation and peers.

Equip Team Onboarding Checklist

Human Resources and Finance

Wally Harris, Director of Administration and Finance

- ☐ Assure: HR Portal includes Personal Information Intake, I-9 Identity and Employment Authorization, W-4, SC W-4, Direct Deposit Enrollment, Minister or Support Staff Handbook, Confidentiality Agreement, Protection Policy for Minors, Harassment Training and Acknowledgement, Constitution with Articles of Faith, Statement of Faith Acknowledgement, Payroll Schedule, Holiday Schedule
- ☐ Benefits: Medical, Dental, Vision, Term Life, Accidental Death and Dismemberment, Long-Term Disability, Aflac, Retirement, Credit Union
- ☐ Time record template and process including holidays, overtime, mission hours, vacation, etc.
- ☐ Staff out of office calendar
- ☐ Visa use and statements
- ☐ Store Cards and Accounts: Wilsons, Sams, Staples, etc.
- ☐ Deposit process
- ☐ Purchase Order process
- ☐ Expense reporting process
- ☐ Budget / Designated Accounts
- ☐ Workplace Injury Protocol
- ☐ Holiday and Office Closures

Administration

Anita Tolliver, Assistant to Executive Pastor

- ☐ Computer / login passwords
- ☐ Reporting IT issues
- ☐ Outlook/Email/Authenticator App
- ☐ Printing and PaperCut / Complimentary copies for employees
- ☐ Security
- ☐ Mailbox and after hours sheet
- ☐ Order Name tag
- ☐ Provide the team phone list

Equip Team

Jeremy Thompson, Equip Pastor

- ☐ Prioritize the imminent responsibilities. Make a transition plan to cover urgent or up-coming.
- ☐ Review Equip Notebook
- ☐ Review onboarding meetings
- ☐ All-in events including Worship events, Equip Weekend, VBS, Reach Weekend, etc.

- ☐ Equip Meetings, One on One Meetings and Off Sites / Ministerial and All Teams / Retreat
- ☐ Out of office / On-Call
- ☐ Taylors FBC Team Organizational Chart
- ☐ Team Job Descriptions
- ☐ Planning Events / New Event/Rhythm Approval
- ☐ Ordinances — Lord's Supper and Baptism
- ☐ Meet with Beth to discuss ministry assistant best practices
- ☐ Connection — Starting Point, Lunch with the Staff, Worship Counselors
- ☐ Childcare: Serving / Working

Planning Center

Kaitlyn Ross, Connections Ministry Assistant

- ☐ Planning Center credentials
- ☐ Calendar: image, date, location, details, tags, times
- ☐ Additional modules: Registrations, Check-ins, Groups, People, Services
- ☐ Planning Center Apps
- ☐ Use of campus as an employee
- ☐ Church Membership

Administration, Facilities, and Maintenance

Chris DeWease, Executive Pastor

- ☐ The Team: roles, lunch break, etc.
- ☐ What the facilities and maintenance team provides
- ☐ Submitting maintenance requests through www.taylorsfbc.org/work
- ☐ Requesting services through Planning Center Calendar
- ☐ Campus doors and leaving things locked or unlocked
- ☐ Childcare: Serving / Working
- ☐ Taylors First Pre-Academy
- ☐ Best practices (dress, travel, etc.)
- ☐ Nominating Committee

Communications

Sherrie Holt, Director of Communications

- ☐ Communication team's roles
- ☐ Branding
- ☐ Social media guidelines as an employee
- ☐ Communication process
- ☐ Media outlets:

Midweek Update email to church, Rundown video during service, live announcements on Sundays and Wednesdays, monthly newsletter, screens on campus, email to specific group, printed invite cards, social media, website

- ☐ All group emails, flyers, letters, signs, etc. should go through this office
- ☐ Download the Church Center app
- ☐ Subscribe to churchwide emails – Midweek Update and Prayer
- ☐ Website tour and keeping your pages on the website up-to-date
- ☐ Add photo to website
- ☐ Send email signature

Food Service

Connie Bridgeman, Director of Food Service

- ☐ The Team: roles, schedule, etc.
- ☐ What the food service team provides
- ☐ Requesting services through Planning Center Calendar

Taylor's Rec Center

Joseph Eskridge, Minister of Recreation

- ☐ The Team's roles
- ☐ Use of Picnic Shelter, Café, Gym, and Rooms
- ☐ Rec Center charges / employee discounts
- ☐ Hours
- ☐ Booking for ministry and personal