



Millbrook Baptist Church

*shares God's love by being
an open and inclusive community of faith,
developing Christian disciples through spiritual growth, and
serving the world through mission and ministry.*

Welcome to the staff of Millbrook Baptist Church.

As a member of the staff at Millbrook, you are part of our community of faith and will be contributing your gifts and calling to our mission and ministry. We welcome your presence and look forward to working with you.

There are two important clarifications necessary to promote a healthy employment relationship -what we expect of you and what you can expect from us. This manual purports to address these aspects by providing information relevant to each of these aspects. We begin by giving you a brief description of Millbrook Baptist Church and then focusing on areas specific to employment at Millbrook .

About Millbrook

Having already celebrated its centennial, Millbrook is a Church with a rich heritage. Its ministry has and continues to reflect a changing community and a call for involvement as a progressive people of God. Millbrook continually seeks a vision of Church as a committed people called by God for service.

Both the ministerial staff and the lay membership of the Church perform the work and mission of the Church. Maintaining the balance so that the work of the lay and clergy are complementary and effective can be challenging. It is common practice to use an "organization chart" to illustrate communication channels and relationships of an organization. Since the hierarchical nature of most organization charts is not an accurate reflection of our Church, Millbrook adopted a different model in 2003. This model is graphically unique and creative, but its most important characteristics lie in the concept principles and goals upon which it is founded.

Concept principles that guide our organization are:

- o *As Baptists, we believe in the "priesthood of the believer."* This is one of the major tenets of Baptist faith, and it means that there is no inherent authority that one person has over any other in the Church.
- o *Creativity and spontaneity are valued.* Encouraging members to devote their diverse gifts, callings and insights is critical to the life of the Church. No one person or small group of individuals can begin to match the sum of the talents and insights of the group. Millbrook is blessed with many talented members who devote their time, energy and gifts.
- o *Our relationship is that of colleagues, not that of master and servant.* All members of the Church are equal -they are colleagues. The relationship is characterized by equal sharing of authority and marked by "camaraderie" – a spirit of friendly good fellowship.
- o *Providing for creativity, spontaneity and collegiality in an organization requires some level of structure and accountability.* Creativity and spontaneity are "the spice" of good work, but without some framework to connect ideas to the whole mission of the Church, they could lead to confusion or

worse. The key is communication, and for communication to be complete -to include listening, responding and true dialogue -there must be a "system." "Structure and accountability" are not words for bureaucracy or negative oversight. "Structure and accountability" are words that define a "system for communication" that flows smoothly back and forth and between the fellowship of believers in a Church.

The goals of the plan of organization are:

- o *To achieve a high degree of compatibility between creativity and spontaneity and between structure and accountability.* This is the issue of balance. We need to ensure that all members are encouraged to think creatively and to act spontaneously. However, there must be a framework for accountability.
- o *To provide an approach that is open and user-friendly.* Unless the structure or organization plan is transparent and understandable, the people will find it difficult to use as a guide.
- o *To provide a climate for mutual support, feedback and evaluation.* We must have a friendly and supportive fellowship in order for all members to feel safe and free to contribute. To do our best, we need to welcome feedback and comments from our fellow Christians, our colleagues in the faith.

A significant number of Millbrook members devote their time and talents to the various programs and committees of the Church. The Church is blessed with individuals of diverse giftedness and differing interests.

The focus of the plan of organization is on linking the work of the laity and the work of the ministerial staff so that:

- o Communication occurs consistently and naturally,
- o Autonomy is preserved in a climate of warm fellowship, and
- o Evaluation and support occur on a regular basis.

The plan of organization is displayed graphically on the next page. Note the scripture below that supports the principles and goals of the plan.

1st Corinthians 12:4-5

There are varieties of gifts, but the same Spirit. There are varieties of service, but the same Lord.

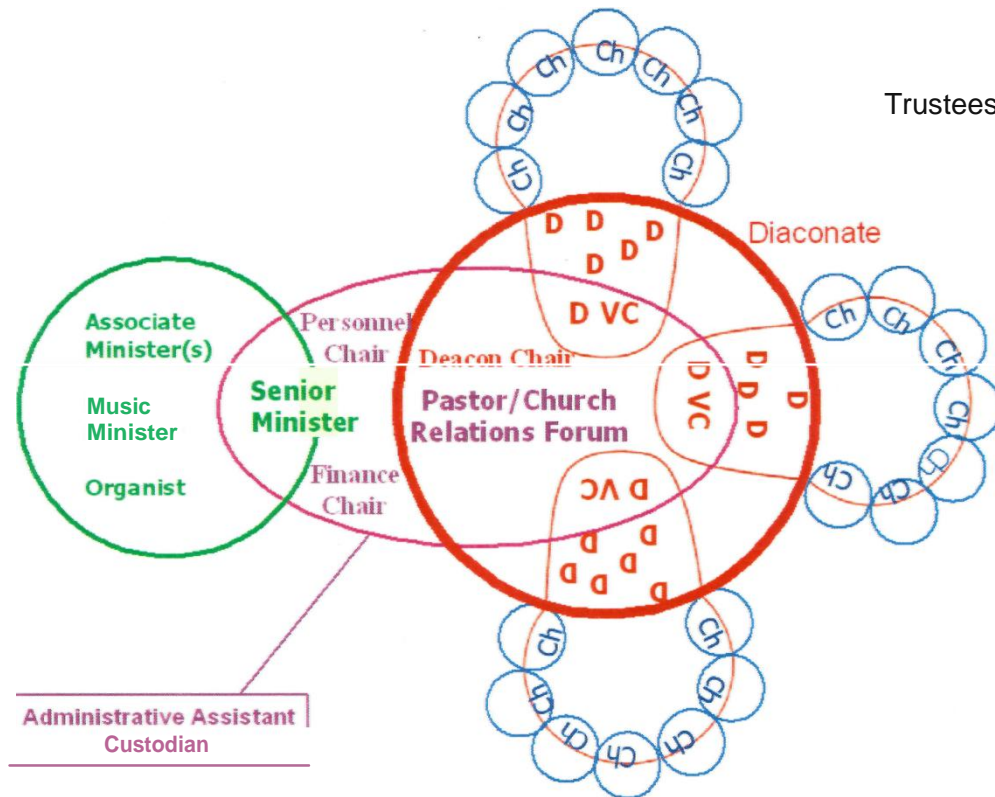
1st Corinthians 12:12-13

For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body -and we were all made to drink of one Spirit.

Romans 8:28

We know that all things work together for good for those who love God, who are called according to his purpose.

Millbrook Baptist Church Plan of Organization



Notes:

- o Lay Committees, task force and programs are displayed as small blue circles. Each committee has a Chair and is assigned to a forum.
- o There are Four Forums.
 - ./ Three are composed of committees and are represented by the key chain links that allow expansion of the outer section. These forums are led by a Vice Chair of the Diaconate. Names of the three are: Education and Worship, Caring Ministries, and Stewardship.
 - ./ The fourth forum is the Pastor/Church Relations Forum composed of the Senior Minister, the Personnel Chair, the Finance Chair as well as the Chair and Vice-Chairs of the Diaconate. This forum is the linking element of this organization plan. It provides the communication link between the Ministerial Staff and the Deacon/Forum structure of the lay members.
- o Support staff who serve the needs of various activities of the Church are employees in the usual sense and work under the direction of those they serve.
- o Trustees are officers of the Church for a special purpose and stand outside the organizational structure. Millbrook, like many Baptist churches, has chosen not to be a creature of the state, a corporation, and does not want to be a partnership with unlimited personal liability for its members. To avoid either of these choices, it elects to operate under a trusteeship in all matters of property ownership, contractual relations, and other legal matters.

For additional information about Millbrook, please visit our website at www.millbrookbaptistchurch.org.