

Lighthouse Baptist Church

SPECIFIC MINISTRY REQUIREMENTS, POLICIES, AND PROCEDURES

The following pages contain the details of the operation of each particular ministry of our church, as well as the requirements, policies, and procedures for those who are involved in those ministries. While we recognize the fact that others may do things differently, we also recognize the fact that organization, unity, order, and consistency of operations are very important to a successful and efficient ministry. To that end, the following information is vital.

The Bus Ministry

It is a joy to serve the Lord in any capacity He chooses to place us. In this ministry, it is vitally important that each worker has a heart to love all people: children and the unlovely- as Christ has loved each of us. **YOU**, your love, your genuine concern, and attention could make an eternal difference in one of these lives. Fellowship with one another is a wonderful thing, but be sure to concentrate on the needs of the homes with which you are dealing and the children of those homes while spending your time in the bus ministry-whether it be on visitation or during the route! **Love them, listen to them, teach them, lovingly discipline them, pray for them, be an example of Christ to them, care about their lives-they are worth it!!!**

The Bus Director

The bus director is responsible for all of the facets of the bus ministry, and is directly answerable to the pastor. All of those working in the bus ministry are directly answerable and accountable to the bus director. The bus director's duties include:

1. Making sure that each route operates smoothly, is properly staffed, and that proper route records are maintained (i.e. rider attendance, visitation, and visitor card records).
2. Making sure that the **weekly** Saturday morning visitation (10 AM - 12 NOON) is organized, promoted and carried out by, at the very least, the bus director and captains of the routes.
3. Making sure that the vehicles are well maintained and that accurate files are kept on each bus (in the bus ministry cabinet).
4. Planning and implementing regular promotions, contests, and activities within the bus ministry.
5. Attending all of the Teacher/Officer meetings (unless having to drive a bus that week).

Each bus will have a "staff" of four (4) workers and no more. They are designated as follows:

The Bus Captain

The bus captain's responsibilities include:

1. Keeping accurate attendance and visitation records of all riders. This information should be kept confidential from those who are not involved with the bus ministry.
2. Visiting regular riders and new prospects for a minimum of two hours each week on Saturday mornings.
3. Turning in visitor cards to the bus director upon arriving at church each Sunday.
4. Maintaining order and a good spirit on the bus (through music, games, stories, etc.)
5. Being responsible that his/her bus is cleaned weekly and decorated appropriately.
6. Making any needed decisions on the bus.

Helper

Each route can have **one** (1) other worker on the bus to help with games, songs, crowd control, etc. at the bus captain's discretion.

The Bus Driver

The bus driver's responsibilities include:

1. Making a timely and weekly "pre-trip" checklist (log kept on the bus) to ensure that the bus is safe to drive. Any problems that are found should be reported to the bus director **in written form** on the day they are found.
2. Driving the bus safely, courteously and carefully. This, of course, is your primary duty. The route maps are to be kept confidential from those not involved with the bus ministry.
3. Making sure that his bus maintains a sufficient level of gasoline and oil at all times.
4. Never leaving the bus when there are riders aboard (unless, of course, there is an emergency).

The Bus Runner

The runner is an important part of each route. The runner's responsibilities include:

1. Getting riders to and from the bus safely.
2. Being alert and ready as the bus comes to each stop.
3. Working quickly and carefully at each stop to make sure the rider is aware of the bus's arrival and getting the rider safely to and from the bus to his/her front door.
4. Representing our Lord and our church in a positive light at each individual home and to those in other vehicles.

The Bus Maintenance Director

This new position is very important to the bus ministry! Without maintained vehicles, we could not run a bus ministry. The bus maintenance director's responsibilities include:

1. Scheduling regular and special maintenance for all vehicles.
2. Keeping a file and updating maintenance records. These should be kept in the bus cabinet.

The staff of each bus **must** work together. The captain is in charge of each route (and needs to take charge) and the other workers should respect and enhance the captain's status in the eyes of the riders at all times. The staff should also work hard to give their time to the riders (as opposed to each other). This is a serious ministry and no insolence, insubordination, instigation, and/or any other problem (i.e. laziness, mouthiness, lateness. . .) will be tolerated.

When a problem or question arises, be sure to follow the proper channels to see that the need is taken care of. The job descriptions above should help to point you in the right direction. If you still have questions, go to your captain first, then to the bus director. Only bring your issue to pastor after you have followed these channels first! (Be sure that you do not take these issues to one another. This undermines the effectiveness of the ministry and is displeasing to God!)

When the Sunday morning service is ending, there is no reason for more than one worker from each route to slip out of the service early! In most cases, this would be the driver of the route. All runners, captains, helpers and the directors should not need to disrupt the services by leaving early. **We do not wish to do anything that would keep someone from making things right with God in their lives by our distractions!!**