



Manage TEACH Improve TEAM Reviews LEADERS SUPPORT People Criticism Motivate RESULTS Training

GUIDE WORK Corporations SHARED Business

INDIVIDUALS PROMOTE TEAM Praise Organization

Work PEOPLE LABOR Feedback MANAGEMENT

Leaders TEAM Motivating Build GROUP Business People Skills

# Leadership

## GATHERING 2024

“REACHING OUT TO THE WORLD FOR JESUS”

**2024**  
**LEADERSHIP GATHERING GUIDE**  
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**Dear Atherton Leaders,**

It is with great joy that I write this letter to you and pray all is well. I want you to know that Atherton Church is a great place to serve! I also want you to know how very much we appreciate every servant that God gives the assignment to serve here.

Let me take this opportunity to say: **“Thank You”** to all of you who have been faithfully serving. Then let me welcome all new leaders who are joining the leadership team. Leaders know that God is blessing the church and this is the result of your faithful, obedient and steadfast leadership.

We have updated our Leadership Guide for this year and inside we hope you will find much needed tools, information, and sample forms to help you be more effective and efficient in your leadership position here at Atherton. There are a number of resources that you will need to perform your leadership task for the church.

As our church steadily grows, it is important that the following policy and procedures, forms, and guidelines be followed. It is our desire to be the best team we can, and that calls for all of us to work in a coordinated manner toward one goal and that is to Glorify God!

With Sincere Gratitude,

*Pastor Larry D. Weaver*  
Sr. Pastor / Teacher

**Atherton Baptist Church**  
**MORAL CODE OF CONDUCT**

**Atherton Baptist Church**

**Pastor Larry D. Weaver – Senior Pastor**

**Atherton Leadership Code of Conduct**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

**INTRODUCTION:** Good leadership is vital at all times, in all places and in all areas of life. But what \*is\* good leadership? ‘Leadership is an effective combination of strategy and character. But if you must be without one, be without the strategy.’ Character is what really matters. It is the only thing that counts in the end. Here at Atherton we make a distinction in our church between those in positions of leadership and those ‘on their way in’. We welcome everyone, yet we realized the church is not a museum displaying perfect people. It is a hospital in the traditional sense of the word, a place of hospitality and restoration. It is a place where the wounded, hurt, broken and injured find healing. It is a community of sinners.

On the other hand, we do not put people in positions of leadership if their lifestyle is in direct contrast to the Bible. Leadership is not only functional, but also involves a responsibility to live as an EXAMPLE to others. Leaders are MODELS for the rest of the congregation. Of course, no one is perfect. You do not have to be perfect to be an example. However, we try to ensure that the lifestyle and character of our leaders at Atherton are to be in line with the Bibles teachings.

**I. ATHERTON LEADERSHIP POSITIONS**

- Ministers, Deacons, Deaconess, Trustees, Teachers, Ministry Team Leaders, Ministry Assistant Leaders.
- Individuals serving in these ministry leadership positions are held to a higher standard and are expected to abide by the following fundamental guidelines.

**II. LEADERSHIP EXPECTATIONS:**

- **Appropriate Use of Authority** – Atherton leaders are expected to use their ministerial position responsibly and should avoid the misuse of power.
- **Attendance** – Atherton leaders are expected to be in attendance at church, ministry meetings, and other scheduled meetings that require leadership participation.
- **Confidentiality** – Atherton leaders should hold all proprietary church information in the strictest of confidence. This includes but is not limited to, ministry member’s personal information. Leaders should take seriously the obligation to safeguard information entrusted to them as an Atherton leader.

Atherton Baptist Church  
**MORAL CODE OF CONDUCT (con't)**

- **Conflict of Interest** - Atherton leaders should not participate in or create situations that are or can become conflicting with their role as an Atherton Leader. A conflict of that are or can become conflicting when one person's duty also relates to another person or organization.
- **Ethical and Responsible Use of Social Media** – Atherton leaders are expected to maintain appropriate boundaries and behavior in the virtual world. Leaders should ensure that they use social media with discretion being sure not to bring shame or embarrassment to themselves or to the Atherton Baptist Church.
- **Honesty** – Atherton leadership are expected to be examples and operate with the highest level of trust and integrity. This requires Atherton leaders to act honestly and fairly in all their dealings with others. All communication should be accurate, honest and clear and should represent the truth.
- **Managing Church Resources** – Atherton leaders are expected to be faithful stewards of the resources entrusted to them by Atherton Baptist Church. It is the responsibility of ministry leaders to use wisely all funds allocated via ministry budgets, offerings, or special donations. Ministry leaders should avoid misusing and or over utilization of church funds and property.
- **Nonviolence** – Atherton leaders are expected to refrain from using physical violence. Likewise, they are also expected to avoid any inappropriate language or gestures that may provoke acts of violence against another.
- **Mentoring** – Atherton leaders are expected to help facilitate a plan that mentors, trains and encourages transition to new and future leaders and leadership teams.
- **Sexual Responsibility** – Atherton leaders are expected to avoid sexual interaction that violates the standards set forth in the Bible. Sexual interaction includes, but is not limited to, any sex and or sexual acts outside of the context of marriage. Atherton leaders should further avoid any sexual misconduct to include sexual contact with a minor; sexual abuse or molestation of any person; sexual harassment of any person; sexually oriented conversations or humor and using one's position for sexual exploitation.

Atherton Baptist Church  
**MORAL CODE OF CONDUCT (con't)**

- **Stewardship** – Atherton leaders are expected to faithfully support the church through tithes and offerings.
- **Study** – Atherton leaders are expected to be actively involved in Atherton Bible Study or Bible Enrichment Class, or a Small Group Bible Study or a Bible Study group.
- **Promote Unity** – Atherton leaders are expected to do their best and everything possible to promote spiritual unity, healthiness and the well-being of the Atherton Church family.
- **Wisdom** - Atherton leaders are expected to exercise sound judgement and refrain from any offensive or inappropriate actions which could harm the reputation of Atherton Baptist Church.

**2024**  
Leadership Gathering  
**OUR VALUES (Particulars)**

**WE WILL BE BIBLICAL**

Prioritizing the Word of God (II Timothy 3:16, 17)

**WE WILL BE ETHICAL**

Practicing morality and integrity (I Corinthians 6:19,20)

**WE WILL BE EXCEPTIONAL**

Operating in excellence (Colossians 3:23)

**WE WILL BE INFLUENTIAL**

Making an indelible impact on society (Matthew 5:13)

**WE WILL BE INSTRUCTIONAL**

Teaching constantly and systematically (II Timothy 2:2)

**WE WILL BE LIBERAL**

Sharing of our time, talent and treasures (II Corinthians 9:6)

**WE WILL BE MOTIVATIONAL**

Inspiring others to positive actions (Hebrews 10:24)

**WE WILL BE PRACTICAL**

Applying biblical principles relevantly (James 1:22)

**WE WILL BE PUNCTUAL**

Being time conscious (Ephesians 5:16)

**WE WILL BE RADICAL**

Thinking outside of the box (Romans 12:2)

**WE WILL BE RELATIONAL**

Developing healthy relationships (I Corinthians 9:22)

**WE WILL BE UNIVERSAL**

Establishing a holistic ministry (I Thessalonians 5:23)

**2024**  
Leadership Gathering  
**NUTURING POTENTIAL LEADERS**

- 1. BUILD TRUST**
- 2. SHOW TRANSPARENCY**
- 3. OFFER TIME**
- 4. BELIEVE IN PEOPLE**
- 5. GIVE ENCOURAGEMENT**
- 6. EXHIBIT CONSISTENCY**
- 7. HOLD HOPE HIGH**
- 8. ADD SIGNIFICANCE**
- 9. PROVIDE SECURITY**
- 10. REWARD PRODUCTION**
- 11. ESTABLISH A SUPPORT TEAM**
- 12. DISCERN AND PERSONALIZE THE POTENTIAL LEADERS' JOURNEY**

**2024**

Leadership Gathering

## **7 STEPS TO GETTING (AND KEEPING) LOYAL VOLUNTEERS**

~ Ryan Sanders

If you lead a ministry, you're probably familiar with the 80/20 rule: 20 percent of your people do 80 percent of the work. It's a reality of ministry as persistent as it is disappointing. And as if the 80/20 rule wasn't bad enough, the 20 percent doesn't remain constant. Different people "rotate" through serving, so it seems that just when you get a volunteer in place and on their feet, they walk away. It can be one of the most frustrating experiences of ministry.

But Don Simmons has a solution. Simmons is the founder of Creative Potential Consulting and Training, where he teaches churches to use seven steps to flipping the 80/20 script.

### **STEP 1: INVITE**

Too often, church recruit volunteers with a big net rather than a single hook. We make announcements from the stage or pass around a sign-up sheet. But Simmons says there's a better way. His research reveals 80 percent of all volunteers who follow through with a long-term commitment were personally invited to serve with someone. The key to those conversations is to have what Pastor Dave Ferguson calls an I-C-N-U conversation: "I see a lot of potential in you. I'd like to serve with you and help grow that."

### **STEP 2: TRAIN**

This is the one most churches do well. Every volunteer needs some kind of training. Even if the job is simple, training gives the volunteer confidence. It sends a message that the church wants to invest in them.

### **STEP 3: AFFIRM**

This is an important step and one that is often overlooked. Every volunteer needs to be affirmed, not for what they do (that comes in Step 6) but for who they are. Every volunteer who serves in your ministry is a beloved child of God with inestimable worth. Affirming that truth with a card or a hug isn't buttering them up.

### **STEP 4: FEEDBACK**

This is the step most ministries shy away from. It can be awkward giving feedback, especially with volunteers. But honest and constructive feedback (not criticism) demonstrates care. It tells the volunteer they're worth the investment to help them grow.

### **STEP 5: EVALUATE**

This is different than Step 4 in that feedback is for individuals; evaluation is for teams, systems, and events. Did the event achieve its goal? Evaluation is a strategic step that should be focused on learning from the past to make the future better.

### **STEP 6: RECOGNIZE**

This step is the fun part, when you get to congratulate volunteers on a job well done. A helpful tip is to think about love languages and use them in rewarding volunteers. Give gifts to those for whom gifts communicate love. For those who need words of affirmation, praise them in front of others.

### **STEP 7: REFLECT**

Different from evaluation, reflection is a chance to prayerfully consider each volunteer and what God is doing through them. Where is the Holy Spirit at work? How can you and your volunteers align with God's direction?

Simmons says these steps can have massive impact to the health of a volunteer culture. They might even help you overcome the 80/20 rule in your ministry.

## PROCESS AND PROCEDURES

### **PUBLICITY REQUEST FORM: pg. 12**

To request to have your event Advertised during Video Announcements, please follow the outlined steps.

- \* Check the 2024 Calendar provided to see if date you are requesting to have your event is available.
- \* Complete the Publicity Announcement Request Form and submit **1 MONTH** prior to your event.
- \* Email a copy of the completed form to: [athertonbaptist@sbcglobal.net](mailto:athertonbaptist@sbcglobal.net) or, place in the Administrative Assistant's Business office or Copy room mailbox.
- \* The Administrative Assistant will contact you to advise receipt of the form.
- \* Please Note, the Video Ministry records video announcements between once or twice per month. **And it is at their discretion if your announcement is recorded pending space availability.**

### **CONSTANT CONTACT REQUEST: pg. 12**

To request to have your event Advertised, please follow the outlined steps.

- \* Submit your request on the Publicity Announcement Request Form **1 MONTH** prior to your event.
- \* Submit your Constant Contact Request by email **1 MONTH** prior to your event.
- \* If approved, your event will appear in the Constant Contact sent out monthly.

### **RESERVING CHURCH FACILITIES SPACE: pg. 13**

After an event has been approved and scheduled on the ABC Calendar, (see 2024 Calendar)

- \* Complete a Facilities Request Form (for room reservation, room set-up, media request, etc.) Be sure to include ALL information requested. **THIS FORM SHOULD BE SUBMITTED TO THE ABC OFFICE AS SOON AS AN EVENT DATE IS CONFIRMED AND AT LEAST 1 MONTH BEFORE YOUR EVENT IS TO TAKE PLACE.**
- \* To request a copy of this form, please email the Administrative Assistant @: [athertonbaptist@sbcglobal.net](mailto:athertonbaptist@sbcglobal.net) or, make copies from the original provided.
- \* We will no longer accept call in request. A form **MUST** be completed within the designated time.

PLEASE NOTE, ALL ANNOUNCEMENT REQUEST AND FACILITIES REQUEST ARE SUBJECT TO SPACE AND ADMINISTRATIVE AND OR VIDEO MINISTRY DISCRETION.

### **CALENDAR REQUEST pg. 14**

A sample Calendar Request Form has been enclosed for your viewing. Please note, this 2024 Calendar Request form was emailed out in 2023. This form is used yearly to list your Ministry events that are requested and to aide in the build out of Atherton's Master Calendar. The next Calendar Request will be sent out in September, 2024 to start the 2025 Calendar of Events and will be due back in November, 2024. Please do the following once obtained:

- \* Place your desired Ministry Event and or Ministry Meetings for each month.
- \* Include your Ministry Name (top) along with your name, telephone number or email address.
- \* You will be notified only if there is a conflict in schedule with another event.
- \* A copy of the 2024 Calendar was emailed and placed in your mailboxes on: **December 21, 2023.**

## PROCESS AND PROCEDURES (Con't)

### **INCIDENT REPORTS pg. 15**

If you experience an incident while at Atherton or, are notified of an incident that has occurred, please follow these outlined steps:

- \* Notify Facilities and the Pastoral Office **IMMEDIATELY!**
- \* Complete an Incident Report and turn in to the Pastoral Office. **(Incident Reports are on the counter in the Business Office).**
- \* The Administrative Assistant will contact or email you to advise of receipt.

### **BUDGET DETAIL SHEET pg. 16**

Please note, that a yearly Budget Detail Sheet **MUST** be submitted by each Ministry's Leader yearly to have your Ministry funds approved.

- \* A copy of the Budget Detail Sheet will be placed in your mailbox in the month of September.
- \* Please provide a comparison of your current year's budget vs. your proposed budget for the upcoming year. **(If assistance is needed, please contact Kim Greene)**
- \* Turn in completed form by the Deadline Date listed to Kim Greene in the Business Office. Please place in her mailbox.

**PLEASE NOTE, UNUSED MONEY WILL NOT ROLL OVER TO THE NEXT YEAR.**

### **CHECK REQUEST FORM pg. 17**

When requesting a Check Request please follow the outlined steps:

- \* Contact Kimberly Greene at: 323-757-3113 ext. 6422 or, via email @: [athertonbcfinance@gmail.com](mailto:athertonbcfinance@gmail.com)
- \* Checks are processed every Tuesday in the afternoon.
- \* If you are requesting money, the form needs to be turned in the Friday prior to the Tuesday in order for your request to be received, approved and processed.



2024



## FACILITIES AND AUDIOVISUAL REQUEST FORM

Facilities and Media Ministry

### Media Request

- TV/VCR/DVD
- Overhead Projector
- Projector Stand
- Laptop
- Microphones (*cordless or lapel*)

Please Circle One

- Extension Cord: short \_\_\_\_\_ medium \_\_\_\_\_ long \_\_\_\_\_

- Other \_\_\_\_\_

- Other \_\_\_\_\_

- Other \_\_\_\_\_

Please check  if someone is needed to monitor microphones.

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Requested \_\_\_\_\_

1 Day

Event Date \_\_\_\_\_

Or

Beginning Date \_\_\_\_\_ Several Days

Ending Date \_\_\_\_\_

Time of Event: \_\_\_\_\_ am/pm

Finished At: \_\_\_\_\_ am/pm

Deliver To: \_\_\_\_\_

### Facilities Request

- Room Preference # \_\_\_\_\_

# of Participants \_\_\_\_\_

- Chairs (number of) # \_\_\_\_\_

- Tables (number of) # \_\_\_\_\_

- Courtyard (number of) # \_\_\_\_\_ # \_\_\_\_\_

- Traffic Control Min. \_\_\_\_\_

- Decoration Ministry \_\_\_\_\_

- Photography Min. \_\_\_\_\_

- Guest Speaker Req. \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Please forward all request to the Administrative Assistants Office.

**Please send up to (1) month in advance for your request to be received and processed.**

In the event that the Facilities Ministry or the Media Ministry is unable to process your request, we will try to connect you to the resources where you can complete your request for the scheduled event.

**NOTE: All requests are subject to space and administrative discretion.**

Atherton Baptist Church

2627 West 116<sup>th</sup> Street ♦ Hawthorne, CA 90250 ♦ 323-757-3113

Website: [www.athertonbc.org](http://www.athertonbc.org) ♦ E-mail: [athertonbaptist@sbcglobal.net](mailto:athertonbaptist@sbcglobal.net)

2024 Edition

**MINISTRY NAME:**

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 01 New Year's Day  
 15 MLK Day

4 Independence Day

**JULY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

 14 Valentine's Day  
 19 Presidents' Day

**AUGUST**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 29 Good Friday  
 31 Easter Sunday

2 Labor Day

**SEPTEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

31 Halloween

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
9	10	11	12	13	14	15
16	17	18	19	20	21	22
29	30	31				

 12 Mother's Day  
 27 Memorial Day

 11 Veterans Day  
 28 Thanksgiving Day

**NOVEMBER**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE						
S	M	T	W	T	F	S
			1			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 16 Father's Day  
 19 Juneteenth

25 Christmas

**DECEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(Ministry Leader)

(Phone or, Email Address)



Please print legibly or type

## INCIDENT REPORT

Date of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Time of Incident: \_\_\_\_\_  am  pm

Location of Incident (Room#/Building): \_\_\_\_\_

Name of Alleged Violator (s):

Name	Address	Telephone	E-mail Address

Witness (es):

Name	Address	Telephone	E-mail Address

Police Involved?  Yes  No If so, provide case #: \_\_\_\_\_

Name of Officer (s): \_\_\_\_\_

**Details of Incident:** Please print legibly or type and be as specific as possible stating the facts and nature of incident. There is more space available on the back of this form or you may submit additional pages. Also document on back page for action taken to resolve conflict.

Office Use Only:

Date Report Received: \_\_\_\_\_

\_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

Check here if continued on back page:

2627 W. 116th Street, Hawthorne, CA 90250

Updated on: 7/29/2018



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## **2024 BUDGET PROPOSAL**

**Date Submitted:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_

**Estimated/Actual Cost**

**1. Itemized Costs: (equipment rental, supplies purchased, food services, etc.)**

Ministry Event Description	Date	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total: \$		_____
Prior Year Spending: \$		_____
Variance: \$		_____

## 2. Itemized Costs:

2. Itemized Costs:

Our Ministry will cover costs.

Event participants will cover costs. Cost per person \$\_\_\_\_\_

Other: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

Pastoral Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Received in Administrator's Office

*Church Office Use Only*

Budget Proposal / Funds Request:  Approved  Disapproved

Comments / Suggestions:

Signature: \_\_\_\_\_ Doctor's Signature Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ATHERTON BAPTIST CHURCH

## CHECK REQUEST

Date Requested: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

### FORWARD CHECK TO:

Check Requester

Payee

Other: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department: \_\_\_\_\_

Fax: \_\_\_\_\_

Requested By	Date Check Required:

Description	GL Acct. #	Amount
TOTAL CHECK AMOUNT:		

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Office Use Only		
Check request approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check No:		
Date Entered:		

## NOTES CORNER....



**“Reaching Out to the World for Jesus”**

## **ATHERTON MISSION STATEMENT**

Atherton Baptist Church is a church striving to **lead people** to a loving, learning, loyal and lasting relationship with the Lord Jesus Christ.

## **ATHERTON VISION STATEMENT**

Re-establishing a Standard of Excellence in God's Church through Education, Renovation, Rejuvenation and Evangelization.





2627 W. 116th St. Hawthorne, CA 90250 (323) 757-3113 [www.athertonbc.org](http://www.athertonbc.org)