



MINISTRY PLACEMENT TEAM REPORT FOR CHURCH YEAR

SEPTEMBER 1, 2023 to AUGUST 31, 2024

Lynn Dale, Church Treasurer

Donna Seay, Church Clerk

Paula Sprouse, Asst. Church Clerk

DUTIES OF EACH TEAM ARE INCLUDED

ACTIVITIES AND RECREATION TEAM (Staff Advisor: Minister of Youth)

This team consists of up to nine (9) members who shall:

1. Give guidance and assistance to the activities program of the church through the Minister of Youth.
2. Assist in creating, promoting, and chaperoning a well-rounded athletic program.
3. Act on an individual basis, with approval of the deacons, on the use of the recreational facilities for any function not specifically permitted in the published guides for participation in the activities program.
4. Under the guidance of the Minister of Youth, be responsible for securing the equipment, managers, coaches, and schedules for the activities program.
5. As requested by the Minister of Youth, review all situations where members or guests are denied use of the facilities for disciplinary reasons and resolve the matter.
6. Work closely with the Minister of Youth in all recreational areas including preparing budget.

1 year

Heath Ward
Shawn Uppole
Justin Uppole
Collin Jolly

2 years

Saige Peterson
Laney Morris
Matt Davis

3 years

Stacey Seay, Chair
Sid Compton
Ken Barrow

ACTS 1:8 TEAM (Staff Advisor: Senior Pastor)

This team consists of up to nine (9) members to give focus and direction to the Mission Ministries of the church. It will investigate and publicize mission opportunities, set mission priorities, enlist persons for mission involvement, recommend a mission budget, and mobilize prayer for all mission activities. The Acts 1:8 Team will be sensitive to mission opportunities over a broad range of areas, including local community, network, state, national, and international missions.

This team will not take the place of or supersede the responsibilities of any present mission organizations. The Acts 1:8 Team may serve as a resource for other mission organizations or assist them in matters of mutual concern, but its priority will be to involve the entire church membership in mission action and mission support.

1 year

George Jones
Lois Ann Wright
Jackie Tindall
Shannon Tollison, Chair

2 years

Barbara Porter
Ray Switzer
Candy Hinson

3 years

Chuck Davis
Gayle Davis
Jim Goodroe
Nancy Goodroe

BAPTISM TEAM (Staff Advisor: Senior Pastor)

This team consists of six (6) members (three men and three women) who shall:

1. Supervise the candidates in preparation for the ordinance.
2. See that baptismal robes are in good repair.
3. Prepare the baptistery, having the equipment and supplies in place before and after the service.
4. Assist the Senior Pastor with ordinance before, during, and after its administration.

1 year

Shelly Grant
Steve Grant

2 years

Jill Jolly, Chair
Eddie Jolly

3 years

Suzi Odom
John Odom



BENEVOLENCE TEAM (Staff Advisor: Church Administrator)

This team consists of up to six (6) members who shall:

1. Study the field of Christian benevolence as it pertains to the local ministry of the Church and make necessary recommendations to the church concerning this type of ministry.
2. Investigate cases of need and minister to such needs as may be deemed wise.

This team will be filled when the need is reestablished.

BEREAVEMENT TEAM (Staff Advisor: Senior Pastor)

This team consists of at least three (3) members who shall coordinate efforts to provide ministry to families in the event of a death. Their duties shall be:

1. To maintain an inventory of supplies used by the food teams.
2. To select members and co-chairpersons for the food teams.
3. To update guidelines as necessary and deal with any unforeseen problems.

<u>1 year</u> Sylvia Sullivan	<u>2 years</u> Judy Cummings	<u>3 years</u> Suzanne Fisher, Chair
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BUDGET & FINANCE TEAM (Staff Advisor: Church Administrator)

This team consists of at least nine (9) members. The Treasurer shall serve as an ex-officio member of this team. Considering what the Bible says about stewardship, we recommend that any member of this team be a faithful financial supporter of the Church. The team shall:

1. Work with church organizations in planning the individual budgets and have the authority to adjust the individual budgets of each organization or department to conform to church priorities and emphasis.
2. Together with the Senior Pastor, Church Administrator, and Church Treasurer, check all bills and authorize payment of such bills in accordance with policies of the Church.
3. See that the Church is properly and regularly informed concerning all receipts and expenditures.
4. Assist the Church Administrator in maintaining accurate, acceptable finance records.
5. Recommend a budget to the Church annually.
6. Have church books internally reviewed annually and report the results to the Church. An external review will be conducted when a need arises.
7. Make decisions regarding any memorials and special gifts.

<u>1 year</u> Jason Fisher, Chair Dwayne Deal Jason Dale	<u>2 years</u> Paul Abbott Eric Morris Chris Lancaster	<u>3 years</u> Chuck Davis, Vice Chair David Burnett Steve Farmer
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BUILDING AND GROUNDS TEAM (Staff Advisor: Church Administrator)

This team consists of at least nine (9) members with a minimum of three (3) women who shall:

1. Supervise the repairs and upkeep of all Church properties (buildings and equipment, parking areas, grounds, etc.)
2. Formulate and recommend to the Church necessary policies pertaining to the use of Church buildings and grounds. This includes the Family Life Center with recommendations made by the Activities and Recreation Team.
3. Recommend to the Church the purchase or lease of all new vehicles.
4. Supervise the maintenance of all church vehicles to appropriate staff designee.
4. Check all properties regularly and maintain maximum safety regulations.
5. Recommend improvements to all Church properties.
6. Recommend a budget to the Budget & Finance Team.
7. Maintain adequate property and liability insurance on all church facilities.

<u>1 year</u> Lynn Dale Sid Compton Jan Deal	<u>2 years</u> John Graham Kelly Barber Alvin Stafford	<u>3 years</u> Taylor Suppiger, Chair Ray Mayley Bobby Jackson
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CHILDREN’S MINISTRY TEAM (Staff Advisor: Minister of Children)

This team consists of up to nine (9) members and has a representative from each children's ministry. The Chair of this team shall be on the Vacation Bible School Council and assist in planning VBS each year.

Assist the Minister of Children in planning, promoting, conducting, and evaluating activities, both recreational and spiritual in scope, for elementary children. These activities are to supplement the ongoing children's organizations (Sunday School, Discipleship Training, mission groups, and choral groups).

1. Submit a budget request to the Budget/Finance Team for the Children's ministry.
2. Meet regularly as a team to plan and evaluate activities and minister to needs of ongoing children's groups.
3. Members of this team will be expected to comply with current Child/Student Protection Policies.

1 year

Karen Yarborough, Chair
Leigh Davis
Martha Frye

2 years

Shawn Uppole
Caitlin Powell

3 years

Janet Turner
Faith Deal
Collin Jolly

COMMUNITY RELATIONS TEAM (Staff Advisor: Senior Pastor)

This team consists of up to six (6) members who shall:

1. Setup and maintain strategic initiatives to help guests feel welcome and assimilate them into the life of the church. This includes but is not limited to signage, physical/digital promotional material located throughout the church.
2. Actively promote Southside's ministries and programs outside the walls of the church. This includes but is not limited to social media, physical advertising, and facilitating events designed specifically for non-members.
3. Initiate creative projects aimed at increasing awareness of Southside's love for her community.
4. Cross promote each ministry with the adjacent ministries. Find ways to ensure each program in the church is aware of the potential to invest and grow in the other ministries Southside has to offer.

1 year

Bruce Loyd
Lisa Watson

2 years

Nancy Toney
Mary McGraw

3 years

Leigh Compton, Chair
Jamie Wilson

CONSTITUTION AND BY-LAWS TEAM (Staff Advisor: Senior Pastor)

This special team will be elected every ten (10) years for the purpose of reviewing and recommending necessary changes and additions to the Constitution and By-Laws. The next team will be elected to serve beginning January 2034.

Leigh Compton
Lynn Dale
Danny Ballard

Karen Tyner
Martin Panther

FLOWER/WORSHIP DÉCOR TEAM (Staff Advisor: Minister of Music)

This team consists of at least six (6) members whose purpose is to provide appropriate flowers and related decorations to enhance the congregational worship services held in the church sanctuary. They shall:

1. Recommend policies and procedures for obtaining, arranging, and disposing of flowers for congregational services.
2. Work with the Budget/Finance Team in requesting Flower Team budget.
3. Obtain, place, and dispose of floral arrangements.
4. Plan seasonal decorations for church sanctuary that will enhance worship.

1 year

Collin Jolly
Paula Sprouse, Chair

2 years

Barbara Stafford
Alvin Stafford

3 years

Shelly Grant
Laney Morris
Andrea Ward

GREETER TEAM (Staff Advisor: Senior Pastor)

This non-rotating team consists of up to twenty (20) who shall greet members and visitors and welcome them as they enter for

Sunday morning worship or other services, as requested by the Senior Pastor. Team members listen, assist parents in finding the nursery, answer questions about Southside, introduce visitors to ministers and/or members and welcome everyone. 

Mel Bagwell
Janice Brown
Shelley Carter

Shelly Grant
Phillip Stone
Linda Stone

Nancy Toney- Chair
Amy Satterfield, Sub
Nina Kopf, Sub

Sande Campsen
Adeline Suppiger
Shannon Tollison
Phil Bagwell, Sub

HISTORICAL TEAM (Staff Advisor: Senior Pastor)

The purpose of this team is to gather and preserve our church’s historical records. This responsibility includes gathering newspaper articles and announcements, taking, and collecting pictures, and collecting records of other events of the church and of the people of the church. The team is also responsible for organizing and storing these items and those already collected in the historical room of the church. In addition, the team may present historical information to the church and celebrate the church’s birthday.

This team will be filled when the need is reestablished.

HOSTESS TEAM (Staff Advisor: Senior Pastor)

This team consists of at least nine (9) members who shall:

1. Assist in planning and serving church-wide receptions and meals.
2. Set up and decorate for special receptions and events.
3. Maintain necessary supplies for special occasions.
4. Assist on policy, procedure, and functionality of the kitchen area.

1 year
Jan Deal
Lynn Dale
Pat Hollifield

2 years
Ellen Barrow
Shannon Tollison
Melinda Morris

3 years
Lois Ann Wright, Chair
Pam Elliott
Sandra Loyd

LORD’S SUPPER TEAM (Staff Advisor: Senior Pastor)

This team consists of at least six (6) members who shall:

1. Secure and prepare all the elements of the ordinance.
2. Maintain adequate supply of equipment and see that same is adequately kept.

1 year
Dennis Harmon
Susan Harmon

2 years
Steve Farmer
Sheila Farmer

3 years
Chris Lancaster
Subetha Lancaster

MUSIC MINISTRY TEAM (Staff Advisor: Minister of Music)

This team consists of up to six (6) members, two (2) of which shall be non-choir members. This team shall:

1. Work with Minister of Music & Senior Adults and/or designated staff member(s) in programming the Music Program for the Church. This includes suggestions and recommendations concerning materials, budgets and programs for all church music organizations, special emphasis programs, and activities.
2. Recommend a budget to the Budget/Finance Team.

This team will be filled as needed by the Minister of Music.

PRAYER TEAM (Staff Advisor: Senior Pastor)

This team consists of up to eight (8) members (married couples) who shall:

1. Pray for the needs of the church.
2. Encourage others to pray for the needs of the church.
3. Coordinate prayer groups to pray for special ministries, programs, and seasonal endeavors.

Members serve a one (1) year term.

James Cliver

John Graham

Garry Bowles

Rufus Chaneyworth



PERSONNEL TEAM (Staff Advisor: Senior Pastor)

This team consists of seven (7) members composed of the Chairman of the Fellowship of Deacons, the 1st Vice-Chairman of the Fellowship of Deacons, the retiring Chairman of the Fellowship of Deacons, a member of the Budget/Finance Team and three at-large members from the congregation. The at-large members shall serve a term of three (3) years each, one member rotating off the team each year. The Ministry Placement Team shall nominate a new member for the team each year, subject to Church approval. In the event that any of the members noted above has a family member employed by the Church, his/her place on the Personnel Team will be filled by a member-at-large from the congregation chosen by the Ministry Placement Team. Likewise, no at-large member from the congregation may serve on the Personnel Team if a family member is employed by the Church. The Retiring Chairman of the Fellowship of Deacons shall serve as the Chairman of the Personnel Team.

The purpose of this team shall be:

1. To meet and work with the Senior Pastor and advise him in all matters relative to the administration of church affairs.
2. To assist the Senior Pastor in dealing with any personnel problems occurring relative to the church staff.
3. In the event of a vacancy on the professional staff (except the Senior Pastor), seek to find replacement in the manner they deem wise. These professional staff members will be presented to the Church for a formal vote.
4. To employ other paid personnel in the manner they deem wise and will not be required to have formal church action.
5. To fill any interim staff needs that might arise in the manner they deem wise.
6. To be responsible for the formation of an administrative budget which would include salary and fringe benefits for church staff.
7. To develop guidelines for sick leave, vacation schedules, holidays, and office hours for church staff and other employees.
8. To maintain up-to-date job descriptions for all employees.
9. To generally work with employees and staff in promoting efficient development of their responsibilities.

Stacey Seay, Retiring Chairman of Deacons
 Jason Fisher, Member of Budget/Finance Team
 Heath Ward, Chairman of Deacons
 James Cliver, Vice Chair of Deacons

Kelly Campsen, 1 year
 Sandra Loyd, 2 years
 Susan Cox, 3 years

PRESCHOOL MINISTRY TEAM (Staff Advisor: Minister of Children)

This team consists of up to nine (9) members and has a representative from each preschool ministry area. The Chair of this team shall serve on the Vacation Bible School Council and assist in planning VBS each year. This team shall:

1. Assist the Minister of Children in planning, coordinating, promoting, conducting, and evaluating special activities, both recreational and spiritual in scope, to supplement the ongoing preschool organizations.
2. Submit a budget request to the Budget/Finance Team for the preschool ministry.
3. Meet regularly as a team to plan and evaluate activities and to minister to needs of ongoing preschool groups (a minimum of once per quarter).
4. Recommend and publicize preschool policies and procedures, including the Child Protection Policy.
5. Work with the Minister of Children and Nursery Coordinator to assure quality childcare for all functions of the church, including Children's Church.
6. Members of this team will be expected to comply with current Child/Student Protection Policies.

1 year
 Pat Hollifield, Chair
 Steve Brown
 Rebecca Elliott

2 years
 Erin McDanal
 Martha Lee Alexander
 Tanya Howard

3 years
 Jonathan McDanal
 Kellyn Provance

SAFETY TEAM (Staff Advisor: Senior Pastor)

This team will be a non-rotating team of at least nine (9) members responsible for the safety of the church and its attendees during all regularly scheduled and church-related special events.

Steve Grant
 Jason Dale

Tom McGraw
 Ryan Switzer

Heath Ward
 Marty Yarborough, Chair



SEMINARY AID AND STUDENT LOAN TEAM (Staff Advisor: Senior Pastor)

This team consists of six (6) members who shall be responsible for reviewing and recommending to the Church financial aid to Seminary students and shall be administering Church education loans to include objectives, amount of loan per student, conditions under which the loan may be continued, and eligibility requirements.

Team will be filled when need is re-established.

TELLER TEAM (Staff Advisor: Church Administrator)

This non-rotating team consists of up to ten (10) members who shall:

1. Be responsible for counting budget offering receipts weekly.
2. Follow financial and counting policies set forth by the Financial Secretary and Budget/Finance Team. Vacancies shall be filled as needed.

Team 1

Tommy Bratton, Chair
John Wright
Steve Farmer
Mark Satterfield

Team 2

Marty Yarborough, Chair
Martin Panther
Gayle Davis
Gayle Anderson-Corbin, sub

USHER TEAM (Staff Advisor: Senior Pastor)

This team consists of at least twenty-four (24) men who shall serve on a rotating basis, with 1-year members rotating off each year. They shall:

1. Seek to maintain an atmosphere of dignity, reverence, and Christian fellowship at all Church services.
2. Greet the members and visitors as they arrive at the Church for its regular services.
3. Distribute Church bulletins (and any other special printed matter arranged by the Church).
4. Be responsible for maintaining all materials in the seat racks and ensure the sanctuary is clean and in order after each service.
5. Be assigned stations and responsibilities by the Chair or his designee.

1 year

Jason O'Dell
Collin Jolly
Stacey Seay
David Tollison
John Odom
Justin Uppole
Alvin Stafford

2 years

Stephen Sprouse
Matt Davis
Ryan Switzer
Brooks Shaw
Justin Dale
David Beard
Heath Ward
Walter Frye
Phil Bagwell
Steve Grant

3 years

Robert Dale, Chair
Jim Seay
Mark Satterfield
John Byrnes
Chris Lancaster
Eddie Jolly
Jerry Porter

WOMEN'S MINISTRY TEAM (Staff Advisor: Senior Pastor)

This team consists of at least nine (9) women whose purpose is to provide fellowship, spiritual growth, outreach, and mission opportunities through small groups and large women's events.

1 year

Dianne Westmoreland
Cathy Ballard

2 Years

Susan Abbott
Sandra Loyd
Amy Fisher, Co-Chair

3 Years

Tina Thomas, Co-Chair
Regan Seay
Rebecca Elliott



VACATION BIBLE SCHOOL TEAM (Staff Advisor: Minister of Children)

This team consists of at least six (6) members responsible for the planning the Vacation Bible School event. Members serve a one-year term.

Kathleen Cliver, Co-Chair
Martha Frye, Co-Chair
Karen Yarborough –
Children Ministry Chair

Jill Jolly
Ellen Barrow
Pat Hollifield –
Preschool Ministry
Chair

Melinda Morris
Cathy Ballard

YOUTH MINISTRY TEAM (Staff Advisor: Minister of Youth)

This team consists of up to nine (9) members drawn from the adult leadership of the church, plus two (2) youth members. Three (3) adult members will rotate off each year, while two (2) youth members rotate yearly. This team shall:

1. Assist the Minister of Youth in planning, promoting, and chaperoning youth activities, both spiritual and recreation in scope, to supplement the ongoing Youth Ministry.
 - a. This includes, but is not limited to Sunday Morning, Wednesday Evening, and Sunday Night weekly events as well as quarterly overnight camps and occasional seasonal events.
2. Recommend a budget to the Budget/Finance Team for the Youth Ministry.
3. Meet as needed to plan and evaluate activities for our youth.

1 year

Martha Lee Alexander
Melinda Morris
Matt Davis
Saige Peterson (Youth Rep)
Colton Howard (Youth Rep)

2 years

Chris Howard
Caitlin Powell
Ellen Barrow

3 years

Molly O'Dell
Heather Melnyk
Andrea Ward