

**PLAY**

**ADULT BIBLE STUDY**

**BOOK**

**SECOND BAPTIST CHURCH**

**“GO** THEREFORE AND  
**MAKE DISCIPLES** OF ALL  
NATIONS, BAPTIZING THEM IN  
THE NAME OF THE FATHER, AND  
THE SON AND THE HOLY SPIRIT,  
**TEACHING THEM** TO OBSERVE  
ALL THAT I HAVE COMMANDED  
YOU; AND LO, I AM WITH YOU  
ALWAYS, EVEN TO THE END OF  
THE AGE.”

- MATTHEW 28:19-20

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# WHAT IS THE GOAL OF THIS TEAM?

At Second Baptist Church, our goal is the same in every area of ministry. From the nursery to senior adults, we exist to make disciples – to lead people to Jesus Christ and help them grow in their relationship with Him. It is our goal to present the Gospel to others in order to see the Holy Spirit change lives!

No matter which campus you attend, as part of the team you will experience the excitement and energy that comes from the constant stream of changed lives. It's not just our mission, it's who we are.



## OUR MISSION • THE GREAT COMMISSION

“Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” Matthew 28:19-20



## OUR STRATEGY • EVANGELISM AND DISCIPLESHIP

“But you will receive power when the Holy Spirit has come upon you; and you will be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.” Acts 1:8



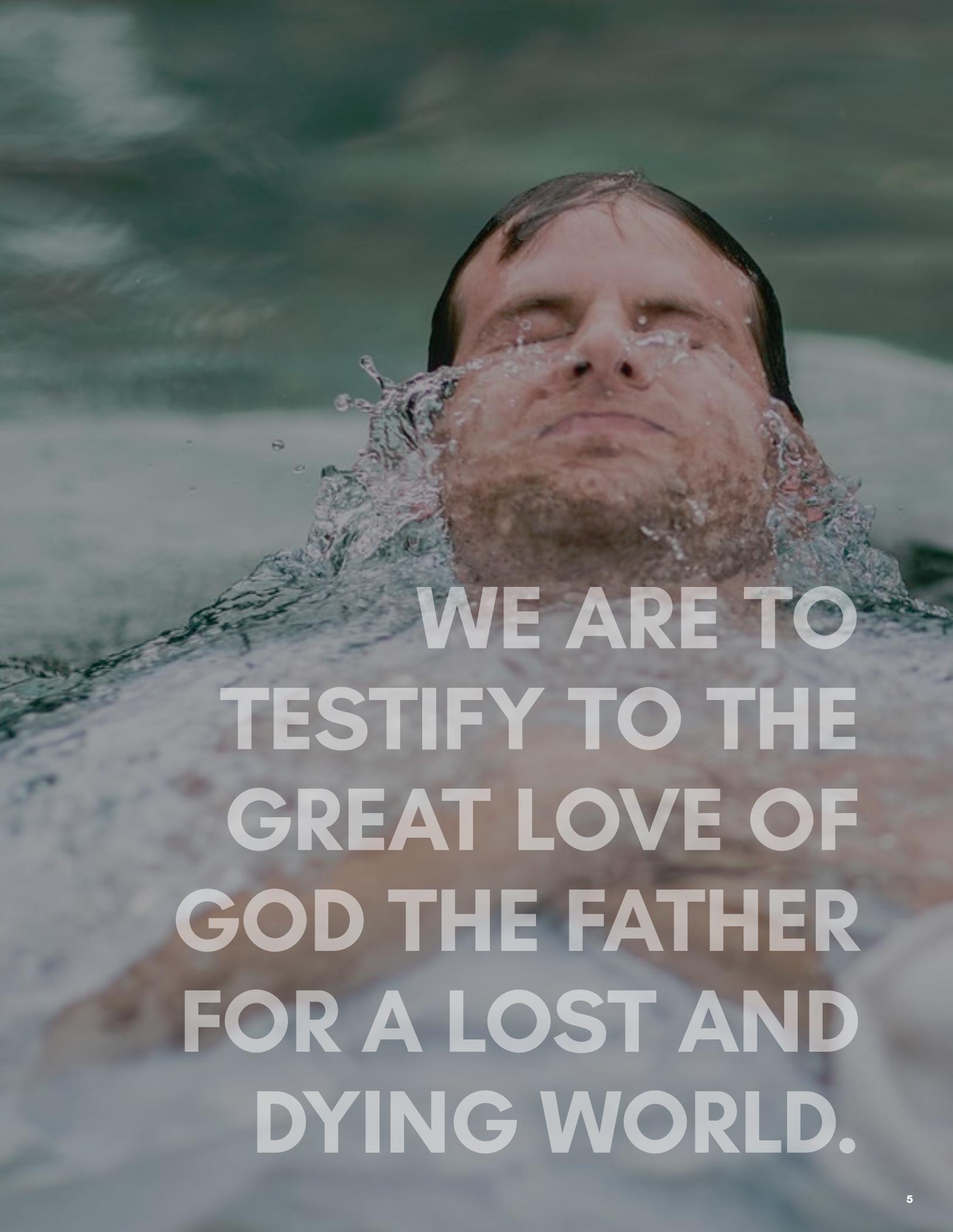
## OUR PRODUCT • THE GOOD NEWS OF JESUS CHRIST

“For I am not ashamed of the gospel, for it is the power of God for salvation to every one who believes, to the Jew first and also to the Greek.” Romans 1:16



## OUR PROFIT • CHANGED LIVES

“Therefore if any man is in Christ, he is a new creature; the old things passed away; behold, new things have come.” 2 Corinthians 5:17



**WE ARE TO  
TESTIFY TO THE  
GREAT LOVE OF  
GOD THE FATHER  
FOR A LOST AND  
DYING WORLD.**

# THE BIG PICTURE

## MINISTRY PRIORITIES



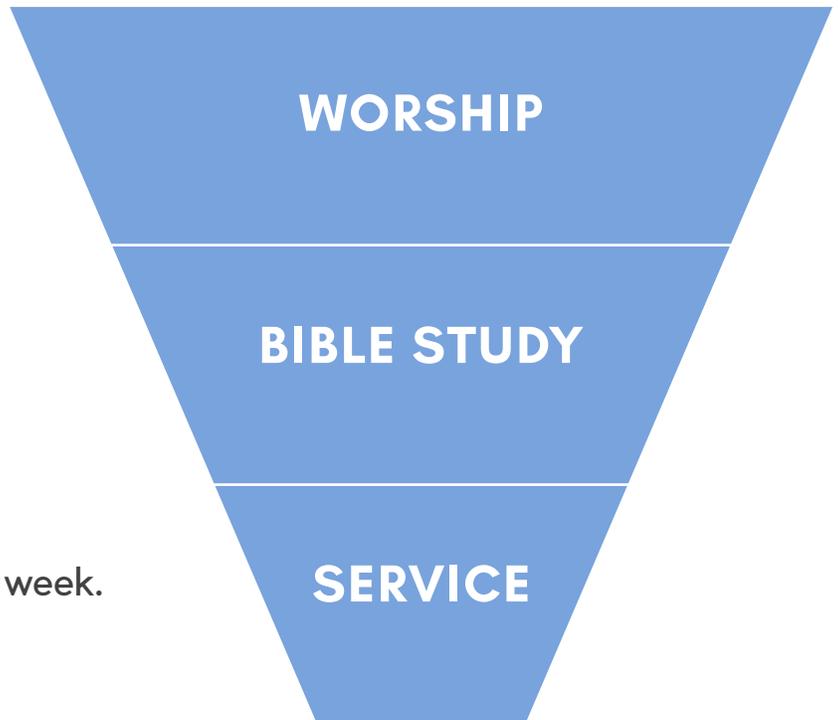
### HOW DOES SECOND BAPTIST CHURCH WORK? HOW DO YOU GET INVOLVED?

Our first act, in response to a personal relationship with God through Jesus Christ, is **WORSHIP** – the top of the funnel and the **FRONT DOOR** to Second Baptist Church. It is the starting point for everyone as they say “yes” to the Lord. The next step is to get involved in a **BIBLE STUDY** class where members begin to build community, learn how to apply biblical principles to their lives, and discover the gifts and talents the Lord has given them. Through each class there are opportunities for **SERVICE** within the class as well as the church through volunteer projects, mission trips and more.

TO PUT IT SIMPLY,  
OUR GOAL FOR  
EVERYONE IS

**1+1+1**

One hour of **WORSHIP**,  
one hour of **BIBLE STUDY**  
and one hour of **SERVICE** each week.



T H E L I F E B L O O D O F O U R C H U R C H



# THE VISION

**OUR VISION FOR EVERY CLASS IS TO CREATE AN ATMOSPHERE WHERE ADULT SEEKERS AND BELIEVERS CAN GROW TO THEIR FULL POTENTIAL IN CHRIST THROUGH RELEVANT AND RELATIONAL MINISTRY.**

We make a big church feel like a small community through Adult Bible Study.

**I S F O U N D I N B I B L E S T U D Y .**

# STRUCTURE AND STRATEGY

## THERE IS A PLACE FOR EVERYONE TO SERVE ON THE CLASS LEADERSHIP TEAM!

We believe that God has given every Christian spiritual gifts to be used to build up the Body of Christ. Because of this, Adult Bible Study is set up to involve as many people as possible. Within our structure, you will find two sides of the same team. Although each side has different goals, they work together to accomplish the overall goal of making disciples and helping people grow in their relationship with God and others.

## OVERALL PLAN

### ROLES

Every member of the team has a unique personality. Find the role that fits each person's spiritual gifts, talents, passions, and personality.

### RECRUITMENT

If you serve as a Team Leader, your role is to RECRUIT! Make sure you are always looking for people (even visitors) to serve on your team. We want them to know the blessings that come from serving with the Body of Christ.

### GOAL

100% of your class serving on the team!

## GOLD EVANGELISM TEAM

### Offensive Strategy

#### RESPONSIBILITY

Open the **FRONT DOOR!** This team is responsible for opening your class doors to our city. You will create the first impression for everyone who walks into the room.

#### GOALS

Keep your class focused on reaching people who are not here yet. It is vital to make everyone feel welcome. This team will also contact all visitors throughout the week and encourage them to return.

#### TEAMS

Communications Team, Greeter Team, Records Team, Outreach Team, Event Team, Missions Team, and New Member Team.

**PLAYS: GOLD TEAM** members create an attractive, exciting, and inviting atmosphere in Bible Study. Most of all, they look for ways to introduce people to a relationship with Jesus Christ.

## BLUE DISCIPLESHIP TEAM

### Defensive Strategy

#### RESPONSIBILITY

Close the **BACK DOOR!** This team is responsible for the retention and spiritual growth of those who join your class.

#### GOALS

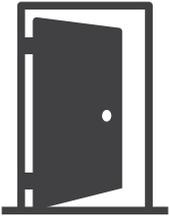
It is important that everyone who joins your class is connected to a Community/Care Group and/or Small Group for care and accountability. This team will also ensure that people find avenues to grow in their relationship with Christ through serving.

#### TEAMS

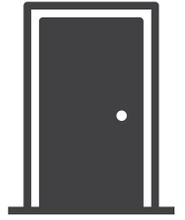
Inreach Team, Prayer Team, Community/Care Groups, Men's or Women's Ministry Team, Small Group Team and Volunteer Team.

**PLAYS: BLUE TEAM** members help people plug into a class, grow in their faith and become fully devoted followers of Christ.

# ADULT BIBLE STUDY



**FRONT  
DOOR**



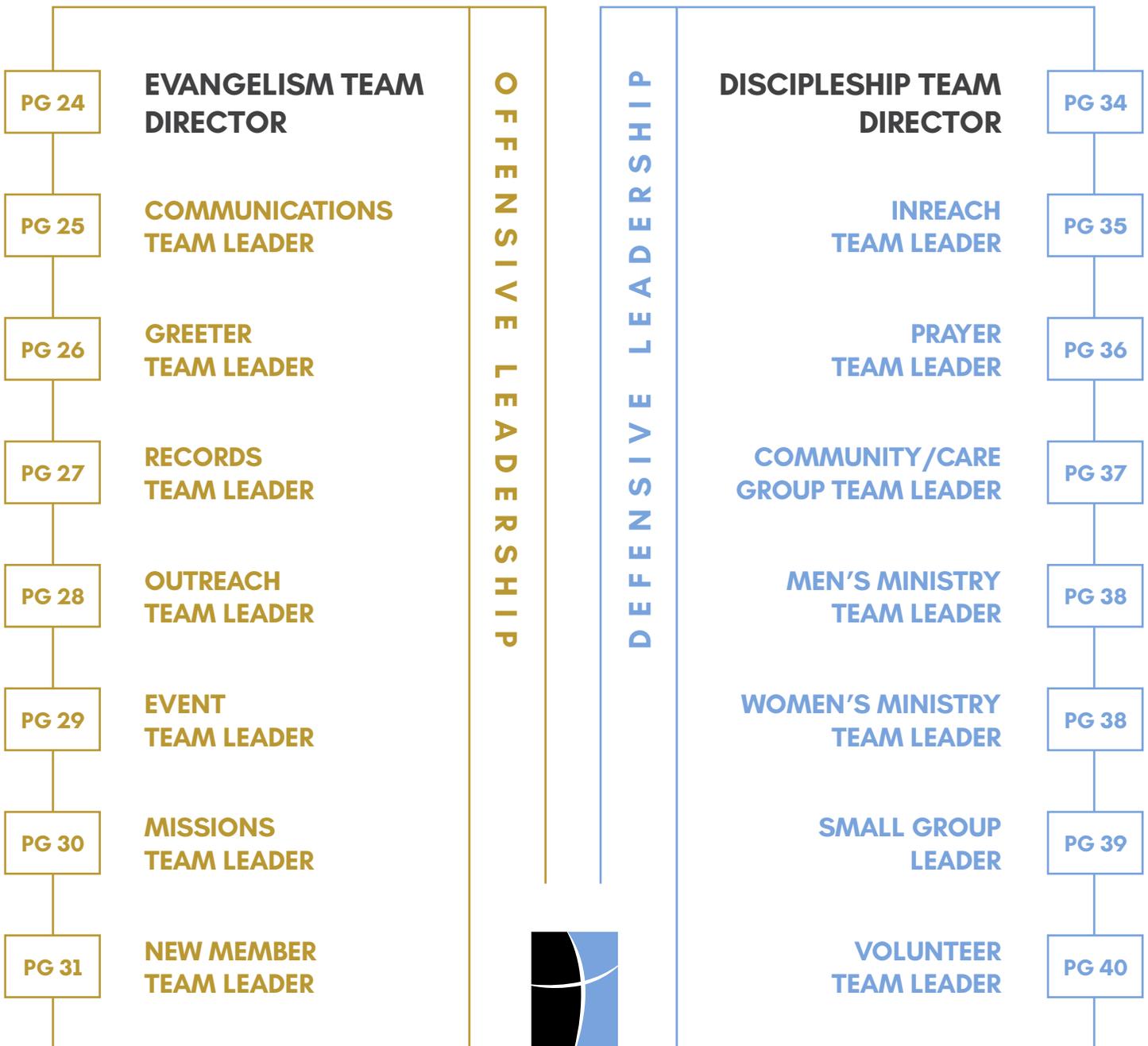
**BACK  
DOOR**

**TEACHERS**

PG 16

**DIRECTOR**

PG 18



# THE BIG 20

ADULT BIBLE STUDY TIMELINE



## WHAT IS THE BIG 20?

The first 15 and last 5 minutes of class – crucial to making visitors feel at home.

## KEY ELEMENTS OF THE BIG 20

- Background Music - Turn on upbeat music before everyone arrives.
- Personal Contact - Meet, greet, and connect with all visitors in class.
- Punctuality - Start and finish the class according to the time *published* for your class.
- Announcements - Make sure they are creative and promote the event.
- Personal Invitations - Extend a personal invitation to all visitors to attend lunch, a social event and/or a small group.

## ADULT BIBLE STUDY TIMELINE

All of our Bible Study classes are designed to be no more than **ONE HOUR** in length. Here is the breakdown of the hour:

- First 15 Minutes - Meet / Greet / Connect
- Next 5 Minutes - Welcome and “Invitation” Announcements inviting class to events, upcoming small groups, and opportunities to serve.
- 25-30 Minutes - Lesson
- Last 5 Minutes - “Next Step” Announcement - Worship, Lunch or an event



IF IT DOESN'T HAPPEN  
IN THE BIG 20, IT JUST  
DOESN'T HAPPEN!



# HOW TO USE THE SBC PLAYBOOK APP

- 1 The SBC Playbook App can be downloaded from the Apple App Store or the Google Play Store.
- 2 On the home screen, sign in with your user name and password that you use for **my.second.org** and your class portal.
- 3 Once signed in, choose one of the action icons on the bottom of the screen: My Feed, Roster, Communicate, or More.
- 4 You can communicate with the roster, or groups within the roster, via email or, if a director or teacher, via text. NOTE: Your text will come from a church number and will be signed, "(Your name), (Your class name)." People cannot reply to your text, but they can reply to email.
- 5 From the roster list, you can touch on a specific person and contact them directly. You can also touch on "actions" for additional options for that person.
- 6 You will receive push notifications regarding new members to the church that are assigned to your class, inreach needs for those missing several weeks and pastoral care notifications.

# YOUR CLASS PORTAL AND SBC PLAYBOOK APP

As a leader in your Bible Study class, you have access to your class roster and other class information via your class portal and the SBC Playbook App.

## KEY FEATURES

| FEATURES   | PORTAL | APP |
|--|--------|-----|
| View Your Class Roster & Contact Information for Class Members/Visitors              | •      | •   |
| Send Email to Class Members/Visitors   | •      | •   |
| Send Texts to Class Members/Visitors (Teacher & Directors Only)                      |        | •   |
| View Attendance Information for Class  | •      | •   |
| Get Notifications on New Members, Visitors, & Recurring Absences                     |        | •   |
| Update Member/Visitor Information, Including Visitors Joining Class                  |        | •   |
| Export Class Member/Visitor Information  | •      |     |
| View List of Class Member/Visitors with Special Concerns (Health or Death in Family) | •      |     |
| Remove a Person from Your Roster (Teachers & Director Only)                          | •      | •   |
| Update Your Class Leadership (Teachers and Director Only)                            | •      |     |
| Create and Manage Groups of Members/Visitors in Your Class Roster                    | •      |     |
| Add Follow-Up Comments   |        | •   |

- Class portals can be accessed at [my.second.org](http://my.second.org)
- Emails from your class portal and the SBC Playbook App are sent from the following email address: <Your class name>@secondfamily.org. If a recipient replies to a class email, it is sent directly to the person who created the class email.
- The class portal contains many short tutorial videos on how to use the most important features. To reach these videos and additional help information, click on the light-bulb icon in the lower-right corner of any page.
- Information on using the SBC Playbook App is available at [www.second.org/playbook](http://www.second.org/playbook).
- All access to specific areas of the app and portal are controlled by your leadership position within the class. Leadership positions are assigned and reassigned in the class portal by staff, a class teacher or the class director.
- For technical support, contact [support@second.org](mailto:support@second.org).

Second Baptist prohibits the use of class member and visitor information for use in profit or non-profit solicitations. This includes personal and corporate business solicitations, sales and marketing, and political campaigning, advertising, and endorsements. This also includes solicitation of funds for missionaries, benevolent causes, and other charitable causes. Please work with your campus pastoral ministry staff to address any benevolent needs.



**“BEING A DIRECTOR GIVES YOU THE OPPORTUNITY TO SET THE VISION, MISSION AND ACTION STEPS ON HOW WE CAN SHEPHERD THOSE THAT GOD BRINGS TO US. IT IS AN HONOR AND PRIVILEGE TO SERVE IN THIS POSITION.”**

**- CHRIS**



# COACHING TEAM

# TEACHER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be a Teacher. As the primary spiritual leader of the class, you make ministry happen by monitoring the class' week-by-week achievements, teaching God's Word, encouraging spiritual growth, and stimulating character and behavioral changes in the lives of class members.

## YOUR PART ON THE TEAM

### PURPOSE: TEACH GOD'S WORD.

**APPLICATION:** Approach your lesson preparation prayerfully and diligently as the Lord shows you what He has to say to your class through the assigned text. Use your leader guide, commentaries, RightNow Media and other research tools available on [second.org/teach](http://second.org/teach) to fully explore the passage.

### PURPOSE: DELIVER IMPACTFUL LESSONS.

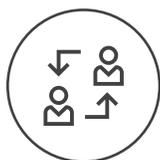
**APPLICATION:** Craft clear main points with an emphasis on application. What actions should we take or questions should we consider? Use multiple, meaningful illustrations. Personal stories, quotes, props, pictures and videos make your 25-30 minute lesson interesting and engaging.

### PURPOSE: LEAD THE CLASS BY EXAMPLE.

**APPLICATION:** Be involved with events and outreach, build strong relationships with your class members, and keep your life transparent and clean before a watching world.

### PURPOSE: BE ACCESSIBLE AND FOLLOW UP.

**APPLICATION:** Be available to your class, utilizing personal notes, calls, texts and email. Greet and get acquainted with as many members and visitors as possible each week. Use the SBC Playbook App to contact all visitors of the class the week you teach.



### SUBSTITUTION POLICY

If you cannot teach for any reason and need a substitute, try to work out the dates with your co-teachers first. If you cannot coordinate your schedules, please call the Adult Bible Study office and we will find a sub for you.



### EXTRA POINTS

- Engage your class before the weekend with lesson "teasers" via email and social media.
- Utilize RightNow Media to engage your class during the week.



### PENALTY FLAGS

- Teaching over 30 minutes.
- Lack of Personal Application in your lesson.
- Only being in class the week you are teaching.

**"IT IS SUCH A JOY TO BE USED BY  
GOD TO TEACH HIS WORD! GOD  
HAS STRETCHED ME, GROWN  
ME, TAUGHT ME AND SHAPED  
ME BY BEING AVAILABLE TO DO  
WHAT HE HAS CALLED ME TO  
DO - EVEN WHEN I THOUGHT IT  
WAS IMPOSSIBLE." - SUE**



# DIRECTOR

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Director. You make ministry happen by surrounding yourself with gifted, dedicated individuals for every other leadership position. As the primary administrator of the class, the Director is responsible for overseeing the week-by-week mechanics of the class and assisting the two Assistant Directors in carrying out their individual responsibilities.

## YOUR PART ON THE TEAM

**PURPOSE: RECRUIT AND EQUIP YOUR ASSISTANT DIRECTORS.**

**APPLICATION:** Recruit an Evangelism Team Director and a Discipleship Team Director that will follow your lead, have a strong desire to reach people for Christ, and know how to have fun in the process. Work with your Teachers and Assistant Directors in the selection of qualified class leaders for your leadership team. Equip your leaders utilizing this Playbook, the app and training offered through your Adult Bible Study Staff.

# SUPPORT & ENCOURAGE

YOUR TWO ASSISTANT DIRECTORS IN RECRUITING THESE POSITIONS:

## EVANGELISM TEAM DIRECTOR

- COMMUNICATIONS TEAM LEADER
- GREETER TEAM LEADER
- RECORDS TEAM LEADER
- OUTREACH TEAM LEADER
- EVENT TEAM LEADER
- MISSIONS TEAM LEADER
- NEW MEMBER TEAM LEADER

## DISCIPLESHIP TEAM DIRECTOR

- INREACH TEAM LEADER
- PRAYER TEAM LEADER
- COMMUNITY/CARE GROUP TEAM LEADER
- MEN'S MINISTRY TEAM LEADER
- WOMEN'S MINISTRY TEAM LEADER
- SMALL GROUP LEADER
- VOLUNTEER TEAM LEADER

## PURPOSE: LEAD THE FLOW OF YOUR CLASS

### APPLICATION 1: Plan ahead

- Spend time preparing for the critical 20 minutes - The Big 20 (pg. 11) to ensure quality and fun.
- Ask Greeters, Records Team and Assistant Directors to arrive 15 minutes before your class' published start time.
- Organize announcements PRIOR to your class. Refer to the Bible Study Announcements, which will be provided to you before the weekend.
- Remember everything does NOT need to be announced; *Customize* the announcements for your class.
- Promote the "WHY" of an Event or Announcement.

### APPLICATION 2: Create Fun Factor

- Make the class environment welcoming and inviting.
- Create a buzz with music, movement, snacks, and conversations.
- Capitalize on your class demographics with ice-breakers, games, and contests each week.
- Piggyback off natural themes such as holidays or big sporting events.

## PURPOSE: LEAD MEETINGS WITH YOUR CLASS

**APPLICATION:** Plan quarterly meetings for your leadership team during the year. Prepare your agenda prior to meetings, and use the following ideas to facilitate an effective meeting:

- Cast your vision often ... Let your leaders know the goals and purpose of the class (*Why We Do What We Do*).
- Set goals based on answers to the following questions:
  - Where are we now?
  - Where do we want to be?
  - How are we going to get there?
- Discuss plans, make arrangements for special events, set the dates and make sure they don't conflict with anything else.
- Evaluate each leadership area and critique kindly if necessary.
- Go over dashboard reports which you will receive via email once a month. Discuss how best to involve people that aren't connected yet and how to get them to take the "next step".
- Encourage your Leadership Team.

## PURPOSE: MULTIPLY LEADERS

**APPLICATION:** Raise up, train, and send out leaders from your class to help start new classes. The goal for every class should be to multiply. The more classes we have at Second, the more people will be reached for the Kingdom.

- Recruit with the end in mind.
- Constantly look for potential leaders.

## DO'S & DON'TS:

### DO:

- Give your Teachers 30 minutes to teach their lesson and still end on time.
- Dismiss your class in time for Worship and so the next class can set up and start on time.
- Send a weekly email to your class that provides details and builds excitement for upcoming events.
- Request on-campus room reservations for meetings or events at least two weeks in advance.
- Keep your class leadership updated on your class portal.

### DON'T:

- Announce events that have not been scheduled and confirmed. The church has a limited number of rooms available on any given night, so please do not assume that you can find a place for an event.
- Promote fund-raising by the class for any reason.
- Solicit gift certificates from restaurants or stores for your class, per church policy.
- Make any sort of political announcements or endorsements in class, via email or on social media.
- Promote activities, programs or events that take place at other churches.

A man with short, grey hair and black-rimmed glasses is shown in profile, talking on a black mobile phone. He is wearing a light blue button-down shirt. The background is a blurred office environment with bookshelves. A semi-transparent dark grey banner is overlaid across the middle of the image, containing white text.

**USE THE FOLLOWING  
INFORMATION WHEN PLANNING  
AND SCHEDULING CLASS  
ACTIVITIES.**

# DIRECTOR

## (CONT.)

### ADMINISTRATIVE SERVICES

Request all administrative services by contacting the Adult Bible Study Ministry on your campus.

#### 1 FACILITIES CALENDAR

- Request reservations at least two weeks in advance.
- Specify room arrangements with requests.
- Do not announce events that have not been scheduled and confirmed. The church has a limited number of rooms available on any given night, so please do not assume that you can find a place for an event.

#### 2 FINANCES

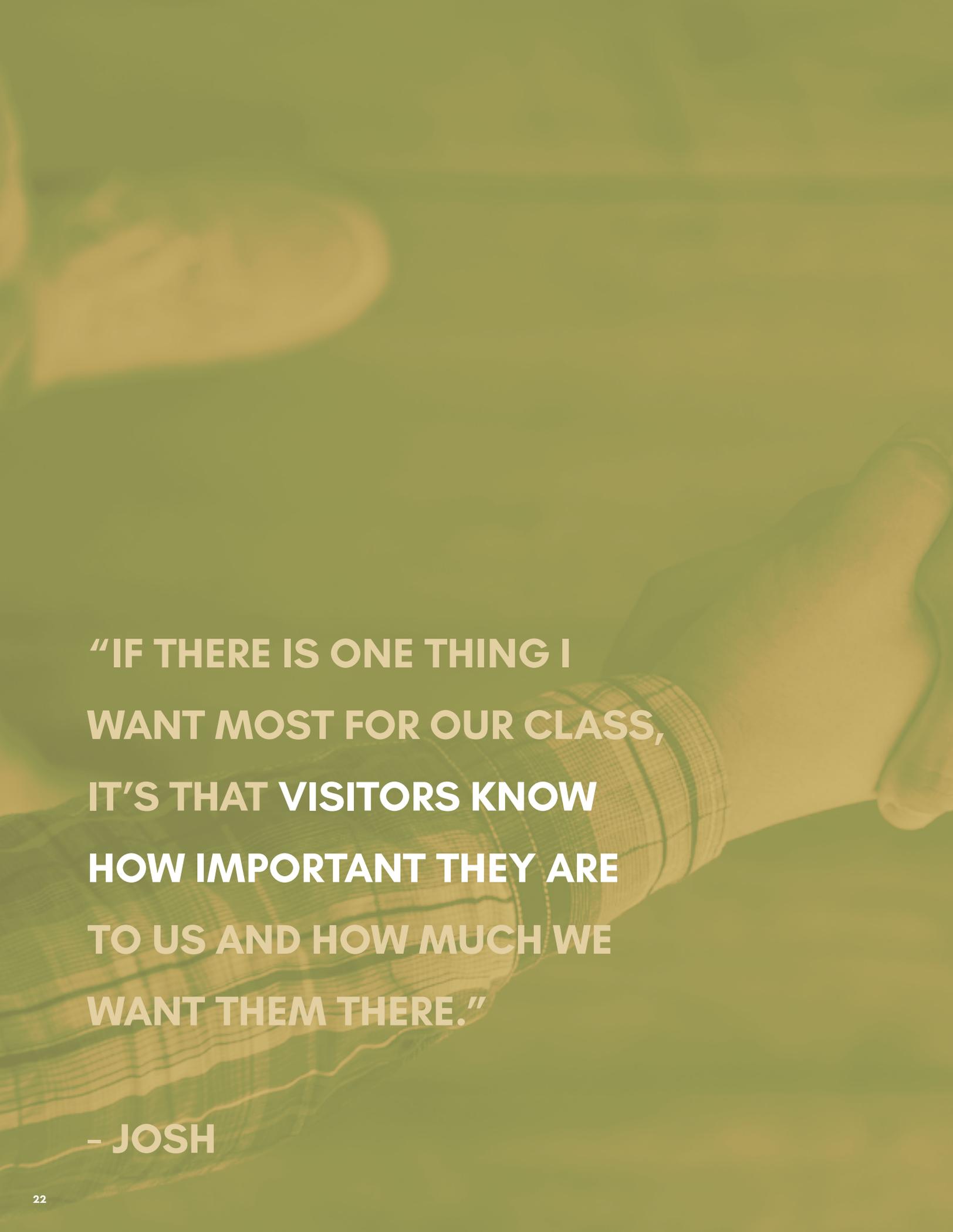
- Submit all expenses for approval prior to purchase.
- CHURCH POLICY PROHIBITS FUND-RAISING BY THE CLASS FOR ANY REASON.
- CHURCH POLICY PROHIBITS SOLICITATION OF GIFT CERTIFICATES FROM RESTAURANTS OR STORES FOR YOUR CLASS.

#### 3 COPIES, MAIL, AND SUPPLIES

- Copy and mail services are available during office hours. Please contact the Adult Bible Study Staff for help.
- Advance planning is crucial and helps the staff meet your needs effectively. Copy requests turned in by Wednesday will be ready for your class that weekend.
- Request forms for supplies are available in your class box. Submit forms with your attendance records.

#### 4 FOOD SERVICES

- Catering is available for purchase on some campuses. For information, contact your campus Adult Bible Study Staff.

A close-up photograph of a person's hand holding a pen, wearing a plaid shirt. The image is overlaid with a semi-transparent green filter. The text is centered over the image.

**“IF THERE IS ONE THING I  
WANT MOST FOR OUR CLASS,  
IT’S THAT VISITORS KNOW  
HOW IMPORTANT THEY ARE  
TO US AND HOW MUCH WE  
WANT THEM THERE.”**

**- JOSH**



ADULT BIBLE STUDY

# GOLD TEAM

EVANGELISM / OFFENSE / FRONT DOOR

# EVANGELISM

## TEAM DIRECTOR

### MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be an Evangelism Team Director. You make ministry happen by opening the “Front Door” to ensure new people continuously enter the life of the class and our church. You are responsible for helping your class reach new people through evangelism, encouraging enthusiasm and passion. Your role sets the stage for exciting growth in your class.

### EVANGELISM TEAM

-  COMMUNICATIONS TEAM LEADER
-  GREETER TEAM LEADER
-  RECORDS TEAM LEADER
-  OUTREACH TEAM LEADER
-  EVENT TEAM LEADER
-  MISSIONS TEAM LEADER
-  NEW MEMBER TEAM LEADER

### YOUR PART ON THE TEAM

#### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other team leaders to enlist a team from your class. Look for those who have the desire to serve and the skills to effectively help you accomplish your goals.

#### PURPOSE: EQUIP AND TRAIN YOUR TEAM.

**APPLICATION:** Give each Team Leader an overview of the position, expectations and a copy of the Playbook. Help each Team Leader develop a passion and competence for reaching those “who are not here yet.” Train your team to use the Playbook App to connect with visitors. Meet with your team quarterly to cast the vision and think creatively.

#### PURPOSE: EVALUATE TEAM PROGRESS.

**APPLICATION:** Ensure your team’s effectiveness in reaching, welcoming and connecting visitors to your class:

- Utilize your monthly class dashboard report to determine progress on your goals.
- Evaluate your class from the perspective of a “first-time visitor” to our church.
- Give your Director helpful feedback.

#### PURPOSE: ENCOURAGE CHURCH MEMBERSHIP AND BAPTISM.

**APPLICATION:** Work with your Director to emphasize Church Membership and Baptism with your class members.



### PENALTY FLAGS

- Not filling each position with the right person.
- No evidence of “changed lives” (first time commitments, baptisms, church membership).
- Not utilizing dashboard reports in your quarterly assessment meetings.



# COMMUNICATIONS

TEAM LEADER



SOCIAL MEDIA



PLAYBOOK APP



CLASS PORTAL

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Communications Team Leader. You make ministry happen by disseminating class information accurately and efficiently. The Communications Team Leader is responsible for assisting the class leadership with communication. You have the opportunity to tell your class story. The class portal and Playbook App are both management tools and sources of class member information.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other team leaders to enlist a team from your class. Look for those who have the desire to serve and the skills to effectively help accomplish your goals.

### PURPOSE: UTILIZE THE PLAYBOOK APP AND CLASS PORTAL TO COMMUNICATE.

**APPLICATION:** Work with your Director to make sure your class leadership is fully utilizing the Playbook App and class portal for inreach, outreach and communication.

### PURPOSE: KEEP YOUR CLASS INFORMED.

**APPLICATION:** Monitor your class social media outlets to ensure accurate dissemination of class information, correct grammar and spelling, appropriate use of photos (observing modesty and wise discretion) and communications. Post upcoming class and church events. Remind class members and visitors to update their personal information with the church to ensure timely communications. Report issues, misuse or unauthorized access of personal information to the SBC Technology Ministry Staff: [support@second.org](mailto:support@second.org).



## PENALTY FLAGS

- Sending more than one class wide email or text message in a week.
- Sharing class members personal information.
- Not keeping social media pages up-to-date.

## + EXTRA POINTS

- Telling your class story with pictures on social media or through the class portal.

# GREETER

TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Greeter Team Leader. You make ministry happen by creating a friendly first impression for everyone who comes to class. Class Greeters are responsible for visitors from the moment they enter the classroom door to the time they leave the church campus.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and the other team leaders to recruit a team from your class. Look for those who have the desire to serve and the skills to effectively help you accomplish your goals.

### PURPOSE: ARRIVE EARLY. BE READY FOR VISITORS WHO WILL LIKELY ARRIVE EARLY.

**APPLICATION:** Be in your room, ready to go five minutes before the *published* start time of your class. Remind your team to think from the perspective of a “first time visitor.”

### PURPOSE: CREATE A WELCOMING ENVIRONMENT.

**APPLICATION:** Ask your Greeter Team Members to arrive before or at the *published* start time of your class, ready to meet and greet. Have your team positioned at the door ready to warmly greet people and to assist your Records team with Visitor Check-in.

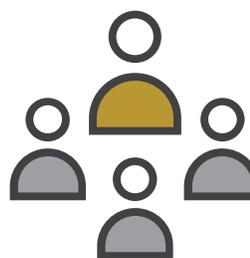
### PURPOSE: CONNECT VISITORS TO CLASS MEMBERS.

**APPLICATION:** Do everything possible to make visitors feel at home.

- Personally walk visitors around the room to meet others in your class - Be sure to introduce them to your Director and Teachers.
- Share information about current class activities that they might participate in such as events, sports, and small groups.
- Sit with them during class and ask them to sit with your class during the Worship service.

### PURPOSE: KEEP YOUR TEAM FRESH AND ENERGIZED.

**APPLICATION:** Rotate door duty throughout the month. Utilize new members as Greeters to get them plugged in and involved in leadership.



GREETER TEAM LEADER

GREETER TEAM MEMBERS



## PENALTY FLAGS

- Failure to be early to class.
- Not connecting visitors to class members.
- Talking to others instead of visitors.
- Being overly aggressive instead of welcoming.



## EXTRA POINTS

- Creating a Greeting Team schedule.
- Always wearing a smile.

## RECORDS TEAM LEADER

 CLASS ROSTERS TEAM MEMBER

 VISITOR CHECK-IN TEAM MEMBER

 CLASS NAMETAGS TEAM MEMBER

# RECORDS

## TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Records Team Leader. You make ministry happen by capturing complete and legible information and attendance which allows class leadership and Second Baptist Church Staff to connect with individuals for ongoing ministry.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other team leaders to enlist a team from your class. Look for those who have the desire to serve and the skills to effectively help accomplish your goals.

### PURPOSE: WELCOME AND CHECK IN VISITORS.

**APPLICATION:** Warmly welcome visitors. Assist them in completing a visitor information card and a nametag. If there is not one already, assign a Greeter to be their “host” during class.

### PURPOSE: ENSURE ACCURATE WEEKLY RECORDS OF ATTENDANCE.

**APPLICATION:** Complete the following each week:

- Complete an information slip for each person not appearing on your class roster. Turn the original in with your records. Give a copy to the Teacher that taught the lesson that day for follow-up. Check each card for your class name, legibility and completeness; make corrections as needed.
- Mark members and returning visitors present by bubbling in completely with a dark pen. **NOTE:** visitors to your class are designated by an \* asterisk. Do not write anything else or other marks on the bubble sheet.
- Enroll visitors as new members by completing a visitor card and marking “JOIN.”
- Count heads! Take your head count toward the end of the lesson and record it on your attendance card.
- Update personal information for class members using the card provided or direct class members to update the information themselves at [my.second.org](http://my.second.org).
- Place all completed forms and information in the envelope provided and drop it off in the designated place for each campus.
- You may also submit attendance through the Playbook App under the “more” tab.

### PURPOSE: ENSURE YOUR CLASS HAS A NAMETAG SYSTEM.

**APPLICATION:** Verify and assist your Director with your class nametag system process. Order supplies through the forms provided by your Adult Bible Study Staff.

## HOW TO FILL OUT A CLASS ROSTER

Incorrect    Incorrect    Correct



## PENALTY FLAGS

- Failure to be early to class.
- Failure to provide an accurate head count.
- Writing on the bubble rosters in any manner.



## EXTRA POINTS

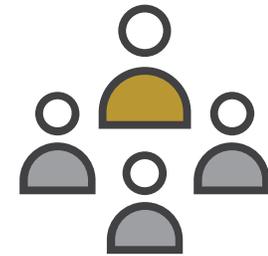
- Be a resource for your class leadership in putting faces with names.

# OUTREACH

## TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be an Outreach Team Leader. You make ministry happen by recruiting and leading class members in all outreach efforts. You have a direct impact on whether visitors return. The Outreach Team Leader's mission is to welcome class and church visitors to your Bible Study class.



OUTREACH TEAM LEADER

OUTREACH TEAM MEMBERS

## YOUR PART ON THE TEAM

### PURPOSE: ENCOURAGE AN “INVITING” CULTURE IN YOUR CLASS.

**APPLICATION:** Work with your Evangelism Director and the other team leaders to develop a culture where members invite and bring visitors to your class on a weekly basis.

### PURPOSE: CONNECT VISITORS.

**APPLICATION:** Make visitors your priority. Partner with your Greeter Team Leader and Records Team Leader to ensure visitors receive a warm welcome, feel included in group conversations and are not left alone to fend for themselves in your class or at Worship. Personally invite them to attend class events or small group gatherings with you. Invite returning visitors to join your class, letting them know they can join a class without being a church member.

### PURPOSE: COORDINATE WEEKLY OUTREACH.

**APPLICATION:** Utilize the Playbook App to follow up each week with everyone who visited, joined or were assigned to your class.

- **Class Visitors:** Always contact with a purpose. Thank them for visiting or joining and invite them to come back or attend an event. People are looking for community but most need encouragement to get involved.
- **New Members:** Invite new church members assigned to your class to visit. Offer to meet them at a designated place and walk with them to class. Many will need a personal invitation before they attend.

### PURPOSE: KEEP MEMBERS INFORMED ABOUT SPORTS/RECREATION OPPORTUNITIES.

**APPLICATION:** Where applicable, involve your class actively in sports and recreation activities with the purpose of reaching new people for Christ.

- Become familiar with church and local recreational opportunities offered through Second Baptist Church or opportunities near your campus.
- Use best efforts to build your teams and fitness groups with class visitors and those outside of our church. Remember that our goal is to connect visitors to our Bible Study classes.



## PENALTY FLAGS

- Not building a team.
- Not ensuring each person receives a follow-up contact.
- Not utilizing the Playbook App or other outreach tools.
- Failing to develop a culture of “Inviting” in your class.



## EXTRA POINTS

- Building a sports team with 30% visitors and non-church members.

## EVENT TEAM LEADER

-  OUTREACH / EVENTS TEAM MEMBER
-  CLASS LUNCHEAS TEAM MEMBER
-  WEEKLY CLASS SNACKS TEAM MEMBER
-  HOLIDAY EVENTS TEAM MEMBER

# EVENT

## TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be an Event Team Leader. You make ministry happen by planning and scheduling social events that build a sense of community and foster relationships. These events are great opportunities to assimilate new people into your class. Plan events that encourage members to bring visitors to experience a fun event that reflects Christian values on or off campus.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and the other leaders to recruit a team from your class to help you plan creatively and administrate events. Organize at least four major class events each year. Utilize holiday and event themes like Thanksgiving, Christmas, Super Bowl, etc.

### PURPOSE: PLAN WELL.

**APPLICATION:** Make sure you stay clear of potential conflicts with church-wide activities and events. Piggyback on upcoming church-wide activities and events and customize something for your class before or after an event.

### PURPOSE: ENCOURAGE COMMUNITY AND RELATIONSHIPS.

**APPLICATION:** Work with your Outreach Team Leader to ensure that events have an outreach and evangelistic emphasis. Coordinate events that facilitate conversation and relationship development such as events where people interact rather than activities like movies.

### PURPOSE: UTILIZE CHURCH RESOURCES EFFECTIVELY.

**APPLICATION:** Reserve the use of all church facilities through your Adult Bible Study Staff. Please give at least two weeks advance notice when scheduling facilities. Request desired room, date, time, and set up (tables, chairs) needed with all reservation requests.



### + EXTRA POINTS

- Being mindful of costs, location and childcare issues (if needed).
- Using church events as a class event.



### PENALTY FLAGS

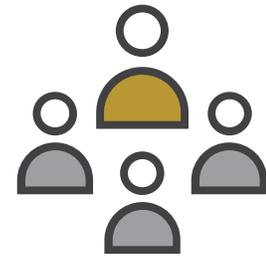
- Scheduling events that conflict with a church event.
- Failure to communicate class events via the class calendar and class portal.
- Having a class event with no purpose.

# MISSIONS

## TEAM LEADER

## MAIN OBJECTIVE

Your job is to be a participating member of the class first ... then be a Missions Team Leader. You make ministry happen by serving as a liaison between your class and the SBC Missions Ministry, coordinating mission opportunities offered by Second Baptist Church. You will also help your class plan and execute mission projects outside and inside our church walls.



MISSIONS TEAM LEADER

MISSIONS TEAM MEMBERS

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other leaders to recruit a team from your class who are outgoing, trustworthy and possess the skills to help you accomplish your objective.

### PURPOSE: KEEP MEMBERS INFORMED ABOUT MISSION/MINISTRY OPPORTUNITIES.

**APPLICATION:** Become familiar with local, national and international mission opportunities offered through Second Baptist Church by consulting with our SBC Missions Ministry, your campus website, the annual international mission trip brochure, etc.

### PURPOSE: LEAD LOCAL MISSIONS PROJECTS (OUTSIDE THE CHURCH WALLS).

**APPLICATION:** Plan ahead and schedule at least one ministry project per quarter to touch people outside of our church. Form a team within your class to lead each project. This is a great way to involve new people and visitors. Secure commitments from class members well in advance to make sure you have adequate people power for each project.

### PURPOSE: INVOLVE YOUR CLASS IN CHURCH-WIDE OPPORTUNITIES (INSIDE THE CHURCH WALLS).

**APPLICATION:** Engage your class in upcoming missions opportunities hosted by the church such as Angels of Light, World Missions month, Shoes for Orphan Souls, Operation Christmas Child, and Serve Houston. Communicate the underlying purpose and vision for each event and utilize the Volunteer Team Leader in your class to assist in recruiting volunteers.

### PURPOSE: CREATE EXCITEMENT AND MOTIVATION.

**APPLICATION:** Share pictures and summaries of mission projects with your class and on social media. Lead your class to participate in missions projects sponsored by Second Baptist Church.



### PENALTY FLAGS

- Failure to communicate mission opportunities to your class.
- Failure to mobilize your class to serve.



### EXTRA POINTS

- Plan a mission project each month.

## NEW MEMBER TEAM LEADER



COORDINATE NEW MEMBER GATHERINGS



FOLLOW UP WITH NEW MEMBERS

# NEW MEMBER

## TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the New Member Team Leader. You make ministry happen by ensuring the assimilation of each new member into the life and community of your class. You will be responsible to use personal contacts, visits, letters, email, text and phone calls to encourage new member involvement.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other leaders to recruit a team from your class who are outgoing, trustworthy and possess the skills to help you accomplish your objective.

### PURPOSE: ASSIMILATE NEW MEMBERS INTO THE LIFE OF THE CLASS.

**APPLICATION:** Avenues to effective assimilation:

- **Contact each new class or new church member assigned to your class personally within the first 48 hours of joining.** Obtain a copy of each new member's registration information from the Class Records Team at the end of each class. Be very intentional in the first FOUR weeks of someone joining your class or the church. If they do not get connected during the first four weeks, then they likely will not get connected.
- **Organize New Member Gatherings.** Designate a team member to be the coordinator of a quarterly new class member gathering. Invite a small group of new members into the home of one of the class leaders. Use this time to get to know the new members and make time for Q &A.
- **Encourage team service.** Connect new members to a ministry team to get involved by serving.

### PURPOSE: LEAD CLASS MEMBERS TO JOIN THE CHURCH.

**APPLICATION:** Encourage those who join your class to join the church, if they have not already done so. You can ask one of your Teachers, the Director or your Bible Study Division Pastor to help you with this.

### PURPOSE: ASSIST YOUR CAMPUS NEW MEMBER DIRECTOR AS NEEDED.

**APPLICATION:** You may be asked by your campus New Member Director, Division Pastor or other staff to assist with New Member counseling in Worship. They will provide training for you and the details regarding service.



## PENALTY FLAGS

- Failure to contact new members.
- Failure to plan quarterly gatherings for new members.

## + EXTRA POINTS

- Serving on New Member Team or in Visitors' Reception after Worship Services.



**“SMALL GROUPS ARE PLACES  
WHERE WE CAN DEEPEN OUR  
KNOWLEDGE AND LOVE FOR  
JESUS CHRIST AS WE BUILD  
PERSONAL RELATIONSHIPS  
AND PRACTICE APPLYING THE  
GOSPEL TO OUR LIVES.”**

**- ELIZABETH**

ADULT BIBLE STUDY

# BLUE TEAM

DISCIPLESHIP / DEFENSE / BACK DOOR

# DISCIPLESHIP

## TEAM DIRECTOR

### MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Discipleship Team Director. You make ministry happen by closing the “Back Door,” ensuring that your team meets the personal needs of individuals and challenges them to grow and serve. You are responsible for fostering the growth and development of class members as disciples of Christ.

### YOUR PART ON THE TEAM

#### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Director and other team leaders to enlist a team from your class. Look for those who have the desire to serve and the skills to effectively help you accomplish your goals.

#### PURPOSE: EQUIP AND TRAIN YOUR TEAM.

**APPLICATION:** Give each team leader an overview of the position, expectations and a copy of this Playbook. Help each team leader develop a passion and competence for discipleship, constantly reminding them of the importance of fostering spiritual maturity. Meet with your team quarterly to cast the vision and think creatively.

#### PURPOSE: EVALUATE TEAM PROGRESS.

**APPLICATION:** Meet quarterly with each team leader to provide feedback and to evaluate the team’s effectiveness in ministry and fostering spiritual maturity. Ensure that all class leaders are serving throughout the church and involved in a Community/Care Group and/or Small Group.

#### PURPOSE: CHALLENGE YOUR CLASS TO GROW AND SERVE.

**APPLICATION:** Actively promote all discipleship opportunities offered through Second Baptist Church. Work with your pastoral staff and team leaders to determine the best church approved curriculum for your class. Be aware of mission, volunteer and prayer ministry opportunities at Second Baptist Church that your class can be involved in throughout the year, challenging both members and visitors to participate.

### DISCIPLESHIP TEAM

-  INREACH TEAM LEADER
-  PRAYER TEAM LEADER
-  MEN’S MINISTRY TEAM LEADER
-  WOMEN’S MINISTRY TEAM LEADER
-  SMALL GROUP LEADER
-  VOLUNTEER TEAM LEADER
-  COMMUNITY/CARE GROUP TEAM LEADER



### PENALTY FLAGS

- Not getting training for your Small Group Leaders.
- Not knowing which studies your class Small Groups are studying.
- Failure to delegate duties and disseminate church-wide opportunities to your leaders and class.



### EXTRA POINTS

- Recruiting potential Small Group leaders and arranging for training by pastoral staff.
- Choosing a study from the existing list of approved studies.

## INREACH TEAM LEADER



WEEKLY INREACH



COMMUNITY/CARE GROUP LEADERS

# INREACH

TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Inreach Team Leader. You make ministry happen by providing for, nurturing and caring for members of the class through personal contacts, visits, letters, texts and calls. The Inreach Team Leader is responsible for making sure members don't fall through the cracks.

## YOUR PART ON THE TEAM

### PURPOSE: ENLIST YOUR TEAM.

**APPLICATION:** Work with your Discipleship Director and other team leaders to enlist a team from your class. Look for those who have the desire to serve and care for the members of your class.

### PURPOSE: COORDINATE WEEKLY INREACH.

**APPLICATION:** Track members who are absent from class or need extra care. Utilize the Playbook App and class portal each week to see who has missed multiple weeks. Contact those who have missed three weeks in a row to see if they have a need. Communicate with those that are ill or have family events that need attention.

### PURPOSE: COMMUNICATE AND ORGANIZE CARE NEEDS.

**APPLICATION:** Share care needs of members and visitors with class leadership. Work with the Prayer Team Leader to pass along prayer needs to church staff by emailing [prayer@second.org](mailto:prayer@second.org). When needed, coordinate meal and care calendars to assist members and visitors of the class.

### PURPOSE: OVERSEE COMMUNITY/CARE GROUPS.

**APPLICATION:** Work with your Teachers and Director to select qualified people to serve as your Community/Care Group Leaders. Assign class members to community/care groups. Ensure that your groups are caring for the needs of your class members.



## + EXTRA POINTS

- Anticipating needs and proactively offering to coordinate care.



## PENALTY FLAGS

- Failure to follow-up with those that have multiple absences.
- Failure to communicate individual needs to class leadership.
- Failure to establish community/care groups in your class.

# PRAYER

## TEAM LEADER

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Prayer Team Leader. You make ministry happen by serving as a liaison to the Prayer Ministry of the church by staying informed about the needs of your class, submitting needs to the Prayer Ministry, and emphasizing the importance of prayer.

## YOUR PART ON THE TEAM

### PURPOSE: ORGANIZE A PRAYER TEAM.

**APPLICATION:** Form a small group from your class that will regularly pray for the individual and collective needs of your class. Confidentiality is key!

### PURPOSE: PRAY FOR YOUR CLASS.

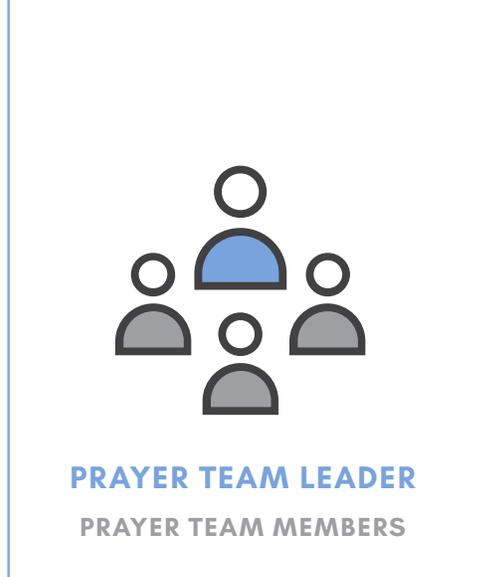
**APPLICATION:** Choose the most effective system to collect requests from your class and disseminate requests to your team. Be available before and after class to pray with class members.

### PURPOSE: UTILIZE THE CHURCH PRAYER MINISTRY.

**APPLICATION:** Coordinate with the church Prayer Ministry to submit prayer requests. Please send complete and accurate information (name, address, phone number) on prayer needs, emergencies, deaths, births, and hospitalizations to the Prayer Ministry by:

- 1) Emailing [prayer@second.org](mailto:prayer@second.org)
- 2) Calling 713.932.7729 (24-hour prayer line)

*Phillipians 1:3-5 - I give thanks to my God for every remembrance of you, always praying with joy for all of you in my every prayer, because of your partnership in the gospel from the first day until now.*



PRAYER TEAM LEADER  
PRAYER TEAM MEMBERS



## PENALTY FLAGS

- Failure to have a plan for class prayer requests.
- Open floor prayer requests during class time.
- Turning class prayer into a devotional or gossip time.



## EXTRA POINTS

- Utilizing the Playbook App each week to reach out to those on the task list.
- Serving on the Church Prayer Ministry Team.

# COMMUNITY/CARE GROUP

TEAM LEADER



COMMUNITY/CARE  
GROUP LEADER

COMMUNITY/CARE  
GROUP MEMBERS

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be a Community/Care Group Leader. You make ministry happen by ministering to and caring for those class members assigned to your Community/Care Group through ongoing, personal communications with your members. Encourage group members through regularly scheduled gatherings to develop friendships and have fun.

## YOUR PART ON THE TEAM

### PURPOSE: ENCOURAGE GROUP MEMBERS REGULARLY.

**APPLICATION:** Establish yourself as the care leader for your group by developing relationships with them. Acknowledge birthdays, anniversaries, and other important dates. Stay informed about the lives of your group members. The more you know about them, the more effective your ministry will be. Identify and address physical, spiritual and emotional needs of group members. Pray for them often and make it a priority to follow up with those in your group who are not attending weekend Bible Study. Help close the “Back Door” of your class by keeping people connected to the lifeblood of our church - Bible Study!

### PURPOSE: PLAN GROUP GATHERINGS FOR FRIENDSHIP AND FUN.

**APPLICATION:** Provide care and support for group members by planning gatherings that encourage members in a Christian atmosphere. Set monthly meetings. Ensure that each gathering provides the opportunity for group members to get to know one another better. Ideal groups will have 20 -30 members with a goal of 15-20 attending each meeting.



### PENALTY FLAGS

- Being “hyper-spiritual” at your gatherings.
- Using Community Groups to replace weekend Bible Study.

### + EXTRA POINTS

- Organizing Community Groups geographically by region, zip code or children’s school.

# MEN'S/WOMEN'S

## MINISTRY TEAM LEADER

### MINISTRY TEAM LEADER



LIAISON TO  
MINISTRY  
EVENTS



ENLIST SMALL  
GROUP LEADERS

## MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Men's/Women's Ministry Team Leader. You make ministry happen by serving as a liaison to the Men's/Women's Ministry of the church and developing the men's/women's small groups for your class.

## YOUR PART ON THE TEAM

### PURPOSE: INVOLVE YOUR CLASS IN THE MEN'S/WOMEN'S MINISTRY OF THE CHURCH.

**APPLICATION:** Organize your class to participate in the church-wide Men's/Women's events and activities. As the liaison to the Men's/Women's Ministry, you may be contacted to serve on committees for Men's/Women's events and to announce event details to your class.

### PURPOSE: WORK WITH YOUR DISCIPLESHIP DIRECTOR TO IDENTIFY, ENLIST AND EQUIP SMALL GROUP LEADERS.

**APPLICATION:** Determine the appropriate number of leaders needed based on an estimate of 6-12 people per group. Target people who have a passion to see others grow in their relationship with Christ and who have the spiritual maturity to lead a small group. Recognize that Small Group Leaders should be committed to following Christ daily and to setting a lifestyle example of purity and devotion to Christ. Arrange training through your Adult Ministry Staff for new small group leaders.

### PURPOSE: LAUNCH AND OVERSEE SMALL GROUPS.

**APPLICATION:** Work with Small Group Leaders to set times and places for groups to meet. Groups may meet at the church or in homes. Manage the placement of class members into small groups and assimilate new members and visitors on an ongoing basis. Ensure that the groups provide a place for people to grow deeper in their relationship with God, experience accountability, and develop Christ-centered friendships. Consult your Adult Ministry Staff in selecting your study materials.



### PENALTY FLAGS

- Failure to inform your Adult Bible Study Pastor of your small group curriculum.
- Using small group study to replace weekend Bible Study.



### EXTRA POINTS

- Utilize RightNow Media for small group curriculum and small group discipleship material.
- Access the SBC RightNow Media account via [second.org](http://second.org) under the "resources" tab.



**SMALL GROUP LEADER**  
SMALL GROUP MEMBERS

# SMALL GROUP LEADER

## MAIN OBJECTIVE

Your job is to be a participating member of the class first ... then be a Small Group Leader. You make ministry happen by leading a men's/women's small group for your class through biblically-based, doctrinally sound studies of God's Word.

## YOUR PART ON THE TEAM

### PURPOSE: LEAD A SMALL GROUP DISCIPLESHIP STUDY.

**APPLICATION:** Lead a small group of 6-12 men or women from your class through a structured plan of study which is biblically based, doctrinally sound and emphasizes spiritual growth.

- Consult your Adult Ministry Staff to select all materials to be studied and have them approved.
- Work with group leaders to set times and places for groups to meet. Groups may meet at the church or in homes.
- Assist your Director and other class leaders with the placement of class members into small groups and assimilate new members and visitors on an ongoing basis.
- Ensure that the groups provide a place for people to grow deeper in their relationship with God, experience accountability, and develop Christ-centered friendships.

### PURPOSE: ORGANIZE YOUR GROUP MEETINGS.

**APPLICATION:** Prioritize these steps in your meetings:

- **Meet once a week.** If you meet less often your group tends to lose momentum and continuity. It needs to be a priority – regular attendance is critical.
- **Start and end on time.** If your group knows you will not start on time then they will be late. Model the discipline of good time management.
- **Utilize a structured plan of study.** Studies should be biblically based and emphasize spiritual growth. Follow the plan. This will insure that your group makes the best possible use of time invested. There are many good studies available that are designed for small group discipleship and include guides for the leader. Some are designed to meet for as few as 6 weeks; some as many as 24 weeks. Your Adult Ministry Staff must approve your materials.



### + EXTRA POINTS

- Utilize RightNow Media for small group curriculum and small group discipleship material.



### PENALTY FLAGS

- Failure to inform your Adult Bible Study Pastor of your small group curriculum.
- Using small group study to replace weekend Bible Study.

# VOLUNTEER

## TEAM LEADER

### MAIN OBJECTIVE

Your responsibility is to be a participating member of the class first ... then be the Volunteer Team Leader. You make ministry happen by connecting your class with the life of our church through participation in church-wide special events and projects, ministry events and class activities.

### YOUR PART ON THE TEAM

#### PURPOSE: CONNECT YOUR CLASS THROUGH RECURRING MINISTRY NEEDS.

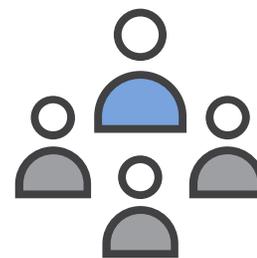
**APPLICATION:** Serve as the liaison between your class and the SBC Volunteer Ministry Staff connecting your class with the life of our church by participating in recurring ministry needs. Examples include:

- Worship Guide Assembly
- Funeral Hospitality
- Prayer Room Intercessors
- SecondKids and Second Students volunteers
- Worship Greeters
- Lord's Supper preparation and service
- Friends International (ESL classes)

#### PURPOSE: CONNECT YOUR CLASS THROUGH SPECIAL EVENT NEEDS.

**APPLICATION:** Plan ahead to allow adequate time to recruit volunteers from your class to meet the needs. Work with your Director and the Project Leader to clearly explain the details and personally recruit volunteers with a willing heart to serve. Involve new members and visitors on each team. Examples of special events include:

- Serve Houston
- Angels of Light
- Christmas Train Conductors
- Stations of the Cross
- Special Event/Conference Hospitality



VOLUNTEER TEAM LEADER

VOLUNTEERS



### PENALTY FLAGS

- Failure to serve with your class team.
- Failure to know about upcoming church and class events.
- Failure to keep your teams fresh by involving new people.



### EXTRA POINTS

- Show your appreciation by doing something to recognize your volunteers after each event.

# TEAM ROSTER

Class Name \_\_\_\_\_

## DIRECTOR

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## TEACHER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## TEACHER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## GOLD TEAM LEADERSHIP

## EVANGELISM / OFFENSE / FRONT DOOR

### EVANGELISM TEAM DIRECTOR

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### RECORDS TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### MISSIONS TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### COMMUNICATIONS TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### OUTREACH TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### NEW MEMBER TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### GREETER TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### EVENT TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## BLUE TEAM LEADERSHIP

## DISCIPLESHIP / DEFENSE / BACK DOOR

### DISCIPLESHIP TEAM DIRECTOR

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### COMM./CARE GROUP TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### MEN'S SMALL GROUP LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### INREACH TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### MEN'S MINISTRY TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### WOMEN'S SMALL GROUP LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### PRAYER TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### WOMEN'S MINISTRY TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### VOLUNTEER TEAM LEADER

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

# OUR STORY

## 1920s



### A CHURCH IS BORN

On "Organization Day," a group meeting at the Taylor Street School in downtown Houston voted to establish Second

Baptist Church; 121 people became charter members of the church.



### SECOND'S FIRST PASTOR

Dr. E.P. West's first message, "For Such a Time as This," set the tone for years of growth in Worship and Bible Study.



### FEBRUARY 1928

Buildings purchased from St. Paul's Methodist Church at Milam & McGowen became Second's home for the next three decades.

## 1960s

### SECOND FAMILY MOVES TO WOODWAY

Upon completion of the first phase of construction, the Second Baptist family, with a membership of around 5,000, officially moved to the current Woodway Campus.



## 1950s



### THE DECISION TO MOVE WEST

As the fourth pastor of Second Baptist Church, Dr. James Riley led the church in a move from the downtown property to reach families in the rapidly growing area west of downtown. In 1957, members of Second voted to purchase land at Woodway and Voss (the current Woodway Campus), with initial plans to build educational space, a gymnasium and an activities building.

## 2000s



### 2000 IN 2000

Baptisms have risen from 30 in 1978 to 2,394 in 2010. In the year 2000, Second accepted the challenge of baptizing

2,000 individuals over a 12-month period; the actual baptism total was 2,003, a number that has continued to grow each year.



### ONE CHURCH IN 3 LOCATIONS

On January 25, 2004, the former Forest Cove Baptist Church in Kingwood

merged with Second to become the church's third campus. The property, now known as Second's North Campus, is located on a 35-acre tract of land on Highway 59 North.



### CYPRESS AND SOUTH

Second grew to "one church in five locations" in early 2006 with the launch of new campuses in Pearland in January and Willowbrook in February. Initially these campuses met in movie theaters, with Bible Study for all ages and Worship services featuring live music and a taped message by Dr. Young. Both campuses moved into more permanent facilities, South in 2010 and Cypress in 2016.



### WOODWAY WORSHIP CENTER RE-OPENS

When Hurricane Ike devastated Houston in September 2008, it caused significant damage to the Woodway Campus Worship Center. For the next 12 months the congregation met for Worship in the gyms and the Sanctuary while the Worship Center was remodeled and reimagined to better reach individuals and families in the years to come. A Grand Opening Celebration was held on September 12 & 13, 2009.

## 1970s



### SEEKING GOD'S MAN

A Pastor Search Committee was formed and given the responsibility of finding "a great leader with a passion for soul-winning and a heart for the city of Houston." Their search led them to Dr. Ed Young, then pastor of the First Baptist Church of Columbia, South Carolina.



### 1979 - BROADCAST MINISTRY BEGINS

Shortly after he became the pastor of Second Baptist, the church began a weekly broadcast of Dr. Young's messages on local television. Today, Winning Walk has grown into an international television, radio and Internet outreach.

## 1990s



### ANGELS OF LIGHT

In 1990, Second initiated a community outreach program designed to bless families from Houston's inner-city and surrounding communities during the Christmas season. Each year hundreds of volunteers help with this program that provides toys, groceries and clothing certificates to thousands of individuals who visit one of our campuses during the week after Thanksgiving.



### WEST CAMPUS GRAND OPENING

On Sunday, October 3, 1999 the West Campus Grand Opening ushered in eight weeks of special events designed to attract visitors and introduce them to Second Baptist and the ministries the church would provide at this new location.

## TODAY

As of August 2019, the Second family with six Houston area campuses and a seventh campus online has a membership of 82,795 with weekly Worship attendance of 32,019 and weekly Bible Study attendance of 14,616. This past year, 16,891 adults, youth and children participated in Vacation Bible School, Summer Camps and/or Beach Retreats. Additionally, 15 volunteer teams led mission trips to international destinations and The Winning Walk took the message of the Gospel to the U.S. and six continents around the world.



## 2010s



### 1463 AND BEYOND

Second expanded to "one church in seven locations" with the opening of the 1463 Campus in May 2015 and the launch of the Online Campus in January 2017.



SECOND  
BAPTIST  
CHURCH

DR. ED YOUNG, PASTOR

[SECOND.ORG](http://SECOND.ORG)