**** Shared with PMBC Church Family on 4-6-25 @10:45am Worship Experience. EVERYONE in attendance received a hard copy****

The Progressive Missionary Baptist Church

Texas City, Texas

Re. Darryl C. Jones Sr- Senior Pastor/Teacher

Sis. Cindy Jones- 1st Lady

Patriarch of the Church- Deacon Willie Gayden (100 years old)

Matriarch of the Church- Deaconess Jerlene Owens (99 years old)

*****The Vision, Mission, Motto, Overview & Leadership of ALL Ministries*****

*****Church Colors: Royal Purple and Old Gold*****

PMBC Foundational Scripture

St. John 12:32- "And I, if I be lifted up from the earth, will draw all men unto me".

PMBC Vision

PMBC is the Church of Powerful Praise

PMBC is the Church of Intentional Worship

PMBC is the Church of Bible Based Preaching / Teaching

PMBC is the Church Where the Spirit of God's Love Abide Within HIS People

PMBC Motto

"We MUST Be Unified, So God Will Be Magnified, So the Kingdom Will Be Multiplied"!

PMBC Mission

"To Lift the Savior"

"To Build the Body of Christ"

"To Develop the Saints for Service"

"To Witness and Win the WORLD For Jesus Christ"

Sunday Schedule

1st Sundays

Ordinance of Communion as a Church Family

**** It Can be given to members as requested other than the first Sunday****

MASS Choir Sings

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All Ministry Leadership Appointments for 2025 Calendar Year

Deacon Ministry

**** Office #206****

Deacon Edward James= Servant Leader

Deacons Responsibilities:

- Assists Senior Pastor/ Teacher as needed per Sr. Pastor/ Teacher Request

- Deacon and those in "Observation" will facilitate PMBC Devotional Period scripture reading and prayer on Sundays and ALL worship experiences at PMBC. **ALL** Devotional Periods will be ministered at the podium near the Piano or the Organ.

- The Deacon and those in "Observation" is the Initial Point of Contact (POC) to receive donations from the congregation during Offertory periods @ PMBC. Three (3) Deacons/ "Brothers in Observation" at the offering table.

- The Deacon and those in "Observation" will assists Senior Pastor/ Teacher with The two Ordinances **(communion, baptism)** of The Church.

- The Deacon and those in "Observation" will facilitate ALL Sick and Shut Inn Visitations in reference to the Distribution of Monthly Communion.

- Facilitate Church Transportation For The Membership through collaboration of other church ministries.

All Ministry Leadership Appointments for 2025 Calendar Year

Christian Education Ministry

Rev. Herman Blanks= Servant Leader

(EVERY Ministry Leader report to the Servant Leader)

Teams (Auxiliaries)

- Sunday School Ministry- **Sis Mitchell- Ministry Lead**
  - Adult Class- **Rev. Blanks (Teacher)**
  - Youth Class- **Rev. Jonathan Steele (Teacher)**
- Vacation Bible School Ministry- **VACANT**
- Prayer Ministry- **Sis. Sia Babonjo- Ministry Lead**
  (Point of Contact =(POC) To Facilitate ALL House Blessing Request for Pastor Jones)
- Foreign Missions Ministry- **Sis. Johnson-Ministry Lead**
- Mid-Week Bible Study- **Rev. Herman Blanks- Ministry Lead**

All Ministry Leadership Appointments for 2025 Calendar Year

Hospitality Ministry

****Office #101****

Sis. Latonya Jordan= Servant Leader

Please see Sis Latonya Jordan for questions regarding building and administrative fees for funerals and weddings held at Progressive Missionary Baptist Church.

(EVERY Ministry Lead report to the Servant Leader)

Teams (Auxiliaries)

- **ONE** (1) Usher Ministry- **Sis. Linda Winn- Ministry Lead/ Sis. Dean Cravens-Assistant Ministry Lead**
- Greeters Ministry- **Sis. Jeanette Slaughter- Ministry Lead**
- Sanctuary Decorum/ Building & Campus Beautification- **Sis. Lissandra Watts- Ministry Lead**
- Culinary Operations Ministry- **Bro. Kacy Lewis/ Bro. Marc Jordan- Co Ministry Leads**
- Point of Contact = (POC) For ALL Wedding Arrangements, Discussions, etc., that will be held at PMBC Sanctuary- **Sis. Latonya Jordan-Ministry Lead/ Please see Sis. Jordan for Building requisition form.**
- PMBC Nurses-**VACANT**
- Baptismal Pool Maintenance- **Bro. Brayden McIntosh- Ministry Lead**

All Ministry Leadership Appointments for 2025 Calendar Year

Next Level Ministry

**** Office #202****

Bro. Christoper & Sis. Katina Ware= Co- Servant Leaders

**** The Servant Leaders will appoint each Vacant Ministry Lead****

(EVERY Ministry Lead report to the Servant Leaders)

Teams (Auxiliaries)

- Children's Ministry- **VACANT**
- High School Ministry-**VACANT**
- College Ministry-**VACANT**
- PMBC Education/ Scholarships- **Bro. Christopher & Sis. Katina Ware- Ministry Leads**
- Seasoned Citizen Ministry- **Sis. Green/ Sis Perry- Ministry Co-Leads**
- Young Adult Ministry (Ages 20-45)- **Bro. Curtis Lynn- Ministry Lead**
- Prime of Life Ministry (Ages 46- 65)- **VACANT**
- Health and Fitness Ministry- **Sis. Sia Babonjo- Ministry Lead**
- Point of Contact (POC) to announce to the church ALL Pre- K & K, Middle School, High School, College and Post Grad students, graduation exercises. =**Bro & Sis. Ware- Next Level Servan Leaders**
- **POC= Point of Contact To Facilitate ALL Baby Dedication Requests for Pastor Jones. = Bro & Sis. Ware- Next Level Servant Leaders**
- Sanctuary and Church Owned Properties Insurance Ministry- **Grayling & Annette Walker- Ministry Leads**
- Youth/ Young Adult Athletic (Sports) Ministry- **Bro. Cameron Lynn, Sis. Khloe Lynn, Bro. Kaiden Lynn and Bro. Kaleb Lynn- Ministry Leads**

All Ministry Leadership Appointments for 2025 Calendar Year

Minister of Music and Arts

**** Office #205****

TBD- Servant Leader

- Praise Team
- Mass Choir
- Youth Choir (5-18)
- Young Adult Choir (19- 55)
- Male Chorus- **Deacon Edward James- Ministry Lead**
- Women's Chorus
- Drill Team
- Youth Praise Dancers Ministry- **Sis. Shondra Jackson- Ministry Lead**
- Adult Praise Dancers Ministry- **Sis. Bre'Aile Patterson- Ministry Lead**
- Mimes in Praise Ministry
- Gospel Step Team Ministry
- Seasoned Saints Choir

All Ministry Leadership Appointments for 2025 Calendar Year

Media/ Communications Ministry

**** Office # 204****

Sis. Latisha Watson=Servant Leader

(EVERY Ministry Lead report to the Servant Leader)

- Oversee the New Members Ministry
- Design/ Manage Ministry Podcast
- ALL Church Announcements
- Design/ Manage Church Website
- Design/ Manage Church Facebook Page= **DONE**
- Design/ Manage Church Instagram Page= **DONE**
- Design Weekly Church Bulletins
- Design Offering Envelopes=**DONE**
- Design Official Church Logo (**Assisted By Bro. Charles Harris Sr) = DONE**
- Design Official Church Stationary=**DONE**
- Design Official Church Seal=**DONE**
- Investigate/ discovery of potentially setting up the benefits of using Givelify, Push Pay mobile giving for local members, visitors and friends nationwide.
- Church Lighting= **Bro. Grayling Walker- Ministry Lead**
- Church/Ministries Graphics
- Annual Days/ Anniversaries Communications Advertisements
- Church Internet, Church Sound (**Choir Stand) /** Technology Station (**Front Office in Sanctuary)** & Wi-Fi- & Phone System (Landline System/ with voicemail for the Church}. -**Bro. Grayling Walker & Bro. Christopher Ware- Ministry Leads**
- Point of Contact= POC for ALL external media in relation to the Church – **Sis Watson- Ministry Servant Leader**
- Scribe and Custodian of ALL Business meeting records inclusive of minutes and ministries reports.
- Scribe and Custodian of the membership roll, including contact information, dates of membership, dates of Baptisms and transfer records.

All Ministry Leadership Appointments for 2025 Calendar Year

Focus on The Family Ministry

**** Office # 203****

Sis. Dorothy Wells- Servant Leader

**** The Servant Leader will appoint each Vacant Ministry Lead****

(EVERY Team Lead report to the Servant Leader)

Teams (Auxiliaries)

- Men's Ministry (Brotherhood)- **Bro. Earl Davis- Ministry Lead**
- Missions Ministry- **Sis. Mildred Jackson- Ministry Lead**
- Young Women Ministry- **Sis. Sia Babonjo- Ministry Lead**
- Marriage Ministry- **VACANT**
- Singles Ministry- **VACANT**
- Widowed Ministry- **VACANT**
- Grief Ministry- **VACANT**
- Benevolence Ministry- **Sis. Dorothy Hogan- Ministry Lead**
- 1st Family Support (Pastor's Aide)- **Sis. Dorothy Wells- Ministry Lead, Sis. Latisha Watson- Assistant Ministry Lead**
- Keep a current database of ALL sick and shut in members inclusive of their names, address, phone numbers, email, etc., and submit this to the **Media/ Communications Ministry Servant Leader via hard copy on the 4th Sunday of every month. = Sis. Wells**

All Ministry Leadership Appointments for 2025 Calendar Year

Deaconess Ministry

**** Office # 102****

Sis. Mildred Watson- Servant Leader

(EVERY Ministry Lead report to the Servant Leader)

Teams (Auxiliaries)

- Communion Preparation- **Sis. Mildred Watson- Ministry Lead**
- Baptismal preparation for Candidates- **Sis Mildred Watson- Ministry Lead/ Sis. Ana Hill- Assistant Ministry Lead**

Security Ministry

**** Office #103****

Bro. Kacy Lewis- Servant Leader

- Oversee ALL Security for Church Affairs
- Church and Properties Cameras
- The securing of ALL Doors
- Facilitate and Manage ALL Alarm codes and Alarm systems
- POC=Point of Contact for the issuance of ALL Keys of church and church properties
- POC= Point of Contact (POC) Parking Lot Ministry- Assigned to Deacon and "Brothers in Observation"- **Bro. Lewis**

All Ministry Leadership Appointments for 2025 Calendar Year

Building Fund Ministry

**** Office #206****

Bro. Earl Davis- Servant Leader

- Upkeep & Maintenance of ALL Church Properties inclusive of the Sanctuary. Submit all pre cost, quotes, proposals, bids to Church Administrator for review and next steps to Senior Pastor/ Teacher for approval.
  Church Executive Council will advise the Senior Pastor/ Teacher.

- Ensure ALL Restrooms @ PMBC are ADA accessible

- Facilitate discussions of the repair or potential purchase of the Church Marquee. Submit all pre cost, quotes, bids to Church Administrator for review and next steps to Senior Pastor/ Teacher for approval.
  Church Executive Council will advise the Senior Pastor/ Teacher.

- Initial POC (Point of Contact) for ALL (sanctuary and properties) requests that need repair.

All Ministry Leadership Appointments for 2025 Calendar Year

Community Partnership Ministry

**** Office #201****

Sis. Shondra Jackson- Servant Leader

(EVERY Ministry Lead report to the Servant Leaders)

Teams (Auxiliaries)

- PMBC Back to School Drive- **Bro. John Solomon- Ministry Lead**
- Community Engagement & Affairs- **Sis. Shondra Jackson**
- Recovery/ Substance Abuse Ministry- **Sis. Shondra Jackson**
- PMBC Community BBQ's Onsite- **Bro. Kacy Lewis & Bro. Marc Jordan- Co Ministry Leads.**

Church Finance Ministry

Bro. Marc Jordan, Church Administrator

Finance Suite

Team Members

- Sister Girtha Stout- Financial Secretary ** Employee**/ **Finance Suite**
- Sis. Ana Hill- Church Treasurer ** Employee**/ **Finance Suite**
- Sis. Mildred Watson- Team Member (Volunteer)
- Sis. Annette Walker- Team Member (Volunteer)

Sis. Hill (Church Treasurer) will forward ALL Check requests for review and approval directly to Pastor Jones before ANY Check is written. Pastor Jones will discuss with Church Administrator the requests to ensure the item is budgeted and meet ALL qualifications before approval is considered. Once Pastor Jones approves the requisition it will be forwarded to the Church Administrator and Sis Hill (Church Treasurer).

No exceptions!

All Ministry Leadership Appointments for 2025 Calendar Year

Protocol Ministry

**** Office #201****

Sis. Tifney Scott- Servant Leader

- **Identifying guests:** During Our Worship experiences recognizing and provide seating for visiting ministers, VIPs, and special guests and informing the Senior Pastor immediately. Ensures that VIP, Elected Officials, Visiting Sr. Pastors have appropriate parking on Church Property.
- **Inviting guests:** Compiling lists and inviting guests to special programs as deemed appropriate per the Senior Pastor review and approval.
- **Ministries Leadership Team Staff Meeting:** Prepare the agenda, scribe of meeting minutes, organize seating, food **(collaborate with Hospitality Ministry Servant Leader)** etc., and draft invitations of attendance/participation to the Ministry Leadership Team members as per Senior Pastor review and approval.
- Keep accurate statistics of the number of people in weekly church attendance and forward that information to the Communications Team on a weekly basis.
- Ensure Ministries are given everything that they need to be ready and available to minister to God's people on Sunday morning. (for example, ushers/ greeters have everything available and accessible= envelopes/ welcome guests' cards.)
- **Ministry Collaboration:** Ensures that the core values of the Vision, Mission and Motto of the Church is being conveyed in community collaborated events hosted on Church exterior grounds through timeliness, decency and order.
- Ensures that nameplates are created and visible on ALL ministry Leadership offices throughout the 2nd floor, 1st floor offices and office suites.
- POC = Point of Contact to ensure that we have inventory of a satisfactory amount of Communion packets at the church
- Ensure that water is available on the pulpit for the Senior Pastor/ Teacher, Associate Ministers and Visiting Clergy during ALL worship services.
- POC =Point of Contact to ensure that ALL worship experiences start promptly and on time.
- POC= Point of Contact to ensure the air conditioning/ heating is appropriate during ALL sanctuary Worship experiences.
- POC =Point of Contact to create Resolutions for ALL PMBC member Funerals and relatives of PMBC Members who have transitioned from earth to glory.
- Point of Contact= (POC) For ALL Funeral Arrangements, Discussions, etc., that will be held at PMBC Sanctuary= Please Sis. Scott for Building Requisition Form.
- Please note, resolutions for family members of PMBC members is by request per member of PMBC.
- Create Baptism and Christening certificates for review and presentation to Senior Pastor/ Teacher for his signature to present to recently baptized members and the parents of those being dedicated (children).
  Please note: Receive names of children/ parents in reference to the baby dedications from Bro & Sis. Ware- Next Level Ministry Servant Leaders. Receive names of newly baptized members from Sis. Latisha Watson - Media/ Communications Ministry Servant Leader

All Ministry Leadership Appointments for 2025 Calendar Year

Church Administrator

**** Office /Finance Suite****

Bro. Marc Jordan

- Manage/ Oversee ALL vendors contracts with the church. Forward those contracts to the Senior Pastor/ Teacher for review and approval.
  Church Executive Council will advise the Senior Pastor/ Teacher.

- POC= Point of Contact and Manage ALL Church rental properties and land (corner lot) including the negotiating of rental agreements and leases.

- Review ALL Invoices, bids, proposals, etc., and submit to the Senior Pastor/ Techer for review and approval.
  Church Executive Council will advise the Senior Pastor/ Teacher.

- Point of Contact= (POC) to receive ALL Monies from church rental properties. ALL Payments received will be in the form of a cashier check, cash or money order. NO PERSONAL CHECKS WILL BE ACCEPTED! Immediately following will submit the money to the finance team for recording and bank deposit.

- Supervise **ALL** Paid Staff of PMBC of Texas City, Texas, excluding the Senior Pastor/ Teacher.
- Review ALL Payments to vendors, organizations, individuals then submit to Senior Pastor/ Teacher for review and final approval.
- Forward to the Senior Pastor/ Teacher for his review/ approval of monthly time sheets and compensation for ALL PMBC employees excluding the Senior Pastor/ Teacher
- Work with The Finance Ministry to Ensure All Agreed Upon Financial Procedures are in Compliance
- Distribute Job Descriptions and Expectations to ALL Paid Finance Ministry staff members.
- Filing and preserving all official church documents, including financial reports, correspondence, and legal documents.

All Ministry Leadership Appointments for 2025 Calendar Year

PMBC

Ministries Leadership Team

Rev. Darryl C. Jones Sr- Senior Pastor/ Teacher

Rev. Herman Blanks- Christian Education Ministry

Bro. Earl Davis- Building Fund Ministry

Sis. Shondra Jackson- Community Partnerships Ministry

Sis. Latonya Jordan- Hospitality Ministry

Bro. Marc Jordan- Church Administrator

Bro. Christopher & Sis. Katina Ware- Next Level Ministry

Sis. Latisha Watson- Media/ Communications Ministry

Sis. Dorothy Wells- Focus on The Family Ministry

Sis. Jerlene Owens- Matriarch of The Church

Bro. Willie Gayden- Patriarch of The Church

Bro. Kacy Lewis- Security Ministry

Deacon Edward James- Deacons Ministry

Sis. Mildred Watson- Deaconess Ministry

Sis. Tiffney Scott – Protocol Ministry

Bro. Grayling Walker- At Large Member

All Ministry Leadership Appointments for 2025

Employees @ PMBC

****Church Executive Council will advise the Senior Pastor/ Teacher regarding compensation/ wages of ALL employees. ****

Bro. Marc Jordan- Church Administrator (Monthly Payment)

Church Treasurer- Sis. Ana Hill (Monthly Payment)

Church Financial Secretary- Sis. Girtha Stout (Monthly Payment)

Church Musician- Sis. Steele (Organist) Monthly Payment

Church Musician- Sis. Johnson (Pianist) Monthly Payment

Campus Maintenance – Deacon Edward James (Pay Per Project)

Communications/ Media - Sis. Latisha Watson (Monthly Payment)

Communications/ Media- Sis. Shondra Jackson (Monthly Payment)

Protocol Ministry- Sis. Tiffney Scott (Monthly Payment)

Church Janitorial Services- (Monthly Payment)

Baptismal Pool Maintenance- Brayden McIntosh (Pay Per Project)

Church Security- Bro. Kacey Lewis (Monthly Payment)

****Beginning April 2025****

5th Sunday= ALL ministry employees at PMBC get paid for this specific Sunday. Attendance is mandatory to receive payment for the 5th Sundays unless previous discussion was held with the Senior Pastor/ Teacher regarding your absence.

All Ministry Leadership Appointments for 2025

PMBC Executive Council

**** This Council will assist the Senior Pastor/ Teacher with advisement of Church Governance, Fiscal Management and Personnel (Employee) Matters for the Church and Properties****

Rev. Darryl C. Jones Sr.- Senior Pastor/ Teacher

1.Bro. Marc Jordan- Church Administrator

2. Rev. Herman Blanks- Associate Minister

3. Sis Mildred Watson – Deaconess Ministry

4. Sis. Dorothy Wells-Focus On The Family Ministry

5. Bro. Christopher Ware – Next Level Ministry

6. Sis. Hilda Williams- Hospitality Ministry

7. Bro. Cameron Lynn- Young Adult Ministry

All Ministry Leadership Appointments for 2025

Ministerial Staff @PMBC

Rev. Herman Blanks

Rev. Jonathan Steele Jr

Rev. Dion M. Stewart

Rev. Clarence Mosely Sr.

PMBC Family

Please **DO Not** appoint nor select any additional leadership positions **(secretary, treasurer, etc.).**

ALL vacant Leadership positions will be appointed by the Servant Leader of that specific Ministry. If the Servant Leader needs guidance in the evaluation/ selection process, please see Pastor Jones before you confirm your selected Ministry Lead.

In closing, PMBC membership please follow the Vision and REMAIN FAITHFUL to God and WATCH God Fulfill ALL of His Promises to PMBC!

We Shall Witness the Kingdom being MULTIPLIED!

In Kingdom Building,

Rev. Darryl C. Jones Sr.

Senior Pastor/ Teacher