



*A Year of Excellence, Excitement,  
and  
Elevation  
Luke 5:37*

2046 Felton Avenue  
Macon, Georgia 31201  
478-743-5616  
[www.greaterlittlerock.org](http://www.greaterlittlerock.org)

## **Contact Information for the Church**

**Church Mailing Address: 2046 Felton Avenue  
Macon, Georgia 31201**

### **Contact Information for Pastor H. Larry Eason**

Office: (478) 743-5616

Business: (478) 745-6355

Email Address: [pastoreason@greaterlittlerock.org](mailto:pastoreason@greaterlittlerock.org)

**Office Hours for Appointments: Wednesday 1:00p.m. \_6:00 p.m.**

**Church Email Address: [contactus@greaterlittlerock.org](mailto:contactus@greaterlittlerock.org)**

**Web Address: [www.greaterlittlerock.org](http://www.greaterlittlerock.org)**

### **Outreach Ministry/ Out & Up, Inc.**

**Administrative Office: 2046 Felton Avenue  
Macon, Georgia 31201  
(478) 743-5616**

**After School Program: 985 Plant Street  
Hester Bivins Center  
(478) 741-2080**

**Email Address: [contactus@outandup.org](mailto:contactus@outandup.org)**

**Web Address: [www.outandup.org](http://www.outandup.org)**

## *Letter from the Pastor*



Greetings Beloved,

I would first like to express my gratitude to all the people known as Greater Little Rock Baptist Church for the trust you have placed in God Almighty and in me, to allow me to serve as your Pastor. Believe me it is an honor to serve as your spiritual leader.

Secondly you have been divinely placed in this church by an all knowing God for a particular purpose, and it is my prayer that as you dwell in this place you will discover your purpose and fulfill it as we seek to discover ultimately your divine destiny. You are not here by accident, incident or coincidence, but by divine providence.

Thirdly we are not a Church in the know but a Church on the grow and because of that we fully understand our purpose and place in the work that God has ordained for our ministry. As we seek to accomplish our mission to minister to the whole man we need your gift or talent to help us accomplish this great work of God by making sure you move from membership to discipleship and as you get actively involved in the ministry of your choice, always remembering it takes teamwork to make the dream work.

Fourthly and finally we have set for the year 2008 the biggest budget in the history of this great Church. This budget includes the renovation of our Early Learning and Child Care Center, adding a commercial kitchen to our edifice, installing stain glass windows to further beautify our sanctuary and completing the renovation of our restrooms, finance office, choir room. Perhaps we will also enlarge our dinning facilities to name just a few things that God has allowed us to envision and endeavor to bring to pass in the year of our Lord 2008.

I pray that you will participate with us as we continue to tear down the kingdoms of this world, so that they might become the kingdom of our God. There is no doubt in my mind that the year 2008 will be a year of Excellence, Excitement and Elevation as we do the work of God as a 21st century Church.

Always remember do not grow weary while doing good, for if we do not lose hope, we shall surely reap the blessing of God.

With Jesus' Joy, Your Pastor,  
H. Larry Eason

## **Ministries of the Greater Little Rock Baptist Church**

**Deacons**

**Deaconesses**

**Athletic Ministry**

**Benevolent Ministry**

**Evangelism Ministry**

**Finance Ministry**

**Five Star Ministry**

**Food Service Ministry**

**Intercessory Prayer Ministry**

**Media Ministry**

Newsletter Ministry

Photography & Video Ministry

Web Ministry

**Men's Ministry**

**Mother Board's Ministry**

**Music Ministry**

Adult Choir

Ensemble

Praise Team

Youth Choir

**Outreach Ministry/ Out & Up Inc**  
Clothing Bank Ministry  
Food Bank Ministry  
Joshua House After School Program  
Joshua House Early Care & Learning Center

**Senior Ministry**

**Sunday School Ministry**

**Usher Ministry**

Senior Ushers

Youth Ushers

**Visitation Ministry**

**Women's Ministry**

**Young Adult Ministry**

**Youth Ministry**

Youth Athletic Ministry

Youth Dance Ministry

Youth Wednesday Night Study

## **Church Policies & Procedures**

The Greater Little Rock Baptist Church has adopted a number of policies and procedures which are designed to ensure the smooth and orderly flow of Church business and activities. While every effort will be made to ensure the equal application of these policies to all members and circumstances, the Pastor and the Deacons of the Church reserve the right to modify these guidelines when emergency and exceptional conditions exist. All modifications will be made in the best interest of the Church and in concert with the leading of the Holy Spirit.

While the policies and procedures of the GLRBC are promulgated by the Deacon's Ministry, these policies and procedures are reviewed and adopted by the GLRBC Board of Directors. Policies and procedures are reviewed and changes adopted annually; however, should emergency situations or exceptional conditions mandate revisions these policies and procedures may be revised as recommended by the Deacon's Ministry and adopted by the Board of Directors.

### **Funeral Policy**

The Greater Little Rock Baptist Church is committed to providing support and encouragement to our Church family in the time of bereavement. To that end the following policies comprise the guidelines established to ensure support and comfort during these times.

When a Church member has died and the Church will be the site of the funeral:

1. Please notify the pastor immediately of the death. If the Pastor is not available please notify the Chairman of the Deacon's Ministry. If the Chairman can not be reached, please notify the Chair of the Five Star Ministry.
2. Confirm the date and time of the funeral with the Pastor prior to confirming this time with the Funeral Home
3. Confirm the order of service with the Pastor before printing and finalizing the funeral program.

4. The family is responsible to contact all funeral program participants and pallbearers.
5. If possible, please do not schedule funerals after 2:00 p.m. on Wednesdays and Saturdays.
6. If remarks are to be made please set a time limit not to exceed 3 minutes.
7. Flowers will not be acknowledged at the close of service.
8. A maximum allowance for the repast for the family after the funeral services is set at \$250.00/ 175 people.
9. The Deaconess Ministry of the Church will be responsible for the meal which is prepared for the family.
10. The purpose of the repast is to bring support to the family of the deceased; therefore, the family will always be served first.

***When an inactive Church member dies***, the funeral for the inactive member may be held at the Church; however, the amount set aside for the family repast will be limited to \$50.00.

Members may request the use of the sanctuary and fellowship hall for a **family member who is not a member of GLRBC**. However, the family of the deceased is responsible for the service and for the food for a repast and for payment of the janitorial fee which is \$50.00 for a weekday funeral and \$75.00 for a funeral scheduled for Friday or Saturday.

When an inactive member or non member's family requests the Pastor to eulogize the deceased, all guidelines established for active members apply, including scheduling, program review, etc,

## **Weddings**

Weddings are a joyous time. They are also important occasions which do often make many demands on time and resources. Careful, thoughtful planning and budgeting are encouraged in order that this time may bring the greatest amount of joy and pleasure to the couple. GLRBC is committed to support couples at this time by doing all that we can to ensure a successful event.

As soon as the engagement has occurred the couple is encouraged to set an appointment with the pastor to discuss their plans and to begin the planning process. When the Pastor is to perform the wedding ceremony **pre marital counseling must be provided by the pastor**. The pastor will not perform any wedding where this counseling has not been secured.

Active members may have access to the Church sanctuary and fellowship hall for their wedding ceremony. There is no charge for the use of the sanctuary or the fellowship hall. However, the family is required to pay the Church custodian to clean up the Church and sanctuary after the ceremony. This fee is set a \$50.00. The Pastor's fee for services rendered in support of the marriage is set at \$100.00.

The scheduling of weddings is on a first request, first served basis. All wedding dates must be secured by written request, approved by the Pastor, and passed on to the Pastor's Administrative Assistant. The wedding request form is located in the Church office and can be secured from the Administrative Assistant. See Appendix. Decoration of the Church, including the moving of any Church furniture, must be pre-approved by the Pastor. Only specified Church staff may adjust the sound system.

Inactive and non members will be charged a fee for use of the sanctuary and the fellowship hall. This fee covers the cost of utilities, custodian services, and others who may be required to be on duty. These fees are as follows:

Sanctuary Only	\$350.00
Sanctuary and Fellowship Hall	\$500.00

All fees as prescribed above must be paid in full at least 30 days before the wedding. These fees include a non refundable charge of \$100.00 should the wedding plans cancel within 30 days of the wedding. However, any payments made prior to the 30 day period before the wedding are fully refundable.

## **Baptism & New Member Fellowship Services**

Members are received into the fellowship of GLRBC as new converts who have never been saved *and* as persons who are saved but desiring to become members of the GLRBC. In addition, those persons whose Church membership is with a Church located in another city and who desire to maintain that membership may be received under “watch care” where they will experience all the benefits of an active member as long as they comply with the guidelines established for active membership.

New converts are baptized on the 3<sup>rd</sup> Sunday following the Sunday that they join the Church unless a request is made to the pastor for a different scheduling. Baptism is scheduled for the normal worship service time. Fellowship occurs prior to communion on the same Sunday as baptism. New converts are requested to be present at least 30 minutes prior to baptism.

New converts are asked to bring dark clothing to wear under their baptismal garments for their immersion. Towels will be supplied by the Deaconess Ministry. New members who have been converted and baptized prior to joining GLRBC are fellowshipped on the 3<sup>rd</sup> Sunday following the Sunday in which they joined, along with new converts, prior to the communion service which also occurs on the 3<sup>rd</sup> Sunday.

## **New Member Orientation**

All new members are expected to complete New Member’s Orientation Class as soon as class is scheduled after they join GLRBC. Classes are scheduled on a quarterly basis. Classes are scheduled for Saturday morning and cover a number of issues which will make the new member’s affiliation one which moves smoothly and ensures their strong connection to the GLRBC Family. Issues covered during these classes include Salvation, Church History, Articles of Faith, the Church Covenant, Tithes, and Ministry.

While the new member’s attendance of New Member Orientation Class is strongly encouraged the new member enjoys all rights and privileges of any other member immediately upon becoming affiliated with the Church.

- New members are encouraged to join a ministry of their interest.

- New members are encouraged to participate in weekly Bible Study
- New members are encouraged to participate in weekly Sunday School.

### **Infant Dedication**

GLRBC encourages the dedication of infants. Infant Dedication Services will be held on the fourth Sunday of the month. These dedications are scheduled on a first come, first scheduled basis. Single parents requesting dedication of their child must receive counsel from the pastor prior to the dedication.

### **Benevolence**

Recognizing that Church members may experience times of financial difficulty and crisis, the GLRBC desires to assist its membership to the extent that resources and circumstances allow and within the guidelines as established by the Deacon's Ministry and approved by the Board of Directors. These guidelines specify a maximum allowable financial assistance as well as a maximum number of times financial assistance will be available in a fiscal year. In addition the GLRBC will assist the member in securing other appropriate financial counseling and financial assistance as may be available and indicated by their circumstance.

The following procedures should be followed to request assistance:

1. The active member must complete a Benevolent Request Form which is available through the Church Treasurer, Financial Secretary, Deacon Ministry Chair, or Administrative Assistant. See Appendix
2. This form must be completed before the Church is able to provide assistance.
3. The Church will not be able to process the request in less than 48 hours. Do not expect the Church to respond in a few minutes or a few hours due to the need to involve the Benevolent Committee in the decision regarding assistance.
4. The fund operates to assist in emergencies related to housing, sickness, and death. Funds may be provided for up to 50% of the emergency need, not to exceed \$150.00.

5. The Food Bank Ministry and Clothing Bank Ministry operate to also assist in these emergencies.

### **Transportation Ministry**

The GLRBC has a transportation ministry to offer assistance to those members who wish to attend Church, Sunday School, Bible Study, Church engagements, and other Church related activities but who do not have transportation due to no vehicle or other transportation emergency, i.e. mechanical problems, parents, hospitalized, parents employed and unavailable to due to employment, etc. Transportation is a privilege and a service extended to members; it is not a mandate that the Church must meet. Members are therefore encouraged to cooperate with this valuable ministry. Church members requiring transportation are asked to adhere to the following guidelines:

1. Call the Transportation Director to request transportation.
2. Be on time for the scheduled pick up.
3. Children who are not accompanied by an adult must have a signed consent form which designates emergency contact information. See Appendix
4. Any acts of rudeness, disrespect, and non cooperation will be grounds for discontinuing the service.

### **Reimbursement for Expenses Incurred on Behalf of the Church**

Only those expenses which have received prior authorization from the Pastor or Chairman of the Deacon's Ministry are eligible for reimbursement from the Church treasury. Expenses which have been authorized in a Ministry's budget are exempt from this approval process as long as the ministry has not exceeded their budget.

### **Use of the Church Facility/ Equipment for Non Related Church Activities**

Active members may use the Church fellowship hall and class rooms for non Church

related activities with prior approval of the Pastor or the Chairman of the Deacon's Ministry. All areas used must be left clean and in good condition when the activity is completed. Any activity requiring significant cleaning will require janitorial involvement. The Chairman of the Deacon's Ministry is to be

contacted for approval of non Church related use of class rooms and fellowship hall by active Church members. The Chairman will make the decision regarding the necessity of janitorial involvement.

Church tables, chairs, or other equipment are not available for loan or for rent.

### **Member's Financial Contribution**

GLRBC encourages all members to give in accordance with Biblical mandate. Members are encouraged to document their giving in the envelopes provided for tithes and for offerings.

Beginning effective January, 2008, all members will be assigned an envelope number. Members may provide their envelope number on their envelope in place of their name. Members may also continue to place their name on their envelope though this will not be required. The envelope number or the member name will ensure proper credit of their financial contribution.

At the end of the fiscal year, the finance officers of the Church will provide each member a summary of their contribution for the prior calendar year. These statements will be made available by January 31 and may be picked up in the Administrative office of the Church.

<b>Date</b>	<b>Event</b>	<b>Ministry</b>
January 6	Officer Installation	Pastor
January 19	Leadership Training	Pastor/ Adm Asst
January 26	New Member Orientation	Pastor/ Adm Asst
February 3	Super Bowl Party	Pastor & YAM
February 10	Black History Program	Youth Ministry
February 15	Red & White Ball	Senior Ministry
February 17	A Taste of Sweetness	Deaconess Ministry
February 24	Family & Friends Day	Pastor/ All Church
March 23	Easter Program	Youth Ministry
March 30	Women in Red	Women's Ministry
April 20	Mother Bd. Union	Mother's Ministry
April 26	New Member Orientation	Pastor/ Adm Asst
May10	Mother's Day Cookout	Men's Ministry
May 11	Mother's Day Recognition	Five Star Ministry
May 20- 22	Revival	Pastor/ Deacons
June 2	Summer Camp Begins	Out & Up, Inc
June 14	Father's Day Event	Women's Ministry
June 15	Father's Day	Five Star Ministry
July 7-11	Vacation Bible School	VBS Staff
July 12	VBS Picnic	VBS Staff
July 25	Joshua House Program	Out & Up., Inc
July 26	New Member Orientation	Pastor/ Adm Asst

<b>Date</b>	<b>Event</b>	<b>Ministry</b>
July 27	Sunday School Anniv	Sunday School
July 28- Aug 1	Pastor's Vacation	
August 24	Men & Women's Day	Men & Women's Ministry
September 14	Family Day Celebration	Men's Ministry
September 28	Deaconess Tea	Deaconess Ministry
October 5	114 <sup>th</sup> Church Anniversary	Five Star Ministry
October 25	New Member Orientation	Pastor/ Adm Asst
November 6-8	Leader's Conference	Pastor/ Adm Asst (Site to be Determined)
November 9	Pastor's 6 <sup>th</sup> Anniversary	Five Star/Pastor Aid
November 27	Thanksgiving Service	Pastor/ Greater Emanuel Baptist Church
December 21	Christmas Dinner	Food Ministry
December 25	Christmas	
December 31	Watch Night Service	Pastor

# Appendix

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## WEDDING SCHEDULE REQUEST

By completing this document I/ We indicate our desire to use the Greater Little Rock Baptist Church as the site for our wedding. The following details are provided in order to document our plan and secure confirmation of the availability of GLRBC for our use.

Name \_\_\_\_\_

Fiancé \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Church Membership (circle one)

- Active member of Greater Little Rock Baptist Church Inactive member of Greater Little Rock Baptist Church
- Member of another Fellowship \_\_\_\_\_
- Not a member of a Church
- Other

We desire the following services in support of our wedding.

- Use of the Church Sanctuary
- Use of the Church Sanctuary and Fellowship Hall
- Ceremony to be performed by the Pastor of Greater Little Rock Baptist Church  
[ ] Please schedule counseling for us  
[ ] We have scheduled / completed our counseling sessions
- Ceremony to be performed by another minister of the Gospel
- Musician Services ( fees to be negotiated independently with the Musician)

Other special requests:

We have reviewed the wedding policies of the Church and agree to fully comply with those policies

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Signatures

Date

**PERMISSION FOR CHILD TO BE TRANSPORTED  
BY  
GREATER LITTLE ROCK BAPTIST CHURCH**

By completing and signing this document, I give permission for my child(ren) to be transported by the greater Little Rock Baptist Church as a part of their Church ministry. I understand that the Greater Little Rock Baptist Church does not assume liability for any accident or injury which may occur as a result of this transportation.

In case of medical emergency, I authorize the Greater little Rock Baptist Church to secure such treatment as may be determined necessary by competent medical authority. I understand that every effort will be made to contact me in case of such an emergency prior to treatment if circumstances indicate this effort will not be against the best medical interest of my child(ren).

My child health insurance information is as follows:

Health Insurance \_\_\_\_\_

Insurance Number \_\_\_\_\_

I agree to make arrangements for a competent adult to receive my child upon his/her return home. In the event of emergency and I am not available to receive my child, the following person is authorized to receive my child.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone # and Alternate Contact #

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**REQUEST TO USE OF CLASSROOMS OR FELLOWSHIP HALL FOR NON CHURCH  
RELATED ACTIVITY**

I, \_\_\_\_\_ request permission to use:

- Classroom Space

# of Classrooms requested \_\_\_\_\_

Purpose of the use of the classrooms

\_\_\_\_\_

- Fellowship Hall

Purpose of the use of the Fellowship Hall

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I am fully responsible for the use of these facilities. If any damage is incurred I accept full responsibility for the repair of such damage. I agree to leave the facility in the same clean and orderly condition in which it was prior to my use.

I further understand that the Chairman of the deacon's Ministry may determine that the nature of the activity may require that the area use will require special cleaning and attention and as a result necessitate the services of the Church janitorial staff. In this event I agree to pay the prescribed fees for their services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness BY

\_\_\_\_\_  
Date

**BENEVOLENT REQUEST FORM  
GREATER LITTLE ROCK BAPTIST CHURCH**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

REASON FOR ASSISTANCE

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AMOUNT YOU NEED \_\_\_\_\_

AMOUNT GRANTED \_\_\_\_\_

Would you like to have Pastoral counseling?

YES

NO

The Benevolent Committee requires 48 hours interval before making a decision on your request.

The Benevolent Committee will require documentation of all amounts requested by a copy of the bill or by a telephone call to the vendor.