

MISSION

The mission of the Altar Ministry is to serve as a help to those who respond to the altar call made by the minister during worship services. To draw alongside them and help them as their hearts are tender in response to the challenge set forth by the word that's been preached.

PURPOSE OF DOCUMENT

This document outlines the standard operating procedures for ministering to persons responding to the altar call made by the minister from the point that the call has been made until the person is dismissed to go home.

SCOPE

These procedures are to be carried out by persons assigned to the altar ministry team.

TIME AND LOCATIONS:

These procedures will be carried out during the altar call of each worship service.

RESOURCES

Bibles, blue sheets, anointing oil, Chromebooks, tissue, mints, hand sanitizer, clipboards, new convert/rededication paper forms.

SPECIFIC PROCEDURES

<i>Task</i>	<i>Step by Step Procedure</i>
Altar Call Declaration	Pastor will have everyone do the Prayer of Salvation in the sanctuary
Step Forward Participation	This is where we will encourage those to participate by coming down to the front. Altar workers are to stand facing the congregation to receive those who are coming to dedicate their lives to Christ. 2 persons should be up front standing near the first rows between the center and side sections. 2 persons should be posted similarly in the middle of

	the sanctuary to receive person coming forward from the rear sections.
Connection	Altar worker will greet new convert and will walk them to prayer room/Welcome room. To reduce crowding in the prayer/welcome room no more than 2 altar workers need to enter the room. The remaining altar workers may wait outside the room to assist them in finding their way back to the sanctuary or to the exit; or they may return the sanctuary to see if there is anyone in the service who may need ministry still.
Information (shared in the prayer/welcome room.)	<p>Inform the respondents that the first-time guest check-in personnel are present to collect some information from them in order to provide them with follow up services.</p> <p>Remain with them during this process. Remain friendly and prayerful.</p>
Transformation	<p>Inform the group of the classes we provide for further growth and development. (Power, LADYS Bible study, Brooks Brothers small groups, any current small groups) Invite respondents to attend to classes based on what they're seeking.</p> <p>Offer a Bible to any respondent who does not own one.</p>
Dismissal	Escort the group back to the sanctuary, the persons they came to service with, or to the nearest exit and them to their vehicles if necessary; especially if the person seems disoriented.