



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

Corporate Structure

The corporate structure of The Believers Worship Center Inc. is comprised of two entities: the Church and Pastoral Administrations. The administrations are managed by an Executive Staff that consists of the Chairman, Board of Directors, President, Vice President, Treasurer, Corporate Secretary, Senior Pastor, Staff Pastors and the Presbytery Board. The roles and responsibilities of the Executive Staff are as follows:

Executive Staff

Senior Pastor The Bishop is the first line of authority as Senior Pastor. The Bishop is also the visionary and senior executive of The Believers Worship Center Inc. This office and position is responsible for overseeing the entire structure of the church and its corporate bodies, including the Presbytery Board, Board of Directors and all corporate entities.

Staff Pastors The Staff Pastors are the second line of authority. This office and position is charged with the responsibility of governing day-to-day operations of the church foundation including all auxiliaries.

Presbytery Board The Presbytery Board consists of Elders appointed by the Senior Pastor to govern the body of the ministry. This committee determines and implements goals and directives for ministers and church members regarding spiritual growth, ordination/licensure and conduct

Chairman The Bishop is the first line of authority as Chairman. The Bishop is also the visionary and senior executive of The Believers Worship Center Inc. This office and position is responsible for overseeing the entire structure of the church and its corporate bodies, including the Presbytery Board, Board of Directors and all corporate entities.

President The President is the third in line of authority. This position is charged with the responsibility of overseeing the day-to-day operations of the church administration.

Board of Directors The Board of Directors is comprised of the Senior Pastor and appointed key leaders of the church. The Board is designed to execute the vision and mission of the ministry and govern all functions of the entire church.

Vice President The Vice President is the fourth level of authority. This position is charged with the responsibility of governing the day-to-day operations of the church administration.

Corporate Secretary The Corporate Secretary is primarily responsible for overseeing all

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

pastoral relations and managing the corporate office. Duties include maintaining confidential materials, minutes, ministry roster/registries, trademarks and trade names. The Corporate Secretary also serves as the liaison in all legal and professional procedures and formulates policies and procedures for the daily functions of the ministry.

Treasurer The Treasurer oversees the Office of Financial Affairs. Primary responsibilities are to manage the financial affairs of the church based on the guidelines established and set forth by the Senior Pastor and the Board of Directors. This office also manages all fiscal operations including accounts payables, account receivables, bookkeeping, budgets and taxation.



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

Pastoral Administration

ELDERS ASSOCIATION: The Elders Association holds tri-level authority. The elders are assigned on a case-by-case basis to various authoritative and ministerial duties at the Senior Pastor's discretion. The elders of the church are the vessels used by God to assist in the counsel and overseeing of the members of the Church.

- **Baptism:** Members of this ministry work closely with Elders and others to coordinate baptism proceedings. They ensure all procedures for baptism are understood by baptism candidates; ensure all necessary baptism documents are typed, filed and processed appropriately; and assist Elders as needed in preparing for baptism.
- **Communion:** The Holy Sacraments of the Lord's Supper of the body of Jesus Christ is served every third Sunday to the congregation.

USHERS ASSOCIATION: The Ushers Association is a unit or the governing body responsible for providing hospitality services to congregates, visitors and guests. This ministry maintains order among congregates before, during, and after church services and functions. The ministry provides hospitality to the church staff and guests. The ministry is also responsible for preparing Holy Sacraments for the monthly Holy Communion Service.

- **Lead Usher:** This ministry is responsible for providing a full range of ushering services for the church and other ministry activities. It also provides leadership in making the congregation feel welcomed, comfortable, and relaxed; coordinates "Altar Calls" and line pick-up.

DEACON'S BOARD: The Deacons Ministry is a governing body responsible for executing order during church functions and activities. This ministry is under the auspices of the Bishop and the Presbytery Board.

HOME-HOSPITAL CARE TEAM: Members of this ministry minister in the areas of sickness, bereavement and death, to those who are ill; injured; either at their home; or within the hospital. Department members of this ministry are divided into teams, and serve as extensions to the Bishop. Members of this ministry minister to individuals needing spiritual support, encouragement, visitations, and ministering of the Word. The primary function of this ministry is to provide scripture support, and encouragement to those who are living in nursing homes, hospitals, and shut-ins.

EVANGELISM & OUTREACH: This ministry conducts evangelism and outreach programs, services and activities. Members train individuals on evangelism techniques, approaches, and the potential hazards that exist in designated areas. It works closely with the Intercessory Prayer

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

Teams to learn the proper ways to become "prayed-up" before going out to conduct "street evangelism" and other activities.

NOAH'S REFUGE (TBWC WELLNESS CENTER)

- **Overcomers:** This ministry is designed to minister to individuals who are in need of assistance with drug and alcohol addiction or related challenges. Members of this ministry know the resources of the church and community to assist members in overcoming and dealing with addictions, without jeopardizing the health and safety of members, and creating a liability for the church. Intercessors and skillful counselors generally make up the members of this ministry.
- **Ministering to Aids Victims:** This ministry meets the special prayer, healing, counseling and other needs of AIDS victims. Referrals for housing, clothing, jobs, medical attention and other services are provided. Persons in this ministry also provide HIV education, training and testing for AIDS. They go to hospitals, homes, and AIDS recovery centers to minister to AIDS victims in need of the Word of God.

PRISON MINISTRY: This ministry focuses on ministering in jails, juvenile camps, youth authority facilities, state correctional institutions, federal prisons, and private facilities where persons are under house arrest. Its purpose is to conduct incarceration ministries via on-site, correspondence, outreach and satellite systems. Persons assigned to this ministry are subject to strict guidelines, regulations and requirements from correctional facility authorities. It also provides books, tapes, and other reading materials to individuals incarcerated, subject to the requirements of the correctional authorities.

MINISTRY OF RECONCILIATION: Members of this ministry are responsible for communicating with church members who do not regularly attend church. They pray for individuals that may be in a "backsliding" mode, and encourage them to stay focused on the Word and return to church. This ministry works closely with the Membership Department to ascertain which individual and families need encouragement.

INTERCESSORY PRAYER: The Intercessory Prayer Ministry's purpose is to unify members as a corporate body to petition God on behalf of the entire body of believers. This ministry focuses on the entire body of the church and individually written prayer requests including the sick, brokenhearted, unsaved, special needs, oppressed, captives, possessed, and depressed.

- **Prayer Leaders:** This ministry functions as a 24-hour operation, providing intercessory prayers. It leads other Spirit-filled, born again believers in "corporate prayer" for the church and its members. Members of this ministry provide prayers through prayer teams for the Bishop, his family; staff, our government, and the entire body of Christ. They petition God regarding circumstances and matters affecting the church.
- **Travailing In Prayer:** Members of this ministry are well trained in praying to break life-

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

bondage situations in which individuals are confronted. Bondage may involve sexual abuse and other forms of abuse; domestic violence; drugs and alcohol addiction; pornography, etc.

MISSIONS: This department focuses on supporting foreign missions. Sending food, clothing, financial support to other countries through evangelists, ministers, and churches that are a part of the United Pastors Association. This department supports and focuses administratively with all churches that are members of the United Pastors Association.

PASTORAL CARE: This ministry provides services to the Bishop, his family and guests. Services may include breakfast, lunch, dinner and refreshments. Additionally, members of this ministry may assist with New Members Brunch, and other special projects deemed necessary by the Bishop. Its members order, maintain, store and refrigerate food items as needed. They decorate, clean, maintain order, and provide other needed services in their assigned area. This unique ministry also provides services, which may include coordinating travel arrangements, greeting, directing, and escorting individuals to attend ministry services, programs, and activities. Members of this ministry distribute information regarding the ministry and other pertinent matters.

COUNSELING & COUNSELING TRAINING: This department is ever changing. It is designed to identify the needs of others and address those needs through various ministry resources. It adds new leaders, as the needs dictate. The primary focus of this department is to develop, implement and monitor programs for persons who are in need of counseling. Additionally, the ministry provides counseling training for certification.

- **Services:** This ministry counsels specific areas of concern, supported by the word of God. Matters such as Salvation, Holy Spirit, re-dedication, membership, healing, marriage, divorce, health, family abuse, addiction, and other areas are addressed. Individuals are taught how to rely upon the word of God, as opposed to themselves in overcoming any and all circumstances.
- **Training:** This ministry prepares individuals to perform counseling services as needed for members and non-members. It ensures those trained understand the legal aspects of counseling and the impact upon the individual, church, and its board when negligent counseling occurs. Individuals of this ministry may also be required to teach counseling in the ministry's Disciple School of Ministry.

MUSIC & ARTISTIC RELATIONS: The Music and Artistic Relations department is responsible for all musical and fine arts programs and activities during church services and special events. This department provides instruction to cultivate and enrich the gifts and talents in song, dance and drama. The ministry is designed to promote spiritual growth and unity among the congregates for the purpose of praising and glorifying God.

PERFORMING ARTS ACADEMY: This ministry is created to present and promote the

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

Gospel by means of plays, skits, and drama. Its purpose is to encourage individuals to commit their lives to Christ through obedience, and to live within the perfect will of God. Additionally, it presents the reality of the word of God from a dramatic perspective through the performing arts. It also designs and constructs stage props, sets, and other items to support artistic programs, services and activities.

DANCE: This ministry consists of individuals anointed to praise God through various dances and dance routines that glorify God. Members consist of various age groups who minister age-appropriate dances in accordance with their gifts and talents.

PRAISE TEAMS: This ministry is responsible for rendering praise and worship during services. It creates the church's musical image through utilization of the member's gifts and talents. The primary purpose of the ministry is to praise, worship and glorify God in song.

CHOIR: This ministry ministers praise and worship songs, setting the atmosphere for those attending church to enjoy praise and worship before the Lord. Members of the choir may also serve as members of the Praise Team.

MUSICIANS: This ministry provides music for the Praise Team, Choir, Teens and Children's Choir, music programs for the youth, concerts and live recordings. It also composes musical arrangements to accompany programs, services and performances.

FELLOWSHIPS

MEN'S FELLOWSHIP: This ministry provides responsible ministerial leadership and oversight to programs, services and activities designed specifically for men. This ministry's primary purpose is to encourage men to strive for excellence in every aspect of their lives. It provides direction, guidance, advice, counseling, fellowship, conferences and other important resources, to enable men to become successful spiritually and naturally.

WOMEN'S FELLOWSHIP: This ministry provides responsible ministerial leadership and oversight to programs, services and activities designed specifically for women. This ministry's primary purpose is to encourage women to strive for excellence in every aspect of their lives. It provides direction, guidance, advice, counseling, fellowship, conferences and other important resources, to enable women to become successful spiritually and naturally.

MARRIAGE FELLOWSHIP: This ministry is designed to develop and build strong marriage relationships and encourage fellowship with other Christian married couples to build strong families in the church and community.

SENIOR'S FELLOWSHIP: This ministry provides opportunities for Seniors of the ministry to come together and fellowship outside of regular church services. Its primary purpose is to encourage Seniors to enjoy their lives, have time for recreation, and work to build the Kingdom of God together.

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

- **Seniors' Program:** This is a special ministry for Golden Age members, who are 65 years of age or older. This ministry provides housing, food, clothing, medical assistance and other service on limited basis for Golden Age members, pursuant to special requirements determined by the ministry. In essence, this ministry is a home for the ministry's Seniors. Its staffing is based on a volunteer basis, with minimum professional services provided through contracted services.

ENTREPRENEURS' FELLOWSHIP: This ministry is designed to bring together entrepreneurs and potential entrepreneurs to fellowship; determine how businesses can support and promote one another, and develop training programs, services and activities for mentoring youth regarding how to successfully become entrepreneurs.

- **Entrepreneurs' Perfecting:** This ministry's function is to provide basic skills, knowledge and abilities enhancement for church members. It encourages and promotes entrepreneurship opportunities that will benefit both the church and its members. It reviews, analyzes and makes recommendations regarding proposed entrepreneurial ventures by members; and provides teaching regarding "Small Business Management" techniques.

YOUTH MINISTRIES

CHILDREN'S CHURCH: This ministry is designed to provide special services to children between the ages of 1-12 years old. It is supervised by the Director of Children's Church and volunteers. Its staff consists of adults and others from various departments.

INFANT CARE AND CHILDREN'S CENTER: This ministry is designed to meet the needs of children from infancy through 12 years of age, respectively. Proper teaching at age appropriate levels ensures sound care and attention to children. The ministry prepares children to effectively interact with one another, provide arts & crafts, reading materials, puppet shows, guest speakers, videos and other resources to enhance the skills, knowledge and abilities of the children. This ministry encourages young children to focus on Jesus and not secular role models and TV personalities.

ARTS & ENTERTAINMENT: This ministry teaches children how to have clean, healthy Christian fun. Children are exposed to songs, games, activities and Christian experiences through outreach, summer camps and project events, which facilitate a clear understanding of Jesus, and His purpose.

- **Performing Arts Academy:** In this ministry, children are encouraged to act out the Word of God through drama, skits and plays, utilizing appropriate props and costumes. Additionally, puppets are used as visual aids to teach the Word of God to children at their age level. The goal is to develop a strong ministry, which will reach the entire community through audio, video, and theatre.
- **Children's Choir:** The Children's Choir is designed to teach children to praise and

Bishop Larry H, Jordan, Sr. D.D

Senior Pastor

www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

worship the Lord, and to usher in God's presence. It provides prelude, worship, offertory, altar, prayer time, and special music to the hearts and minds of children. The children of this ministry are between the ages of 5 and 12.

TEENS' MINISTRY: Teenagers between the ages of 13 and 18 are the primary participants of this ministry, as they are called to stand out amongst the world, and not blend in. Its purpose is to teach this age group who they are in Christ, by walking with Christ-like character.

PREPARING TEENS FOR THE FUTURE: This ministry is designed to provide in-depth leadership training for teens. "Preparing Teens For The Future" is its focus. Teenagers are trained to assume leadership roles and responsibilities, while being exposed to Christian role models, professionals, business owners, community leaders and other persons who will be a positive influence on their lives. Teen leaders are matched with adult leaders for mentoring and apprenticeship purposes.

TEEN RECREATION: This ministry environment is upbeat, contemporary and impacted with lots of fun. Teenagers are kept off the streets, and non-believers are encouraged to participate in good Holy entertainment. Its purpose is to provide a Christian "teen hang-out" location in place of secular hangout locations. The ministry will sponsor pizza parties, basketball, swimming, skating, bowling, car shows, or other events for teens to enjoy their Christian life.

- **Summer Camps & Retreats:** This ministry designs, promotes and monitors summer camps and retreats for youth. Its purpose is to create environments where Bible study, practice and implementation occur during weekends and other time frames determined by the Director. This ministry affords opportunities to concentrate on the needs of youth in a environment, which fosters learning and fellowship in a structured and collaborative manner.

EVANGELISM & OUTREACH MINISTRY

- **Laying The Foundation For Salvation:** This ministry is established to equip teens with appropriate scripture, "know-how" techniques, and teams in ministering Salvation and the in-filling of the Holy Spirit. Members of this ministry are taught how to respond to challenges often experienced by teens, both before and after receiving salvation.
- **Presenting the Gospel of Christ:** This special ministry is developed to teach teens how to research, write and present the Gospel. Topics such as peer pressure, lying, child-parent relationships, children of the Bible and other important topics are discussed via video and trained personnel.
- **Youth Intercessors:** Under the direction of qualified adult intercessors, teens are equipped to pray for others, especially other youth. Additionally, they enhance their skills, knowledge and abilities for rightly dividing the Word of God. Each young adult walks through key Bible verses, learning what God says, and to whom He said it. They also conduct visitations to peers in hospitals, homes, and other locations.

Bishop Larry H, Jordan, Sr. D.D

Senior Pastor

www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

ARTS & ENTERTAINMENT

- **Music & Praise Teams:** This department is responsible for praise, worship, performing and creative arts. It provides ministry programs, services and activities through its special ministries. An instrumental band or orchestra, with praise teams, choirs (youth) and psalmists provide hymns, spiritual songs, psalms and words of praise in this ministry. The primary purpose of the ministry is to praise, worship and glorify God.
- **Performing Arts Academy:** This ministry is created to present and promote the Gospel to individuals by means of plays, skits, and drama. Its purpose is to encourage youth to commit their life to Christ, be obedient, and live within the will of God. Additionally, it presents the reality of the word of God from a dramatic perspective through the performing arts.

MENTOR/MENTEE: This ministry is designed to provide spiritual counseling and guidance through one--on-one partnering. Members of this ministry exhibit "Christ-like" behavior, and assess individuals' strength, challenges, their alignment with the Word, and advise individuals appropriately.



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

Church Administration

Church Administration consists of leadership established to present the local church as a disciplined, orderly, and purposeful instrument that is directed and used as God sees fit and to effectively manage the affairs of the church.

ADMINISTRATIVE SERVICES: This ministry represents the administrative core of the church. It conducts the day-to-day administrative services/activities, and long-range planning for church growth.

BUSINESS AND ADMINISTRATION DEPARTMENT: This department is responsible for establishing departmental and auxiliary administration. This office is charged with the regulation of policies, procedures, and professional standards as directed by the President and Vice-President. This department identifies and recruits potential staff members based on the specific needs within the church. This department has the responsibility of providing basic pre-service training prior to a job placement. It also monitors department's adherence to the established policies and procedures through a yearly evaluation process.

HUMAN RESOURCES RESEARCH & STANDARDS: This department carries out day-to-day human resources, public relations duties & responsibilities. It addresses employment, research & standards, education, training, safety & health, wages and working conditions. The public relations component entails developing, implementing and monitoring means of creating partnerships. It also involves developing relationships and positive interactions between the church and its neighboring communities. This department will develop and maintain a resume database containing the resumes of members of the church who seek volunteer opportunities with the church.

- **Organizational Development/Policies & Procedures:** This department is responsible for developing in-house organizational structures to address growth, changing needs of the church administration and a rebuilding process of the church. It provides a "think-tank" to research, study, and make recommendations to the Bishop regarding programs, services and activities that result in effective and efficient "administrative infrastructure." It also develops, implements, monitors and evaluates policies & procedures.

LEGAL FACILITATION: This department is responsible for providing the Bishop and the ministry with information regarding legal and risk management issues. The staff of this department may consist of attorneys, paralegals and persons with extensive skills, knowledge and abilities in legal disciplines that will benefit the ministry. The leaders of this department formulate recommendations for the ministry regarding the use of legal counsel and facilitate resolutions to legal matters.

DIRECTOR OF FINANCE: This department represents the financial core of the ministry. It

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

conducts the day-to-day business functions and long-ranged financial planning for church growth.

ACCOUNTING & FINANCE: These two departments track all monies and provide accounts payable, receivables and tax services. They develop, implement and monitor budgets; handle all business and financial matters of the church, its ministries and affiliates. Departmental staff provides training and financial guidance services for all ministries and departments of the church.

PAYROLL & BENEFITS: This department is responsible for handling all payroll and business matters. It processes employees' salaries, and placement. It makes appropriate deductions and monitors insurance programs. All payroll requirements subject to ministry, and all state and federal wage & salary mandates are monitored and adhered to by this department.

PROCUREMENT: This department is responsible for ensuring that all purchasing, shipping and receiving duties and responsibilities are carried out to the church's expectations.

BOOKSTORE: This department provides books, tapes, CDs, DVDs, videos, stationary, apparel, novelty items, greeting cards, arts & crafts and other related items for purchase.

FOOD SERVICES & CAFE: This department provides food, drinks and a dining facility for persons before and after church services/special events. Its workers are volunteers. Items sold are based on the needs and desires of the congregation. The Food Service and Cafe will minister to Seniors and others who are in need of food and the Word of God. This department is accessible to persons who are unable to cook for themselves or have meals with others.

PROJECT VENTURES: This department is responsible for conducting oversight of all non-budgeted revenue generation activities. It executes leadership of all departments, ministries and auxiliaries' revenue generation programs, services and activities. Its primary function is to encourage other revenue generation and segments of the ministry to plan, supervise, control, monitor and evaluate fundraising activities; and implement result-oriented activities to generate revenue to support the vision.

- **Grants:** This department develops, implements and monitors activities to secure grants; foundation contributions; and one-time donations. It reviews grant databases, attends grant writing workshops and seminars; and takes leadership for developing grants for the church consistent with its mission and goals.
- **Building Funds:** This department works closely with other individuals, groups and ministries to conduct revenue generation activities for facility renovation and new construction. It facilitates social events to generate revenues for building funds purposes.

MEMBERSHIP

NEW BELIEVERS & NEW MEMBERS CLASSES: This department is designed to minister

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

to individuals who accept Salvation and join the church. Classes are conducted over several weeks, providing basic orientation to the word of God, and the church's beliefs and teachings. It extends an opportunity for New Believers to receive information regarding their "functional gifts." Additionally, participants are exposed to specific scriptures and topics such as:

How to Obtain Salvation

Understanding the Holy Spirit

Water Baptism

How to Tithe According to the Word of God

The Power of Prayer and Fasting

The Vision of The Believers Worship Center

MEMBERSHIP CARE: This department has the responsibility of assisting new members with transitioning into full participating members of the church and visitor hospitality through follow-up correspondence. Members of this department supply statistical information on church growth and trends of membership. Furthermore, it creates, implements, and monitors follow-up systems to track visitors making sure their questions are answered regarding the church and the word of God. Members provide literature; and build positive relationships with visitors; discuss departments', programs, services and activities of the church.

ARCHIVES: This ministry serves as the "historian" to the church, its ministries and auxiliaries. Members write brief articles, arrange photos, store audio/video tapes and CDs; arrange and file church record of importance, etc. which tell the history of the church and its members.

CHURCH & COMMUNITY RELATIONS: The public relations component entails developing, implementing, monitoring means of creating partnerships, relationships and positive interactions between the church and its neighboring communities.

MINISTRY OF HELPFULNESS: This ministry addresses the special needs of individuals via food, shelter, clothing, medical services, financial services and other resources.

EVENT PLANNING: This department assumes responsibility for all event planning for the church and its ministries. It consists of team members that plan conferences, seminars, summits, retreats and special events on behalf of the Bishop, church and its ministries. It serves as an "extension" to ministries, conducting planning, negotiations, facilitation, review of documents and other matters involving coordination of events.

HOUSEKEEPING: Care and maintenance of church facilities are some of the functions outlined within this ministry. Members assigned to this department work with the custodial department to ensure that the facilities are properly cleaned before, during, and after church-sponsored events. Additionally, members of this department maintain appropriate supplies, equipment and materials so that the church facilities remain decent and in order.

MARKETING DEPARTMENT: The Marketing Department is responsible for managing a

Bishop Larry H, Jordan, Sr. D.D

Senior Pastor

www.TBWC.org



The Believers Worship Center, Inc.

P.O. Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

comprehensive marketing and outreach operation. Responsibilities include ensuring public awareness for all events and services sponsored by The Believers Worship Center, Inc. as well as maintaining ongoing communication between the church and its constituents via strategic marketing (i.e. networking and community relations). This department writes, edits, and updates publications; coordinates the printing and production of brochures and booklets; devises professional presentations; and assists with the development of web-based initiatives for the church. This ministry is also responsible for monthly newsletter, calendar/bulletin, and advertising.

TBWC PUBLICATION HOUSE: This department is responsible for publishing books on behalf of the Bishop. It consists of a transcriber, a primary editor, a content editor, a graphic technician and a printing & publication technician. Members of the department may serve as "Ghost-Writers" and are primarily responsible for assessing the continuity, content, and integrity of items being published by the Bishop.

This unique, however, small team consults with the Bishop regarding the coordination of publications relative to sermons, presentations and writings by the Bishop, which will benefit other readers.

Members of the department develop books from the teaching tapes of the Bishop for publication purposes. Additionally, they provide visual images of the ministry consistent with excellence, and work closely with the Computer Graphic department.

MEDIA MINISTRY

TV/RADIO PRODUCTION & BROADCAST: This department is responsible for all production functions which lead to preparing TV & Radio messages for broadcast. It provides the production, directing, editing and advertisement of programs, services and activities of the church and its ministries. It is charged with producing weekly TV/Radio broadcasts designed to carry the word of God over the airways to various cities/nations. The broadcast provides music, which glorifies God, and ministers to "the lost" through the media/broadcast.

CAMERA, LIGHTING & SOUND: This department operates the lights, cameras and sound equipment of the ministry, capturing the visual and audio images and messages produced, and broadcasts it nationally. It determines input and output, and interfaces with the Audio/Video Ministry, jointly providing technical services for broadcasting.

ESTATE PLANNING : This department is designed to help members distinguish and understand the difference between wills, trusts and whole life insurance programs. It discusses the tax advantages and disadvantages of each of these programs and advises individuals as to how to go about protecting family assets insuring that family members are able to strategically plan the accumulation and disbursement of assets within their estate.

FINANCIAL HARDSHIP : This department is responsible for ministering to families with financial hardships that are life threatening in nature; assisting families with understanding the

Bishop Larry H, Jordan, Sr. D.D
Senior Pastor
www.TBWC.org



The Believers Worship Center, Inc.

P.O Box 1230, Upper Marlboro, Maryland 20773

Tel. (301) 735-3967 Fax (301)-735-9594

process of financial budgeting, investment, and outlining a plan of action that leads to financial stewardship, God's way. It provides temporary financial assistant to tithing members of the church and would adhere to the ministry guidelines regarding financial hardship. It also helps those who utilize the services of the ministry to develop a specific plan of action that will lead to financial solvency.

COMMUNICATIONS

INFORMATION SYSTEMS TRAINING: This department provides computer software and informational systems consistent with changing technology. It provides the latest software used and applicability to the ministry. The department is an Information System Laboratory. It provides opportunities for the ministry to conduct research, develop church communications and conduct other activities.

COMPUTER GRAPHICS: This department provides computer graphics information and technology services to enhance the quality of broadcasts. It displays visual images of the church via graphically designed animation, pictures, drawings, and other graphic illustrations. It also provides web-site maintenance; interfaces and provides support services for TV & Radio Broadcast Ministries.

THE BELIEVERS WORSHIP CENTER PRIVATE SCHOOL FOR EDUCATION

GRADES K-12

In the future the Believers Worship Center will offer educational services to the membership and community. The private schools offering instruction for grades K-12 will open upon completion of the Mutli-Plex Church and Recreational Facility.