ZION
BAPTIST CHURCH

Shepherd's Conference Report 2026

3 Components: Administration ~ Ministerial ~ Financial

Introduction

This evaluation of the shepherd's conference is a summary of the basic operations of our church, which consist of 3 different components: administrative, ministerial, and financial. The responsibility of the the components at Zion Baptist Church are disseminated among the various elected officers and boards of the church according to the constitution and bylaws. This reflection/evaluation is of the overall ministry of Zion Baptist Church; and is inclusive of the entire leadership structure under the influence and leadership of the Pastor.

Component 1: Administrative

This component of church operations consists of the clerical and logistical aspects of the church.

Staffing

Staffing consists of hired positions as well as pastor appointed and congregationally nominated/voted positions. The organizational designed and explanation of the leadership positions are communicated in the church constitution and bylaws as well as during the nomination process each term.

Organizational Structure Chart **Leadership Responsibility Chart**

Pastoral

- Pastor
- Executive Minister
- Asst. to Pastor, Church Administration
- Asst. to Pastor, Christian Educ. and Community Engagement

Ministerial Team

- 5 associate ministers
- 1 retired minister

Church Staff

- Executive Assistant to the Pastor
- Assistant Financial Manager
- Directors
  - Communication and Media
  - Music Ministry and AV
- Information Technology
- Sexton (2)

Church Officers

- Deacons (50, including Emeriti)
  - Chair and Vice-chair
- Trustees (20)
  - Chair and Co-chair
- Church Clerk
- Church Secretary
- Church Treasurer
- Church Historian

Space Management

This is in reference to our adequacy to support the ministries of the church given our current space.

Zion Main

- Sanctuary
  - Balcony
- Chappel
- Baptismal Pool and rooms
- Fellowship Hall
- Kitchen
- Education Classrooms
- Education Auditorium
- Nursery
- Elevator
- Offices (7)
- Storage Closets (#?)
- Additional Property
  - GNJ Senior Day Care Center

Zion North

- Sanctuary
- Fellowship Hall
- Offices (2)
- Kitchen
- Storage Closets (2)
  - Shed

Maintenance

Maintenance consists of scheduling repairs and maintaining the building and grounds of both the DC campus and the North Site.

Sexton Staff

- Daily Maintenance
- Set up for programs and events
- Opens/closes the building(s)

Trustees

- Maintenance of properties
  - Both physical locations
- Maintenance of Technology
  - All 3 locations
- Reports to the BCA
  - **December 2025 Report**
- Presents to Congregation

Calendar/Schedule of Activities

Relates to working with ministries to schedule activities as well as the scheduling of services at both campuses.

Church Website

- ➔ Main calendar
  - ◆ Can connect to personal device
- ➔ Upcoming events highlighted on the landing page
- ➔ Past events archived
- ➔ Ministry events also posted on the ministry's page

Social Media

- ★ Facebook
  - ○ Events
  - ○ Services
  - ○ Bible Studies
- ★ YouTube Channel
  - ○ Events
  - ○ Services
  - ○ Bible Studies
  - ○ Seasonal Devotional Presentations
- ★ Email
  - ○ Weekly
  - ○ Letter from Pastor
  - ○ Announcements
    - ■ Upcoming
    - ■ Deaths/Funerals/Bereavement

Communications/Mailings

This is an essential function of the Administrative Component to maintain ongoing and effective communication with the congregation through mailings and online platforms.

Multimedia

- Website
- Weekly emails
- Facebook
- YouTube
- Audio/visual announcements during service

Communications

- Individual telephone calls or texts
- Weekly emails
- Postal mail
- Reminder of Announcements at the end of:
  - Ministry meetings
  - Committee Meetings
  - Bible Studies
  - Event or special service

The maintenance and monitoring of all communications is done by specific staff.

I.T./Audio Visual Management

This aspect is essential to the day-to-day operations of the church. All 3 components of the church operations are impacted by this function..

Audio Visual Team

- Flyers
- Pictures and video presentations
- Announcements/visuals
- Equipment
- Zoom calls
  - Ministry meetings
  - Church Meetings
- Hybrid
  - Bible Study
  - Sunday School/New Life Hour
  - Church Meetings
  - Services
- Music
- Videos

I.T Team

- Church Website
- Announcements/Visuals
- Equipment
- Zoom Calls
  - Ministry meetings
  - Church meetings
- Visual presentations
- Hybrid
  - Bible Study
  - Sunday School/New Life Hour
  - Church Meetings
  - Services

Congregational Services

This aspect refers to the day-to-day engagement with church members and congregants.

Deacons Sheep Fold

Ministries

Calendar of Events/Service

Pastoral Counsel

Component 2: Ministerial

This component of church operations refers to matters directly related to the ministry and ministries of the church.

Discipleship/Christian Education

Refers to all activities, materials, equipment and volunteers need

Goals are for teaching, training, and developing disciples through Christian education.

Sunday School, both

Noon-day and pastor’s evening bible study and Children’s church

Ministry Development

Refers to identifying and developing effective and relevant ministry to meet the needs of people in and outside of the church.

Soup Saturdays

Evangelism/Missions

Refers to the intentional activities focused on spreading the Gospel locally, nationally and internationally. Particularly, the vision of ZBC calls for identifying strategic missions' areas and investing resources to empower the people who live there and win them for Christ.

Greater investment of resources is needed in this area to make a greater impact. How can we grow

We have Thursday food giveaways and backpack giveaways.

Pastoral Care

Refers to sick visits, well visits, counseling sessions, and all other services provide by or at the direction of the pastor. Most medium to large churches are staffed with at least two part-time/full time assistant ministers to assist with pastoral care. Medium to large churches generally consist of between 250-900 members.

Zion's staffing in this area is currently sufficient.

The Diaconate also assists in pastoral care.

Membership Monitoring

Refers to tracking membership numerically, ministerially, and financially.

These functions are led by the Pastor and shared with the Diaconate and Church Clerk

Leadership Development

Refers to training ministry leaders and other volunteers to assists with the various ministry functions and activities.

Yes, Diaconate Training.

Campus Developmemt

Refers to ensuring that both the North and Main campuses continue to meet the needs of the church and the surrounding communities.

In particular, it refers to the building of a new church/multi-purpose facility at the North Campus and the Genevieve N. Johnson Senior

Residences at the Main Campus.

Component 3: Financial

This component of church operations is the primary responsibility of the Board of Trustees and includes Buildings & Grounds, Human Resources, and Finances

Budget Development/Monitoring and Reporting

The church maintains a formal budget development process that supports both short-term and long-term financial planning. This process aligns financial resources with the mission and operational priorities of the church and provides a framework for responsible fiscal decision-making.

Budget Monitoring and Financial Reporting

Regular budget monitoring reports are utilized to track income and expenditures. These reports allow leadership to assess financial performance, identify variances, and make informed adjustments as needed.

Banking Funds/ Account Management

Church funds are systematically counted and managed using established procedures. Account management practices are in place to ensure proper tracking and use of funds, supporting accuracy and internal controls.

Audits and Internal Review

The church undergoes both internal and external audits to provide independent verification of financial accuracy and compliance. Internal financial review and analysis are also conducted through established church leadership processes, including conference-level or governing body oversight (Sheperd’s Conference).

Compliance and Regulatory Oversight

The church operates with the intent to remain compliant with IRS regulations and internal compliance standards. While confirmation may require trustee verification, existing structures suggest adherence to required financial and regulatory obligations.

Financial Position and Valuation

The church maintains an understanding of its overall financial status, including assets, liabilities, and valuation. This information supports transparency, strategic planning, and long-term sustainability.

The harvest has been plentiful!

Culmination

Zion has a variety of programs and ministries to foster spiritual growth and fellowship.

Zion creatively designs programs, workshop, studies and service.

Zion has three locations that offer community evolvement.

Trends…

Zion is supportive of the children and youth and intentional with providing resources to enhance spiritual growth.

Zion offers Biblically sound teaching to age specific groups as well as presenting information in a variety of modalities including Bible study, plays, song and the preached word.

Suggestions/Recommendations

Children and Youth:

- Enhance participation in churchwide programs/services
- Add a boys Mentor Group

Ministries and programs

- Singles Ministry
- More visible to members

Transportation:

- More consistency
- Services and programs

Prayerfully and Respectfully Submitted!

Shepherd's Conference Committee:

Deacon Kimani Darasaw, chair
Regina Cox
Tammie Addison-Thompson
Leslie Jayne Chavis
George Walker

Rev. Dr. Keith W. Byrd Sr., Pastor