

Western Heights Baptist Church
24416 Cox Road, N. Dinwiddie, VA 23803

Church Phone: 804-733-8172

August 23rd, 2015

“The Church Where Everybody is Somebody”

Ministers – Congregation

Chairman of Deacons – Shawn Wynn

Sunday School Director – Jarrett Munford

Music Ministry Director – Bonnie Perkinson

Worship Leader – Alex Perkinson

Director of Children’s Ministry - April Norris

Director of Youth Ministry -

Senior Pastor – Rev. Jonathan Dundalow

Website: www.whbc1963.org Email: westernheightsbaptist@gmail.com

Our Worship of God

“He must increase, but i must decrease” John 3:30

Our Worship Preparation

Prelude

Church Life at Western Heights

Welcome to Our Guests & **Greet One Another**

Our Worship in Praise and Prayer

Opening Prayer

Congregational Song

Children age 4 through second grade leave now

Our Worship in Giving Our Tithes and Offerings

Offertory Hymn “Here I Am to Worship”

Offertory Prayer

Special Music

Lori Sturt

Our Worship in Proclaiming God’s Word

Scripture Mark 16

Message “Risen & Able”

Rev. Jonathan Dundalow

Our Worship through Our Commitments

Invitation Hymn “Abide with Me”

Departing from Worship to be on Mission with Him

Benediction

Mike Price

Closing Chorus “This is the Day”

Postlude

Nursery Schedule

Nursery Schedule	Birth 11 am	Cruisers 11 am	Toddlers 11 am	3 Yr. Olds 11 am	Evening 5 pm
Today Sunday August 23 rd	Michael & Amanda Spencer	Lea & Rachel Mitchell	Karla Baird & Rachel Wynn	Samoa Allen & Becky Pierce	Melissa Dear & Ashley McFarland
Wednesday August 26 th	Combined				6:30 PM Barbara McCoy & April Norris
Sunday August 30 th	Donnie & Leslie Bostic	Mike & Megan Demaline	Keith & April Johnson	Ashley McFarland & Amanda Whirley	Heather Mills & Donna Lewis

Children's Church

Today: Michelle Stech & Linda Sullivan, Melissa D. Connelly

August 30th: No children's church

Children's church is provided for age 4 through 2nd Grade!

After church you may pick up your children in the Fellowship Hall. Thank you.

Deacon of the Week: Mike Price

Financial Report

Budget Needs Weekly:	\$7,987.05
Offering Last Sunday (August 9 th)	<u>4,950.00</u>
Under Budget	\$ 3,037.05

Church Life for this Week

Sun.	9:45AM	Sunday School
	11:00AM	Morning Worship
	5:00PM	One Church Worship
		Word of Life Bible Study
		Youth Bible Study
Mon.		Deliver Backpacks/school supplies to Sutherland Elementary
Tues.	6:00PM	Adult Choir Practice
	7:00PM	Orchestra Practice
Wed.	1:00PM	Senior Adult Bible Study
	6:30PM	Wed. Bible Study & Prayer Meeting

Upcoming Events

September 1	6:30-8:00 PM	WHBC Ladies Meeting
September 2	1:00 PM	Senior Adult Bible Study
	6:30 PM	Wednesday Night Bible Study and Prayer
September 9	1:00PM	Senior Adult "Bring a Friend" Picnic, Lee Memorial Park (All Senior Adults invited)
	6:30PM	Business Meeting & Prayer
September 12	10:00AM	Preschool Teddy Bear & Me (Fellowship Hall)
September 13	8:00AM	Brotherhood Breakfasts' begins
September 16	1:00PM	Senior Adult Bible Study
	6:30PM	Bible Study & Prayer

Announcements

WHBC Administrative Assistant Position: If interested in applying for the Western Heights Baptist Church Administrative Assistant position, please submit your resume to a member of the Personnel Committee (Terry Branham, tb7435@att.com, Jamie Morini, eljamie1@aol.com, Kim Kidwell, skrbtm@comcast.net, or Pam Burton, burtions4u@comcast.net).

Word of Life Bible Study Begins Today: Word of Life Bible Study begins today at 5 PM . Bring a friend, neighbor or relative. Looking forward to another year of diving into God's Holy Word!

Brotherhood Back to School Supplies Collection: Thank you all for bringing in school supplies to assist some of our community children. The backpacks and school supplies will be going to the families involved with the backpack ministry from Sutherland Elementary School and several families who are involved with our Clothes Closet Ministry. We are looking to help thirty or forty children. Thank you again and God bless you.

WHBC Ladies Meeting: Come "Fall in Love with Jesus", Tuesday, September 1st, 6:30 – 8:00 PM in the Fellowship Hall. There will be delicious refreshments, a short Bible study, and a time of fellowship while making a craft. ALL LADIES are invited. Please sign up on the WOM bulletin board so we can have enough supplies. Can't wait to see you there!

Senior Adult "Bring a Friend" Picnic, September 9th: The Senior Adults will have a "Bring a Friend" Picnic on Wednesday, September 9th at 1 PM. The picnic will be at Lee Park. Bring a snack box of chicken for you and your "friend" and drinks, sides & desserts will be provided. Come and enjoy the fellowship and meet a new friend! Sign up on the Senior Adult Board. All Senior Adult church members are invited!

Brotherhood Meeting: The next Brotherhood Breakfast Meeting will be Sunday, September 13th at 8 AM. Please be in prayer for someone to lead the Brotherhood. We still have 9 fans left for anyone needing one. Love in Christ Ronnie Pierce

Extraordinary Women's Conference Coming Up this Fall: Lisa Witt is in need of knowing which ladies need hotel rooms for the Extraordinary Women's Conference this fall. She has 7 rooms reserved and must cancel any rooms NOT needed in September so charges do not occur. Please let Lisa know this information ASAP.

Administrative Assistant

Summary List

Purpose:

- To serve God by joining with Western Heights Baptist Church (WHBC) in its mission to build up a community of fully equipped believers who give glory to God with every aspect of their lives.
- To oversee all activities of the church office while fulfilling the day to day activities which require on-going attention and to perform general office work, which includes financial documentation; thus relieving the ministerial staff of executive and clerical duties.

Work Schedule:

- The position is classified as full time, thirty (30) hours per week, Monday through Friday, with daily arrival and departure times as agreed upon between the Administrative Assistant and the Senior Pastor.

Responsibility Highlights:

- Demonstrate computer skills with Microsoft Office software and QuickBooks.
- Must be willing to submit to employment history and criminal background checks.
- Should be ever conscious of the need for confidentiality; to include personal and financial information.
- Create, update, proofread and expertly correct weekly bulletins, church brochures, and all other written materials submitted for publication and reproduction prior to copying, mailing and/or distribution.
- Ensure all office supplies are stocked, inventoried and replaced when necessary.
- Ensure office equipment is maintained and working. Place service calls if needed.
- Maintain accurate and updated resource files (i.e. church membership, contact information, contracts, church life, ministries, finances, etc.).
- Shall perform financial duties under the direction of the Treasurer.
- Maintain Petty Cash with accurate records and receipts.
- Pay all incoming invoices.
- Maintains a complete and systematic set of records of business transactions.
- Balances books and prepares reports to show receipts, expenditures, accounts payable, and various other items pertinent to the operation of the church.
- Reconcile the bank statement monthly.
- Prepare Monthly, Quarterly and Annual Reports.