

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

Church Phone: 804-733-8172

September 6th, 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 “Praise Him! Praise Him!”

Offertory Prayer

Choir Special

Adult Choir

Our Worship in Proclaiming God’s Word

Scripture Hebrews 12:1-12

Message “Labor Day Is Today!”

Rev. Jonathan Dundalow

Our Worship through Our Commitments

Invitation Hymn “Worthy, You Are Worthy”

Departing from Worship to be on Mission with Him

Benediction

Jason Sturt

Closing Chorus “Let There Be Glory and Honor and Praises”

Postlude

Nursery Schedule

Nursery Schedule	Birth 11 am	Cruisers 11 am	Toddlers 11 am	3 Yr. Olds 11 am	Evening 5 pm
Today Sunday, Sept. 6 th	Shaun & Melanie Orton	Karla Baird & Donna T. Lewis	John & Heather Mills	Jody & Faith Driggers	No Service
Wednesday Sept. 9 th Business Mtg.	Combined				6:30 PM Kristie Belvin & Christie Leggett
Sunday Sept 13 th	Andrea Beville & Heather Gibbs	Jarrett & Johanna Munford	Barbara McCoy & Becky Thomas	Amanda Whirley & Jennifer Wilson	Janelle Brown & Heather Gibbs
Wednesday Sept. 16 th	Combined				Donna Lewis & April Norris

Children's Church

Today: Samoa Allen, Becky Thomas & April Norris

September 13th: Bryan & Ashley McFarland, Donna Lewis

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: Jason Sturt

Financial Report

Budget Needs Weekly:	\$ 7,987.05
Offering Last Sunday (August 30 th)	<u>9,452.00</u>
Over Budget	\$ 1,464.95

Church Life for this Week

Sun.	9:45AM	Sunday School
	11:00AM	Morning Worship
	5:00PM	No Evening Service
Mon.		Labor Day – Church Offices Closes
Tues.	6:00PM	Adult Choir Practice
	7:00PM	Orchestra Practice
Wed.	1:00PM	Senior Adult “Bring a Friend” Picnic, Lee Memorial Park (All Senior Adults invited)
	6:30PM	Business/Prayer Meeting
Sat.	10:00AM	Preschool Teddy Bear & Me

Upcoming Events

September 13	8:00AM	Brotherhood Breakfasts’ begins
September 14	7:00PM	Deacon’s Meeting (rescheduled)
September 16	1:00PM	Senior Adult Bible Study
	6:30PM	Men and Ladies’ Bible Study & Prayer starting
September 23	6:30PM	Men & Ladies’ Bible Study & Prayer
September 30	6:30PM	Men & Ladies’ Bible Study & Prayer
October 2-3		Extraordinary Women’s Conference- Roanoke
October 5	7:00PM	Deacon’s Meeting
October 7	6:30PM	Men & Ladies Bible Study
October 11	8:00AM	Brotherhood Breakfast
October 14	6:30PM	Business & Prayer Meeting
October 16	6-10:00PM	Parent’s Night Out
October 17	9:00AM	Laundromat Ministry (WOM)
October 19	3-7:00PM	WHBC sponsored Blood Drive
October 21	6:30PM	Men & Ladies Bible Study & Prayer
October 24	10-2:00PM	Community Block Party (Rain date, Oct. 25 th)
October 28	6:30PM	Men & Ladies Bible Study & Prayer
October 31	5:45-8:30PM	“Light the Night” Family Movie Night @ WHBC & Food and Goody Bags “Goodie Bags”

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).

Senior Adult “Bring a Friend” Picnic, this Wednesday, 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!

Teddy Bear & Me – “God Made the Colors”, Saturday, September 12th: On Saturday, September 12 at 10:00 AM please plan to bring your littlest children to this fun 0-5 year old event. Children will have a snack, hear a story and paint a picture. Please sign up if you plan to attend. Friends are welcome and encouraged to participate.

Brotherhood Meeting: The next Brotherhood Breakfast Meeting will be next 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 needs 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.

“Light the Night” Family Movie Night @ WHBC, October 31st @ 6:00-8:30: “Home” on the big screen, free popcorn, cotton candy, & pizza. Goodie bags for all children. This is a community event so please invite friends, family and neighbors. Want to help? Volunteers needed and donations of candy (no nuts please), and other prepackaged snacks (i.e. goldfish, cookies, fruit snacks) would be appreciated. Help us “Light the Night”!

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.