

OPERATIONS  
MANUAL  
OF  
FIRST BAPTIST CHURCH  
BALDWIN, MISSISSIPPI  
2010

## FOREWORD

This Manual of Operations for the First Baptist Church is intended as guidelines for the operation of the Church. It is not a comprehensive document nor is it to be final. To make changes in the document the change must be evaluated and approved by the appropriate committee. If the change does not involve a committee the change may be made by the deacons.

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## CHURCH OFFICERS

### PASTOR

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

He shall be an ex-officio member of the Deacons, Trustees, Councils, and Committees. He shall serve as Moderator in all business meetings of the church when present. In his absence, the Chairman of Deacons shall serve as Moderator; and when the Chairman of Deacons is absent, the Vice-Chairman of Deacons shall serve; and in his absence, the church shall elect a Moderator Protempore for the meeting.

In the temporary absence of the Pastor, the Pastor shall arrange for a substitute at all services. When there is a vacancy in the pastorate, a Pastor Supply Committee, selected by the Deacons and elected by the church, shall supply a preacher each Sunday and Wednesday until a regular Pastor is called.

The Pastor shall be chosen in the following manner when a vacancy occurs: A Pastor Search Committee of five, consisting of two women and three men, shall be chosen by the church. Each church member present at the first meeting when the matter arises shall nominate two women and three men for the committee. At the second meeting, the four women and six men who receive the highest vote, and are willing to serve, will be submitted to the church for each member to vote a full slate. The two women and the three men receiving the highest vote on this second ballot shall serve. The third highest woman and fourth highest man on this second ballot will serve as alternates. The alternates shall meet with the committee but shall have no vote until status changes from alternate to member.

Upon submission of any prospective pastor's name by such committee or the majority thereof, the calling of such prospect shall then be by secret ballot of the church at a meeting which has been announced at least one whole week prior to the time of such meeting. A call will be tendered upon an affirmative vote of seventy-five percent (75%) or more, of those voting.

The Pastor may relinquish the Office of Pastor by giving at least two-week's notice to the church at the time of resignation.

The church may declare the Office of Pastor to be vacant in the following manner: A meeting may be called upon the recommendation of a majority of the Personnel Committee and the Deacons or by public notice of such a meeting and its purposes must be given to the church. The Moderator for this meeting shall be elected by a majority vote of the members present and must be someone other than the Pastor. A secret ballot will be held at the meeting. If two-thirds of those members present vote for dismissal, the Office of Pastor will be declared vacant. Except in instances of gross misconduct by the Pastor so excluded from office, the church will compensate the Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

### CLERK

The church shall elect annually a clerk as its clerical officer. The Clerk shall be responsible for keeping suitable records of all official actions of the church, except otherwise herein provided. The church may delegate the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary as indicated in these By-Laws.

The Clerk shall be responsible for preparing the annual letter of the church to the Association.

## DEACONS

The church shall elect deacons by ballot at special Sunday morning business meetings of the church. The church shall determine the total number of active deacons required. The current number of active deacons is eighteen.

Deacons shall serve on a rotation basis. Each year the assigned term of the Deacons who have served three years shall expire and election shall be held to fill vacancies and add to the Deacons such numbers as the church determines. In case of death, removal or incapacity to serve, the church may elect a Deacon to fill the unexpired term. After serving a term of three year's assignment a Deacon shall be eligible for re-election only after the lapse of at least one year. There shall be no obligation to constitute as an assigned Deacon one who has been a Deacon in another church. In such instances as one might be chosen by this church for assignment as a Deacon, His previous ordination by another church of like faith and order shall suffice.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the Pastor and Staff in performing the pastoral ministries' task of leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

### Qualifications:

Men of honest report; a deacon's reputation should be beyond reproach. (Acts 6:3)

Full of the Holy Spirit and wisdom

Should seek the mind of Christ and live by God's principles, deriving insights from the Word of God. It should be obvious that Christ lives in him. (Acts 6:3)

Grave; A deacon carries out the work of the Lord in honesty, sincerity, and dedication. He should be a man of dignity, worthy of respect, doing the work of ministry with a sense of burden, and in all seriousness. (1 Timothy 3:8)

Not double-tongued; he represents the same truth to all, and his actions are faithful to his words. (1 Tim. 3:8)

Not greedy of filthy lucre, the love of money is the root of all evil. A deacon should not pursue dishonest gain. For this reason, no deacon should engage himself either privately or corporately with others in the sale, distribution, or use of alcoholic beverages or illegal drugs. (1 Timothy 3:8)

Holding to the mystery of the faith with a clear conscience, a deacon should be an earnest follower of Christ, sound in his faith. (1 Timothy 3:9)

Tested and proven, a deacon is to be one seasoned in the faith, spiritually mature, and not a new Christian. It takes time for a man to be tested and proven as to his character, his ability to make wise decisions, and his commitment to the program ministries of the church. For this reason, each candidate for deacon must be at least 25 years of age and must have been a member of First Baptist Church for at least one year before being considered for the Office of Deacon. Each deacon should tithe (Malachi 3:10); his lifestyle should be that of witnessing for Christ; he should be fully aware that he represents Christ and the church everywhere; he should be faithful in attendance in regularly scheduled meetings of Sunday School, Worship, and Outreach, always strengthening and encouraging the fellowship; each deacon is expected to participate fully in the deacon Family Ministry Plan and in hospital visitation. He should be blameless in light of Christian morals and ethics. (1 Timothy 3:10)

Husband of only one wife. Only males shall be eligible for the Office of Deacon. A deacon shall not ever have had two living wives. A deacon shall not practice polygamy. (1 Timothy 3:12)

He should manage well his children and household. A deacon who is married should have a faithful and dignified wife and he should be an exemplary head of his household. He should train his children in the wisdom of God, make wise decisions in leading the family into spiritual maturity, and handle home relationships well so that the family is motivated toward the Lord. (1 Timothy 3:11-12)

### Nomination

In August of each year, each church member will be given the opportunity to submit names for nomination for deacons. The church member may nominate any number of qualified men up to the number to be elected.

### Election

The Deacon nominating committee shall be composed of the Pastor, the Chairman of Deacons, and three ordained church

members nominated by the Deacons. The duties of this committee are:

Receive nominations from the church membership as a guide for making nominations to the church

Interview deacon nominees for qualifications

Tally election ballots

A ballot of the names of the nominees who have been interviewed by the committee and who are willing to serve shall be presented to the church by September.

The ballot will include at least 2 more nominees than vacancies to be filled. Secret ballots shall be taken, and the men receiving the highest number of votes will fill the existing vacancies.

#### Officers

The deacon body shall elect officers as follows; Chairman, Vice-chairman, and Secretary. These officers shall be responsible for making recommendations to the personnel committee concerning the Pastor's annual pay increases.

## CHAIRMAN OF DEACON

### Duties

Note: There are many unspoken responsibilities a chairman has. This list is specific but not meant to be exhaustive.

- Moderate monthly deacon meetings.
- Call any required special deacon meetings.
- Chairman of Budget and Finance committee. Establish meeting schedules and moderate meetings.
- Moderate church business meetings in Pastor's absence.
- Present monthly financial statements in Treasurer's absence.
- Member of Local Missions committee.
- Member of Personnel committee.
- Member of Deacon Nominating committee.
- Appoint an active deacon to serve on the Children's Council.
- Appoint an active deacon to serve on the Preschool Council.
- Appoint an active deacon to serve on the Youth Council.
- Appoint three deacons who are rotating off active service to serve on the Deacon Nominating committee. These deacons will also nominate three individuals who are willing to serve as Chairman, Vice-Chairman, and Secretary for the deacon body for the next year.
- Purchase and prepare physical items for the Lord's Supper and clean and store the equipment used. Wife can assist.
- Toward the end of the church year, once the next six deacons are chosen by the church, put together the Deacon Responsibilities List that shows contact information, addresses, deacon of the week schedule, and deacon meeting devotional for all eighteen active deacons for the coming year.
- Update the deacon roll off schedule in late September.
- Keep an accurate list of which deacon is responsible for each book of the Deacon Family Ministry.
- Keep up with this book and maintain the accuracy of it for your benefit and the benefit of subsequent chairmen.

Appointments note: The appointments required for the councils should be done as quickly after October 1<sup>st</sup> as possible. Once those appointments are made, the chairman of each council needs to be notified about who has been appointed. The Deacon Nominating committee generally does not have to meet until late July/early August and those appointments may wait until then.

## TREASURER

The church shall elect annually a church Treasurer as its financial officer. The church may delegate the clerical responsibilities to a church financial secretary and Budget and Finance Committee to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receptions and disbursements of the preceding month. The Treasurer's report and records shall be audited annually by an Auditing Committee or public accountant. The treasurer shall be bonded, the church paying for the bond. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church clerk or designated church secretary, who shall keep and preserve the account as a part of the permanent records of the church.

The church shall operate under a unified budget system and the same shall guide all expenditures. Reports to the Budget and Finance Committee shall be made monthly and then made to the church membership.

Duties:

### Church Budget

- Meets the 1<sup>st</sup> of the month in August with the Budget and Finance Committee to put numbers together for the September business meeting.
- Prepare forms for Budget and Finance committee and give to committee chairman for him to assign responsibilities to members to collect data from each department for the upcoming budget needs.
- Give budget numbers to the Office Secretary once collected from the Budget and Finance Committee for her to post to the spreadsheet on the ACS software system to make sure everything balances.

### Reconcile Bank Statement

Bank statement for checking should be reconciled monthly.

The treasurer is recommended to reconcile, while the Office Secretary handles the check writing and deposit records.

The Budget and Finance Committee should monitor on a quarterly basis.

Bank Statement on Savings should be reconciled quarterly including the contingency fund. (These accounts are stored on the ACS computer system)

### Renewal and Monitoring CD's

Treasurer and Office Secretary have access codes to check on line. Chairman of Budget and Finance Committee has access also.

### Auditing

Currently the Budget and Finance Committee are randomly auditing certain accounts.

***(Recommendation is to quarterly review each expense category and transactions against the church logs and receipts to be handled by the Budget and Finance Committee)***

Miscellaneous Duties:

Be available for consultations from staff (particularly the Office Secretary) for guidance on accounting procedures and entry information.

Monitor entries from Office Secretary to make sure entries have been properly assigned and accounted for.

Monitor Church Safe to identify all stored documents are in place...Deeds, Check Books, etc.

## TRUSTEES

The church shall elect three or more Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, exchange or transfer any church property, stocks, bonds, notes, mortgages, debentures and other securities. When the signatures of the Trustees are required, they shall sign legal documents involving the sale, mortgage, exchange, purchase, or rental of property and other securities, or other legal documents related to church-approved matters. The trustees shall serve as Board of Directors for First Baptist Church Corporation.

Trustees shall be elected each year and will be allowed to succeed themselves.

## CHURCH PROGRAM ORGANIZATIONS

### SUNDAY SCHOOL

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

### SUNDAY SCHOOL DIRECTOR

#### Duties

- Arrive one hour early; turn on lights; prepare the prayer list (taken from the Board in the office) and any information to be passed out to Department directors and teachers.
- Prepare the Department triplicate book for the day
- When reports are returned these are recorded in the triplicate book.
- Post on board in office enrollment, attendance, visitors and offering.
- Receive tithe, and offerings given during the worship Service. Sort by Tithe, gifts and other. Make sure all information is recorded. If check is not in an envelope one must be made.
- The previous Sunday night offering must be sorted, recorded and added to the Sunday morning total.
- Run two adding machine tapes of totals, for accuracy, give one to bank and the other to the church secretary.
- Coins are wrapped and totaled.
- After cash is counted by counters the Director must recount and make sure all totals match.
- Make a deposit slip for each account.
- All money is counted and locked in the bank bag for deposit and given to the couriers to take to the bank.
- Make a report of the current Sunday and previous year for the bulletin report.
- Order all SS literature quarterly from reports provided by the teachers.
- When literature arrives sort and distribute it to the classrooms.
- Order sort and distribute monthly magazines on the last Sunday of the month.
- Coordinate any activities for the Sunday School
- Serves on the Nominating Committee.

## WOMEN'S MISSIONARY UNION

The Women's Missionary union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its task shall be to teach missions. Engage in mission action, support world

missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

#### WMU DIRECTOR

The WMU director is responsible for all mission groups within the organization which are

- Women on Mission
- Bible Study groups
- Children's mission groups

#### Duties

- Coordinate the budget with the Budget and Finance Committee
- Promotion of the mission studies for the Annie Armstrong National offering, the Margaret Lackey State offering, and the Lottie Moon International offering.
- Keep the church informed on mission activities of the church.
- Serve on the Nominating committee
- Serve on the Missions Committee.

#### MEN'S MINISTRY

The Men' Ministry (formerly called Brotherhood) shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its task shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

#### MENS' DIRECTOR

The Director shall preside over the meetings.

#### Duties

- Preside over the meetings
- Plan programs and procure speakers
- Work with Missions committee to fill and deliver Christmas boxes of food and the annual breakfast for the needy
- Meet every Sunday morning and pray together
- Endeavor to involve the young men and boys in the brotherhood activities

#### COMMITTEES AND COUNCIL

#### BAPTISM COMMITTEE

When the Pastor notifies committee there is to be a baptism the committee shall;

- Verify date, time and number of people to be baptized.
- Assure that all necessary equipment and facilities (including pool) are available and in order
- Fill the pool at the appropriate time
- Assist the Pastor in preparing for and administering the ordinance of Baptism
- Assist Pastor in designating the proper order when there are a number of people to be baptized
- Meet the candidate(s) at the appointed time and show them to their dressing rooms.
- Answer any questions that may arise and see that each has proper robe, towel,

handkerchief, etc.

- Assist the candidates to enter and exit the baptistery and to their dressing rooms.
- Seek to give each candidate as much privacy as possible.
- Photograph candidates if they desire to do so.
- Remain until all candidates are dressed and ready to leave.
- Clean area of all water.
- Take wet robes from the area and see they are cleaned and ready to reuse.

## BEREAVEMENT COMMITTEE

When a church member or spouse dies the chairman shall be responsible for contacting the family to ascertain whether the family wants a meal at the church or at home or declines altogether.

The chairman shall;

- Verify membership then contact family (at funeral home is sometimes best time).
- Ask how many members of family will attend and what time meal is to be served.

The committee shall;

- Check the church calendar to avoid conflict with other functions
- Provide the meat for the meal
- Put out the word food is needed from church members
- On day of funeral;
  - Open church to receive food
  - Set up tables
  - Serve meal
  - Clean up area when family leaves
  - May offer left over food to family

Supplies for these services are purchased by Church Host/Hostess.

## BUDGET AND FINANCE COMMITTEE

Prepare an annual budget

- Starting in July meet weekly until budget is prepared
- Collect requests for funds from all committees and departments. Use form.
- Compare the total of these requests to total receipts from previous year's income
- Determine if request is reasonable and affordable

Plan and promote stewardship education program

- Talk with pastor about sermons on subject
- Brainstorm other ways to promote church wide stewardship Program

Make monthly financial report to church

- Obtain copy of receipts and expenditures. Discuss these in committee before business meeting of church.
- The church is currently using Excel Spreadsheet.

Conduct ongoing audit.

- Each month audit a section of the budget at the regular monthly meeting.

Ensure that sound procedures are used in receiving, counting, depositing, disbursing, recording, reporting, and auditing church funds.

Annually evaluate method used to track funds.

- Determine who can sign checks. Currently it is the church Secretary and the Treasurer, with the Chairman of the Deacons filling in if the other two are not available.
- Determine method of signing out the credit card to make purchases for special projects. .
- Determine method of counting and banking of weekly funds . There is a current list of counting committee in office who count the funds during Sunday School and two designated persons take the money to the bank drop box.

REQUEST FORM FOR BUDGETARY FUNDS

Account number

Description

Budget 2010-2011

Name of committee or department \_\_\_\_\_

Amount of funds needed \_\_\_\_\_

What are these funds to be used for? \_\_\_\_\_

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Itemize when needed.

## BUILDING AND GROUNDS COMMITTEE

- Inspect the church property every 6 months. Develop and maintain an inventory of equipment and furnishings.
  - Study the needs of the church and develop a plan for acquiring property and creating space to meet the needs of the changing church.
  - Inspect the building annually to determine condition of church, and to recommend repairs when needed.
  - Inspect grounds to ascertain if groundskeeper is maintaining the lawn according to standards set by this committee.
    - Lawn mowed according to specifications. (i.e. weekly, edges trimmed neatly, etc.).
  - Recommend to Personnel committee employment, training, and supervision needs of maintenance personnel
- Prepare budget recommendations for Budget and Finance Committee and administer budget regarding maintenance of all property. (see Form B and G budg WR 1)
  - Chairman should meet quarterly with the Budget and Finance committee to review budgets to determine if budget receipts are on target so that timely changes can be made regarding upcoming projects to prevent going over budget.
  - The committee is responsible for determining if finished projects are satisfactory.
- Conduct annual evaluation with program leaders of space allocations to determine areas needing adjustment and enlargement.
  - If space is inadequate in one department analyze and determine if changing space with another department would be sufficient. The Director of Sunday School is a good resource person for this determination.
  - Lead the church in arranging, equipping, and administering adequate worship space.
  - Lead the church in selecting and maintaining proper and adequate furnishings for church programs.
- Lead the church in determining needs, acquiring property, and arranging, equipping, and administering parking space.
  - Inspect parking areas annually to determine if lines need repainting.
- Promote and practice the conservation of energy and water that are used in operation of church facilities.
  - Evaluate annually for efficiency the current electronic system for air and heat regulation.
    - Designate one person to set the controls. Rotate the responsibility annually so one person does not experience burnout.
- Develop and recommend policies and procedure about maintenance and use of buildings and properties.
  - Maintenance needs currently are reported to the church secretary who notifies the proper person to perform maintenance.
  - Currently there is a budgetary guideline for plumbing, technical, or electrical work. Any deviation from prepared guidelines requires approval form Building and Grounds committee.
- Assist other church committees in responsibilities relating to church property and space.
- Recommend to the church the constitution of a Building Committee when needs call for new or remodeled facilities.

### Building & Grounds Proposed Budget (2010 - 2011)

#	PROJECT	Approx. Cost	PROJECT STATUS		COMPLETION DATE			
			Approved	Disapproved	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	<b>Monthly or Yearly contracted Items</b>							
1	Mowing and ground work (54250)	\$788.91/month			X	X	X	X
2	Interior Cleaning Contract including outside entryways (54251)	\$1250/month			X	X	X	X
3	Unlocking doors and turning on lights for services (54251)	\$50/week			X	X	X	X
	* Technical Maintenance on Church ( ___ hours/week @ \$20/hour) (54251)							
	* Non-Technical Maintenance on Church ( ___ hours/week @ \$10/hour)	\$500/month or \$6000/year						
	* note: Total Maintenance on church not to exceed ___ hours/week or \$ ___/week							
4								
5	Heating and A/C contract (2 times a year)	\$1800/year			X		X	
6	Heating and A/C contract (monthly- filters, ect)	\$174/Month?			X	X	X	X
7	Copier Contract including fax capability (54700)	\$332.92/monthly ?			x	x	x	x
	total	\$40,949.96/year						

New Equipment								
1	Misc. New Equipment (54200)	5000 ?						
3	Maintaince/bulbs for Projectors & replace mikes	\$2,500						
5	Paper Towel dispencers (motion) 7-8	\$1,800						
6	Replacement Table and Chairs	\$1,000						
7	Lockable cabinet for Grow Outreach team	\$500						
	total	\$10,800						

Repair and Maintenance								
1	Misc. Repair & Maintenance (54001)	\$5000 ?						
2	Cosmetic work on outside of Church	\$2,000						
3	Power washing outside of Church	\$2,000						
4	Replace ceiling tiles and light covers (including labor)	\$1,500						
5	Tune Piano's (once a year)	\$600(approx)					X	
6	Strip and Wax floors in Church (excluding Gym) as needed	\$1200(approx)						As Needed
7	Strip and wax floors in Gym (as needed)	\$1200(approx)						As Needed
8	Steam Clean Carpet (entire Church) as needed	\$1500(approx)						As Needed
9	Collums at front of Church (?????) we recommend going to church when decision is made							to be determined
	total	\$15,000						

Please Mark all items Approved or Disapproved and at what time of the year you would like to see the money spent for each month.

## BUS/VAN COMMITTEE

The Bus/van committee is responsible for keeping the bus and vans in good working order.

- Pick up and inspect for anything that needs fixing prior to any trip

- Wash as needed

- Drive to check for smooth operation of vehicle

- Service as needed

If any vehicle starts to need frequent repairs it is time to look for replacement

Only people listed by this committee may drive the 33 passenger bus (list to be kept in office and a copy in the manual)

- Such persons need

  - Commercial Drivers License

  - And required physical

Each vehicle should have copies of the church vehicle policy and travel forms in the vehicle (pages 36-38 from the Constitution and By -Laws).

## CHURCH VEHICLE POLICY AND FORM

Only organizations or groups representing the First Baptist Church and their guests shall use the vehicles. They may not be loaned to any group outside the church.

The vehicle committee shall have the authority to deny the specific use of the vehicle if they determine the trip is unsafe or unwise due to mechanical conditions.

Any group desiring to use the van or bus should schedule the date of use with the church office at least 2 days in advance, preferably as early as possible to avoid conflicts with other users.

To justify the use of the van, the minimum number of passengers for each trip must be at least seven.

All youth and children trips out of town must be properly chaperoned.

For safety reasons:

- The passengers shall keep all parts of body inside the vehicle while in motion

- Passengers shall conduct themselves at all times in a manner that will not disturb or distract the driver

- No glass containers of any kind will be allowed on board the vehicle

- When a driver participates in any kind of activity that could result in his being injured, an alternate driver should be with the group.

Any group using the bus must obtain a driver from the list of drivers in the church office approved by the Bus/Van committee.

- If you wish to become a driver:

  - All approved drivers must be at least 25 years of age

  - Must have had recent experience in driving a van or bus or demonstrate to the committee the ability to safely operate the vehicle. (Drivers of the bus must have commercial license.)

  - The driver shall observe all posted speed limits and abide by them. He shall drive defensively and be responsible for his own traffic violations. No radar detectors may be used.

In the event of an accident while on the highway, the driver or sponsor should notify the Highway Patrol. He should also check with the church office (if the office is closed, he should contact a staff member or a member of the Bus/Van Committee) for instructions as to the disposition of the vehicle, alternate transportation, etc.

The driver will be responsible for making the final decision regarding any problems that may arise while vehicle is enroute to and from destination.

The driver or sponsor will be responsible for:

- Returning the vehicle filled with fuel

- Cleaning the vehicle inside after the trip

- Completing the Travel Report Form

- Returning the key, fuel tickets, Travel Report Form, (any credit cards) to the church office during the next day the office is open.

A service log book shall be kept in the vehicle glove compartment. Dates and mileage of oil changes, filter changes, refueling, and all service shall be recorded.

The vehicle shall be serviced, including oil and filter change, every 3000 miles or every 6 months.

The driver for out of town trips shall be responsible for checking oil, water, and tire pressure before leaving.

The church vehicle committee shall consist of a minimum of three elected members and the Pastor and Minister of Youth as ex-officio members and may succeed themselves. This committee shall review the vehicle policy annually to update any necessary changes. A copy of these rules will stay in the vehicle at all times.

**TRAVEL REPORT FORM**  
Complete one for each vehicle each trip.

Driver \_\_\_\_\_

2<sup>nd</sup> driver \_\_\_\_\_

Sponsor \_\_\_\_\_ Group \_\_\_\_\_

Destination \_\_\_\_\_

Vehicle used \_\_\_\_\_ departure date \_\_\_\_\_ returned \_\_\_\_\_

Mileage: Starting \_\_\_\_\_ ending \_\_\_\_\_ total miles \_\_\_\_\_

Was vehicle returned with fuel? Yes \_\_\_\_\_ no \_\_\_\_\_

Was vehicle returned clean? Yes \_\_\_\_\_ No \_\_\_\_\_

Please report any repairs that need to be done \_\_\_\_\_

Signed \_\_\_\_\_  
Driver or group sponsor

## CHRISTIAN LIFE CENTER COMMITTEE

### Goal

- To assure Christ is honored and to seek to lead the lost to Christ through the use of the facility.
- To attract those not involved in a church into the fellowship of this church.
- To deepen relationships of church members through participation together.
- To challenge people to Godliness by example and expectations.
- To provide a Christian setting for meaningful leisure-time and league-time activities to build healthier and happier lives.
- To help Christians keep their bodies in good condition.
- To assure the facility is being properly maintained.

### Behavior code:

The building is a part of our total church ministry. Because of our interest in influencing others for Christ, participants will conduct themselves and dress with high Christian standards.

Both men and women should avoid wearing extremely short shorts, shirts imprinted with tobacco or beer company logos, no heavy metal rock groups, vulgar expressions or vulgar pictures.

Ladies should not wear revealing tops, When wearing leotards for exercising, women should enter and exit church facilities wearing additional outer garments.

- There will be NO profanity or coarse talk
- NO tobacco in any form
- NO weapon of any kind
- NO alcoholic beverages
- NO controlled or recreational drugs
- NO horseplay, excessive running or improper behavior
- NO throwing or improper use of equipment will be allowed
- NO disrespect may be shown to individual in charge
- NO public display of affection

Nothing to detract from Christian atmosphere will be allowed (audio-visual equipment, radio, tape players, CD's unless approved in advance.

People using the facilities are to stay in the building. They are not to hang around outside or sit in parked vehicles.

Those who do will either be asked to come inside or leave the grounds.

### Discipline:

Willful violation of ANY rule could lead to loss of eligibility to participate.

#### Infraction:

- FIRST: warning and explanation of regulations
- SECOND: warning and reminder of regulations
- THIRD: two weeks suspension and notification to parents if applicable. Conference with parents of youth and children will be necessary before use of the facility is re-instated.

### Building hours:

Church office hours will be 8:00-4:00 Mon. through Thurs. and 8:00-12:00 on Fri.

CLC will be closed Sundays except scheduled activities

There will be no school age students admitted during school hours

Prior to use ALL activities WILL be scheduled through the church office

The CLC will be open for walking from 8:00-10:00 am Mon.-Fri.

Keys must be checked out through church office.

Programmed activities will be given priority over free play

Shirt and shoes must be worn at all times.

Only FBC owned balls may be used

Kicking of basketball or volleyballs is not permitted

Participants must not hang on goal or net

Team practices (basketball, volleyball, and aerobics) must be scheduled through the office

Practices will be limited to ninety minutes unless otherwise approved by office  
Parties will be limited to 3 hours unless otherwise approved by office

Supervisors:

Any FBC member 21 or older that has become familiar with the guidelines and operation requirements of the CLC guidelines and operation requirements of the CLC by attending supervisor training and certification meetings will be qualified to be a supervisor. These supervisors have the responsibility for providing assistance, based on CLC guidelines, to anyone using the center.

Responsibilities:

- To enforce all rules and regulations
- To patrol facilities
- To see that building is taken care of when in charge
- To check out key from church office
- To help create an atmosphere of activity in CLC and make sure that a Christian atmosphere is maintained
- To turn out lights, lock doors and turn off heat and air

Non-member reservations

- All groups must have FBC supervisor at all times unless otherwise approved
- Reservations for parties will be limited to 3 hours at a cost of \$50.00
- Fees will be due before the reserved event
- All rentals must be approved 2 weeks in advance
- All music or videos played need prior approval

CLC RESERVATION FORM--MEMBERS

These fees are to cover extra costs incurred in use of building.  
This form must be returned before activity is placed on calendar.

Person requesting facility \_\_\_\_\_ Phone H \_\_\_\_\_ cell \_\_\_\_\_

Date of activity \_\_\_\_\_ Time including set-up and clean-up \_\_\_\_\_

Activity \_\_\_\_\_

Rooms reserved:	Check one	Fee
CLC _____		\$150
Game Room _____		\$50
Fellowship Hall _____		\$100
Kitchen _____		\$100

Equipment Needed:

Tables Round (number) \_\_\_\_\_

Long \_\_\_\_\_

Chairs (number) \_\_\_\_\_

Tablecloths \_\_\_\_\_ X \$15 (cleaning fee) = \$ \_\_\_\_\_

Lights/Sound \_\_\_\_\_ \$150

Special arrangements must be made for these

Other \_\_\_\_\_

Total fees due \_\_\_\_\_

First Baptist Church accepts no liability for injuries incurred while on the premises of the Church Property. These are assumed by the individuals themselves.

I have read, understand, and agree to the CLC reservation and conduct policy.

Signed \_\_\_\_\_

CLC RESERVATION FORM --NON-MEMBERS

Person requesting facility \_\_\_\_\_ phone H \_\_\_\_\_ cell \_\_\_\_\_

Relationship to \_\_\_\_\_ church member \_\_\_\_\_

Date of activity \_\_\_\_\_ time including set-up and clean-up \_\_\_\_\_

Activity \_\_\_\_\_

Rooms reserved:	check one	fee
CLC _____		\$750.00
Game Room _____		\$50.00
Fellowship Hall _____		\$700.00
Kitchen _____		\$100.00

Equipment needed:

Tables round # \_\_\_\_\_

Long # \_\_\_\_\_

chairs # \_\_\_\_\_

Tablecloths # \_\_\_\_\_ X \$15.00 (cleaning fee) \$ \_\_\_\_\_

Lights/Sound \_\_\_\_\_ \$150.00

Special arrangements must be made for these

Other \_\_\_\_\_

Total fees Due \_\_\_\_\_

NO PROPERTY MAY BE REMOVED FROM THE PREMISES

First Baptist Church accepts no liability for injuries incurred while on the premises of the Church Property. These are assumed by the individuals themselves.

I have read, understand, and agree to the CLC reservation and conduct policy.

Signed \_\_\_\_\_

CHURCH PROPERTY LENDING POLICY AND FORM

No property may be taken from the premises by non-members

While members are always welcomed and encouraged to use church property to the glory of God, it is imperative to keep church property in good working order and available for use. When items are needed you must fill out a formal request and check the church calendar to be sure those items are not needed by a group which takes precedence over the individual request.

When items are borrowed they must be returned the day after the function for which they were borrowed is complete. (small kitchen items and utensils may not leave the church).

CHURCH PROPERTY LENDING FORM

Name of person requesting item \_\_\_\_\_ phone H \_\_\_\_\_ cell \_\_\_\_\_

Date needed \_\_\_\_\_ Time \_\_\_\_\_

Item borrowed \_\_\_\_\_ # needed \_\_\_\_\_

Additional items \_\_\_\_\_

(if tablecloths are borrowed there is a \$15.00 per cloth charge for cleaning.) amt due \$ \_\_\_\_\_

Signed \_\_\_\_\_

\*\*\*\*\*

These items were returned to church \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Are any repairs needed? Yes \_\_\_\_\_ no \_\_\_\_\_

Property received by \_\_\_\_\_ -

Church representative

## COMMITTEE ON COMMITTEES

### Purpose

Correlate and coordinate the committee structure of the Church.

### Duties

Define duties and frequency of meetings of each committee.

Nominate council and committee members and chairmen by September.

Begin in January praying for the new members of the committees to replace the ones rotating off.

Start to pencil in names for these positions but do not notify them at this time.

Annually provide a list of responsibilities to chairmen of all committees and appropriate councils who, in turn, will train their members.

Obtain a copy of the appropriate committee from the Operations Manual and give it to the chairman.

Nominate special committees as assigned by the church.

Request council and committee reports to be given the church quarterly or annually as deemed necessary.

Recommend formation of new committees and councils as needed and termination of any committee or council no longer serving a useful purpose.

Maintain and utilize a current file of membership's occupation and areas of expertise and/or interests.

(This may be obtained from the office once the membership update by the membership committee has been done.)

Annually nominate an Usher Coordinator and Assistant.

Annually nominate a Lee County Baptist Association Executive Board member to serve along with the pastor on the Board.

## COUNTING COMMITTEE

The Sunday School Director oversees this committee of volunteers who count the money during Sunday School collected from the morning service. It is then taken to the bank and dropped in the drop box. These volunteers serve on a rotational basis from a list kept in the office.

## COUNCILS

### CHILDREN'S COUNCIL

#### Purpose

To plan, coordinate and correlate all children's programs and activities including the development of the church calendar for this age group.

#### Duties

Assist in setting goals or aims for Christian development of children through church organization.

Suggest activities outside the church organizations and support and encourage implementation of these activities.

Provide ample training opportunities for teachers, workers, and parents and encourage participation.

Plan and develop programs and activities for children with special needs as needed.

Encourage and support children's teachers and workers.

Evaluate the effectiveness of teaching, methods of teaching, and the curricula, and recommend needed changes to achieve goals.

Address problem situations.

Make recommendations relating to adequate space, equipment, and facilities.

Keep parents informed of children's work and strive to gain interest and support.

## DIRECTOR OF CHILDREN'S MINISTRY

This is a voluntary position at this time.

Oversee the Sunday School

Conduct assembly, devotional and singing

Oversee Vacation Bible School

Assist VBS director

Promote spring activity at Easter

Conduct egg hunt

May also have singing program

Promote Fall activity at Halloween

Trunk or Treat

Promote Summer Camp

Do fundraisers as needed to assist finances for childrens camp.

Promote bi-monthly activity (VBS, Easter, Halloween, Summer Camp serve as this activity)

Have parties

Swimming

Bowling

Sing at the Nursing Home

Others

Oversee the AWANA Program

Assist as needed

## PRE-SCHOOL COUNCIL

### Purpose

Work with Preschool coordinator to formulate policies for use of preschool areas during all services

### Duties

Recommend and publicize preschool policies and procedures

Recommend the purchase of furnishings and supplies.

Coordinate space assigned to preschool work

## PRESCHOOL DIRECTOR

### Duties

Make sure all teachers are present for services and cover any absentees

Provide snacks

Purchase the snacks and supplies (Kleenex, baby wipes, etc.)

Assure there is plenty of hand sanitizer

Make sure a card is filled out on every child which includes name, date of birth, parents name and address, phone number

Send note or appropriate acknowledgement to sick children or to newborn children of the congregation

## NURSERY COORDINATOR

### Duties

- Schedule workers for all services that provide nursery care. Keep list in office and see that notification of nursery duty is published in the bulletin and Vision.
- See that toys are cleansed after use
- See that bed sheets are washed and returned to beds.

## YOUTH COUNCIL

### Purpose

To assist the Minister of Youth in planning, coordinating, and implementing a youth ministry based on the church program organizations, that will lead young people to a saving knowledge of Jesus Christ, and help them to learn how to develop a lifestyle of daily discipleship to Christ which includes personal worship, group worship, Bible study, and ministry to others

### Duties

Help determine the spiritual, personal, and training needs of youth, youth leaders, and youth parents within the church and community.

Develop specific and measurable goals:

- No money above your budgeted amount is to be spent without prior written approval of Budget and Finance Committee.

- Any trip planned by the youth department must be paid for by the participants in advance.

- Any youth who is financially unable to participate will have the opportunity to be helped financially by gifts from church members who have expressed a willingness to give in this situation. Their gifts would be anonymous, as would be the name of the recipient. The proper route to achieving this funding will be to call the chairman of the budget and finance committee or any member of that committee in advance of the trip so that the committee might secure the necessary funding.

- The council should keep an up-to-date ledger account of all incomes and expenses including trips and activities that involve spending of budgeted funds and designated funds.

- The council will be responsible for providing to the Budget and Finance Committee a detailed written budget request in advance of the fiscal year, with the recommended date of no later than August 1<sup>st</sup> of the planning year. This budget will include: proposed cost of activities that the youth will participate in during the year, using actual cost of similar activity from the previous year, or from research into costs. (Motel, meals, tickets, etc.)

  - Description of how the trip will be paid for (participants paying, fund raisers, etc.)

- Develop, plan calendar and implement activities and programs that will help reach the goals that are set.

  - Prepare a proposed list of activities that the youth will participate in during the year and approximate dates as close as possible, including an estimated list of participants; list of known costs; and a waiver signed by parent or guardian which is marked paid when that participant's funds are received. Submit this to Deacons.

- Prepare a proposed weekly plan of activities with cost of these activities as closely estimated as possible.

- Council to determine requirements for those persons who wish to participate in youth activities, i.e.

  - Active in church, regular in worship etc.

- Keep the church program organizations at the center of the youth ministry.

- Support, encourage, and provide training for leaders.

- As much as possible, relate all youth activities to one or more of the program organizations.

- Support, encourage, and provide training for leaders.

- As much as possible, relate all youth activities to one or more of the program organizations.

- Support parents of youth, by developing programming to aid them in their parental role and by keeping them informed.

- Make recommendations related to adequate space, equipment, and facilities.

- Address problem situations.

EMPLOYEES

EMPLOYMENT APPLICATION FORM

Today's date \_\_\_\_\_

List job(s) for which you are applying. \_\_\_\_\_ -

Directions: Print out this form, fill out each section legibly and turn the form in at First Baptist Church's office.

For your information: First Baptist Church is a drug-free workplace. If you are offered a job at FBC you will be asked to take a drug test. Refusal to submit to a drug test or a positive confirmed test result will be used as a basis to reject you for employment. All employees are subject to random testing. FBC also runs a criminal background check on all new employees and will check your driving record if you are required to drive during the course of your employment.

PERSONAL DATA

Name Last \_\_\_\_\_ First \_\_\_\_\_ (middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ cell \_\_\_\_\_

Social Security \_\_\_\_\_

Emergency contact \_\_\_\_\_ phone \_\_\_\_\_

Relationship \_\_\_\_\_

Have you ever been in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes what branch? \_\_\_\_\_

ROTC? \_\_\_\_\_ National Guard? \_\_\_\_\_ Skills acquired in service? \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list type of crime, date of conviction, and penalty imposed. \_\_\_\_\_

Have you ever been a defendant in a civil action? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details and disposition of case. \_\_\_\_\_

EDUCATION

High School Diploma Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes where? \_\_\_\_\_

Business collage? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes where? \_\_\_\_\_

University or Collage? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes did you graduate? yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

List Major and Minor \_\_\_\_\_

School or collage activities in which you were involved? \_\_\_\_\_

Seminary or other graduate work: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, did you graduate? Yes \_\_\_\_ No \_\_\_\_ Degree \_\_\_\_\_

EMPLOYMENT HISTORY List 3 with the most recent employment first, or attach resume.

Employer. \_\_\_\_\_ phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ phone \_\_\_\_\_ reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ phone \_\_\_\_\_

Employer. \_\_\_\_\_ phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ phone \_\_\_\_\_

Employer. \_\_\_\_\_ phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ phone \_\_\_\_\_

JOB DATA

Check areas in which you have experience or training.

COMPUTER/SECRETARIAL

OTHER

KITCHEN

\_\_\_\_\_ keyboard

\_\_\_\_\_ child care

\_\_\_\_\_ cook

\_\_\_\_\_ bookkeeping

\_\_\_\_\_ custodian

\_\_\_\_\_ helper

\_\_\_\_\_ desktop publishing

\_\_\_\_\_ maintenance (list specific skills \_\_\_\_\_)

\_\_\_\_\_ computer skills (list software in which you are proficient) \_\_\_\_\_

**CHURCH LIFE**

Current member of a church? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes please fill out the following

Name of Church where you hold membership \_\_\_\_\_

Location \_\_\_\_\_ denomination \_\_\_\_\_

Church activities/ministries involved in \_\_\_\_\_

Describe your conversion experience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**HEALTH**

How would you describe your general health? \_\_\_\_\_

Hearing? \_\_\_\_\_ Eyesight? \_\_\_\_\_

**CHARACTER REFERENCES**

Do not list relatives or former employees.

Name of reference \_\_\_\_\_ years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ phone \_\_\_\_\_

Name of reference \_\_\_\_\_ years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ phone \_\_\_\_\_

Name of reference \_\_\_\_\_ years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ phone \_\_\_\_\_

**Release Authorization and Drug Free Workplace Notification**

I hereby authorize any person bearing this release to obtain information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to academic, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request to the bearer.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance or any attempts to comply with this authorization.

I have received a Drug Free Workplace Policy. I understand that as a condition of my employment I must submit to a pre-employment drug test and that my employment is conditioned upon a negative drug test result.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## JOB DESCRIPTIONS

### BUILDING MAINTENANCE

Make needed repairs to buildings and equipment. This is a part time position.

Check with church office for list of needed repairs or request for projects.

Check for burned out light bulbs, replace bulbs, or repair fixture.

Do any electrical, plumbing, or carpentry repair as needed or requested by Building and Grounds Committee or church staff.

Repair any equipment or other items if that repair is in the scope of experience of the maintenance person.

Notify office or Pastor of any repairs needed to equipment or building that are outside the scope of experience of the maintenance person. Office or Pastor will obtain proper outside services to make needed repairs.

Adjust thermostats and thermostat settings as needed for special events and for seasonal changes. Special event dates, area of building to be used, and times are posted on calendar in office.

### CLEANING SERVICE

Keep building in clean and orderly condition. Perform cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Service should notify Pastor or Office of any areas of repair they see in the performance of their duties.

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.

Gather and empty trash.

Service, clean, and supply bathrooms.

Clean and polish furniture and fixtures.

Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.

Dust furniture, walls, machines, and equipment.

Mix water and detergents in containers to prepare cleaning solutions, according to specifications.

Steam-clean or shampoo carpets.

Strip, seal, finish, and polish floors.

Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Monitor building security and safety by assuring doors are locked after completion of duties, and all equipment used is maintained in proper and safe working condition.

Notify Pastor or Office of any needed repairs.

Requisition supplies and equipment needed for cleaning duties.

Note: The next 6 listings are suggested job descriptions.

## MINISTER OF EDUCATION

### Duties:

This position reports to the Pastor.

The Minister of Family Education shall be responsible for providing discipleship and training for the families of FBC Baldwyn with the goal of strengthening church families. He will work through several mechanisms to accomplish that goal, as detailed below. His ministry will overlap with the ministries of several other staff and volunteer lay ministry leaders. He shall work closely with them and sometimes use them as resources.

### Responsibilities:

Pray daily for the church's leaders, members and educational ministry.

Development of Adult Bible Study Groups (Sunday School, Disciple Training, short curriculum courses, and various church wide and age appropriate emphasis programs,, and Adult Bible Fellowships (Prayer Ministry Groups, Mentoring Groups, Support Groups, and etc.)

*\*these aforementioned ministry groups will be referred to throughout the position description as ABSGs and ABFs*

Leadership training and development in close coordination with the pastor and deacons, evaluate church needs, develop a plan including those needs, and the lead the execution of the plan through recruiting, training, and communication within the church body

Assimilation Supervise development of volunteer leadership and a system to assimilate potential members into the ABSGs and/or ABFs.

/ Shepherding In close cooperation with the pastor and deacons, ensure that leaders and mechanisms are in place within the church to meet the spiritual and physical needs of people.

Evangelism and outreach Assist church leadership in developing evangelistic and community-service outreaches for the community

Fellowship assist church leadership in developing fellowship activities and participate in most of those activities to get to know the people

Pastoral care Assist the pastor and deacons in the area of encouragement through a shepherding role within the church

### Strengthening families through Life-Stage curriculum

Teach in short curriculum studies as needed

Recruit and train teachers in conjunction with the nominating committee and department leaders

Develop a comprehensive curriculum in family life stages (singles, newlywed, families with young children, families with teens, empty nesters, senior adults, etc.) including special topic short study courses

Develop a mentoring program to make older, more experienced families/members a resource for younger families/members

### General Oversight of Youth Ministries

Serve as a ministerial mentor; provide guidance, accountability, and encouragement to youth pastor and or lay ministers in the youth ministry

Ensure that education in the youth ministry maintains a focus consistent with other FBC educational ministries

Ensure that the youth program maintains a focus on the entire family and that the interest of both the teens and their families are taken into account

Ensure that the youth ministry programs and curricula are developed and conducted per the youth ministry vision as well as the overall church vision

### Pastoral oversight of FBC Children's Ministries

Serve as a ministerial mentor, provide guidance, accountability, and encouragement to leaders in children's educational ministries

Work closely with the children's ministry department head (s), including but not limited to S. S. director and AWANA commander, in developing and carrying out programs and in recruiting and training volunteer staff

Ensure that education goals and curricula are consistent with the educational program for youth and adults.

Ensure that the children's ministry programs and curricula are developed and conducted per the children's ministry vision as well as the overall church vision

Other duties as Assigned

Conduct other duties as assigned by the pastor and approved by the deacons and/or church body.  
Lead Worship services in pastor's absence and as conditions require

#### Working Relationships

The Pastor for Family Education is a member of the pastoral staff. He is accountable to the pastor and the deacons.

#### Supervision of Ministry Personnel and Communications

Oversee adult ministries and Christian education and present reports regularly to the deacons and ministerial staff regarding goals and growth in the family education ministries

Be responsible for keeping ministry functions in agreement with all church policies, goals, and schedules

Be a focal point for communication between all ministries of the church

Work closely with volunteer and staff ministry leaders in all levels of adult, youth, children's, and preschool ministries to ensure a coordinated approach to the needs of the entire family and that our ministries build up rather than fragment the family

Coordinate closely with the other ministry leaders in areas where their ministries overlap

Assist the pastor in the supervision of associates, interns, secretaries, and volunteers as required to carry out this ministry

In particular, he/she is to operate within church-approved budget constraints and with the concurrence of the church constitution and by-laws.

## MINISTER OF MUSIC

This position reports directly to the Pastor.

### Purpose

To give spiritual leadership and direction to the music ministry .

### Music Ministries

Give direction to all church members in the music ministry

Develop a singing congregation for worship

Develop and direct the adult choir

Give supervision and counsel to the graded choir programs including Preschool, Children, and Youth choirs

Work with the Nominating Committee on the enlistment of leadership for all choirs.

### Teaching

Provide a music teaching program which includes music knowledge, vocal training, music leading, and instrumental activities for the adult choir, any special group, and any person in the adult age level

### Administration

Provide spiritual leadership and direction to the organist, pianist, and others involved in the work of the music ministry

Assist the Pastor in planning all congregational worship services of the church

Coordinate the maintenance and updating of equipment relative to the music area

Review and approve all music to be used in all the church services including special programs and weddings in order that our Lord may be honored in all the music at His House.

Maintain as active visitation program that supports the overall music ministry

Work with the Pastor and others in supporting any phase or ministry of the overall church program.

### Stewardship

Utilize time, supplies, people, and financial resources in the most efficient manner

### Relationships

Develop and sustain positive relationships with the staff and church members

Approach people and the job in the right spirit

### Communication

Communicate appropriate information, both verbal and written, in an accurate and timely manner

### Qualifications

Degree in music preferred

Five years prior church experience

## SENIOR PASTOR

We seek a Pastor who will serve the Body of First Baptist Church Baldwyn through:

- Effective communication of God' Word as a New Testament Church
- Mission minded in the community and world wide
- Leadership skills that will lead the congregation, the organizations, and the church staff
- Develop relationships with the congregation and the community
- Effective communication skills in staff and public arenas

### Education

- Seminary training preferred, a degree is not required
- Ten years experience in the ministry preferred

### Responsibilities

- Lead all worship services
- Lead and direct staff and ministry team leaders
- Active member of assigned committees
- Provide for the spiritual care of the congregation
- Support the constitution of First Baptist Church Baldwyn
- Serve as moderator in all business meetings of the church when present (see exceptions in By-Laws)
- Arrange for a substitute preacher when needed

### Goals of the Senior Pastor

- Continue to develop acceptable performance expectations of key leaders
- Pursue and develop the Deacon goals for attendance and church membership
- Work to meet the church goals of Missions

### Other duties as required

- This is not a comprehensive list of duties but serves as a guideline.

## MINISTER OF YOUTH

This position reports to the Pastor

### Ministry Duties;

The minister of Youth shall be responsible for providing discipleship and training for the youth attending FBC Baldwyn with the goal of strengthening youth spiritually and emotionally. He will work through several mechanisms to accomplish that goal, as detailed below. His ministry will require the assistance of several volunteer lay ministry youth leaders. He will need to work closely with them and sometimes use them as resources.

### Responsibilities

#### Development of Youth Discipleship/Fellowship

Pray daily for the youth of the church

Develop and assimilate volunteer leaders interested in working with the youth of the church and seek out training for teachers and leaders in the youth group

Supervise development of a system to assimilate potential members into the youth fellowships

Ensure that leaders and mechanisms are in place to meet the spiritual and physical needs of youth

Plan and lead efforts to reach the youth of the communities surrounding FBC Baldwyn and assimilate potential members into the youth fellowships

Plan and lead/oversee Youth Bible Fellowships as well as evangelistic events

Lead establishment of small group Bible studies and prayer groups within the church's youth department

#### Strengthening of Youth Through Life-Stage Curriculum

Assist youth council and education director in research and selection of curriculum for appropriate age groups

Provide special youth focused topics utilizing other lay leaders as necessary.

Develop a youth mentoring program for youth who do not have Christian role models in their lives.

Lead youth to participate in youth Bible drills and scripture memorization

Support and encourage participation in AWANA

Lead and encourage youth to participate in VBS

Work with education minister and VBS director to plan, organize and lead VBS

#### General Oversight of Youth Ministries

Serve as a ministerial mentor for youth; provide guidance, accountability, and encouragement to those working in the youth ministry.

Ensure that education in the youth ministry maintains a focus consistent with other FBC educational ministries.

Ensure that the youth program maintains a focus on the entire family and that the interests of both the teens and their families are taken into account.

Ensure that the youth ministry programs, curricula, and vision are consistent with the overall church vision.

Plan for and lead youth at summer camp and/or youth mission trips, Disciple Now and other youth events.

Encourage youth to participate in youth choir, ensembles and various music/drama programs within the church.

Lead and direct the youth choir and/or praise band

Lead and assist youth in preparation for Sunday evening services and youth day special services.

### Working Relationships

The youth Minister is a member of the ministerial staff. He is accountable to the Pastor, Deacons, and youth council

#### Communications

Present reports regularly to the deacons, youth council and ministerial staff regarding goals and growth in the youth ministries.

Be responsible for keeping ministry functions in agreement with all church policies, goals, and schedules.

Be a focal point for communication between the youth ministry and other ministries of the church.

Work closely with volunteer and/or staff ministry leaders to ensure a coordinated approach to the needs of the family and that the ministry builds up rather than fragments the family.

Coordinate closely with the other ministry leaders in areas where ministries overlap.

Assist the pastor in worship services as deemed necessary by the church.

On particular, he/she is to operate within church-approved budget constraints and with the concurrence of the church Constitution and By-laws.

Form MY Revised 10-31-10

COMPENSATION PACKAGE FORM  
(for ministerial positions)

SALARY

1. \_\_\_\_\_ Annually
2. \_\_\_\_\_ Church share of Social Security Benefits

HOUSING

3. \_\_\_\_\_ Parsonage
4. \_\_\_\_\_ Housing allowance
5. \_\_\_\_\_ Electricity
6. \_\_\_\_\_ phone
7. \_\_\_\_\_ water

PROTECTION BENEFITS

8. \_\_\_\_\_ Insurance (full time employee only)
9. \_\_\_\_\_ Sick leave and personal time off as per Constitution and By-laws
10. \_\_\_\_\_ Honorarium expense for pulpit supply as a budgeted item
11. \_\_\_\_\_ Annual Physical (Pastor)
12. \_\_\_\_\_ retirement plan (pastor) at 10% of annual Salary (Line 1.)

MINISTRY AND CONTINUING EDUCATION EXPENSE

13. \_\_\_\_\_ Church related travel re-imbursed at IRS rate up to maximum \$ \_\_\_\_\_ annually.
14. \_\_\_\_\_ Annual book and media resource allowance \$1000.00 annually.
15. \_\_\_\_\_ Educational Expenses up to \$ \_\_\_\_\_.

VACATION AND LEAVE TIME

16. \_\_\_\_\_ 1 day off per week
17. \_\_\_\_\_ Annual vacation per Constitution and By-laws
18. \_\_\_\_\_ Bereavement time off per Constitution and By-laws

OTHER

19. \_\_\_\_\_ Moving Expense
20. \_\_\_\_\_

## DUTIES OF THE CURRENT SECRETARY FBC BALDWYN

Answer incoming telephone calls.  
Keep membership records up to date (1000 members)  
Sends for letter of recommendations and requests for church letter  
Pay all bills (avg. of 77 per month) and file invoices  
Payroll and employees records up-to-date (avg. 21 payroll checks per month)  
Keeps updated S.S. rolls for (33) classes  
Types and folds (325) weekly Sunday bulletins  
Types and folds (65) weekly Wednesday prayer guides  
Types and folds special bulletins (Christmas, AWANA, VBS, etc)  
Types, folds, puts labels on by hand (275) weekly Vision mail-outs  
Keys in (70) weekly contributions; maintains records of designated funds  
Pick up mail from post office and sort (daily)  
Make various deposits and keep running balance in check book.  
Types (80) end of month financial reports for church using ACS Financial Software. Entering information producing reports  
    General ledger, payroll, and accounts payable  
Types and keeps updated cards and publications for classes and departments  
Keeps up with all state and federal taxes such as quarterly, 941's, etc.  
Prepares W-2's and 1099's at the end of the year for (7) employees  
Downloads the tax update every year  
Keys in the new years budget  
Types, staples and distributes yearly budget (approx. 100)  
Types in all year end financial procedures  
Types, Prints, seals, stamps and mails yearly contribution statements to (233) members  
Helps with the administration of the GROW out-reach  
Keeps updated list of Baptist Record recipients  
Keeps updated list for weekly offering envelopes and orders each quarter (104) families  
Types, staples, distributes yearly Teachers/Officers list (approx. 100)  
Purchasing agent for the church: orders all supplies such as, kitchen, janitorial, office  
Fills out the ACP (annual church profile) and sends to the Association  
Keeps an updated list of the deacon family ministry plan (18) deacons (286) families  
Contact deacons concerning illness, hospitalization, death, etc. of members of their families  
Registers most groups for camps, conferences, etc.  
Does special projects as required by staff, church committees, various church event/ministries  
Sends out memorial/honor of cards weekly  
Keeps prayer updates as they are called in to office.  
Contacts maintenance worker for repairs on buildings/grounds  
Administrates community benevolence fund (once every 3 years) for (4-5) people each week  
Administrates designated funds given for missionaries, scholarships (Dobbs, Vandiver)  
Keeps updated nursery rotation list for Sunday services  
Sends reminder cards for Budget/Finance meetings, and other committee meetings as required  
Types and distributes yearly voting ballots for deacon elections, and various other secret ballots  
Maintains updated list of bus and van drivers for insurance purposes  
Design and publish WMU year book  
Channel apartment ministry prayer list to leaders  
Responds to various emails from church members

### Time consumed for some tasks

Weekly Vision: Approx. 7 hours (1 full day)  
Sunday Bulletin: Approx 4 hrs  
Wednesday Prayer Guide: Approx 2 hrs  
Keying in Weekly Contributions: Approx 4 hours

Form SD Revised 10-31-10

## FLOWER COMMITTEE

Provide an appropriate arrangement for each Sunday morning service.

Water all live plants weekly. Susan has donated the current plants.

Committee decides the appropriate decorations for special services. The main ones are Easter and Christmas. The church pays for ribbons and small extra decorations and the church members provide the Easter lilies and the Poinsettias as honorariums.

The 3 members of the committee take turns decorating the altar table. Whoever puts up an arrangement is responsible for removing it. Whenever church members want to put an arrangement they should consult the committee before the plans are made to avoid conflicts and remember to also remove the arrangement when the service for which it is used is over.

When an arrangement is donated from a celebration (ie weddings, anniversaries, funerals) the family should contact the church secretary or the committee in advance to avoid conflicts with other plans.

The designation location for the display of these donated arrangements are placed in the order they are received on first the Altar table, then the organ or piano side and then in the baptistery.

The committee will provide arrangements for special occasions as needed whenever they are notified. (ie. Fellowships, youth functions, ladies retreats)

The committee shall work with the Hospitality committee to provide decoration for church wide fellowships and receptions and banquets.

## GREETERS

At the main entrance to the Sanctuary three greeters will stand in the foyer on Sundays with bulletins to welcome people

There should be two groups of greeters.

The greeters in the foyer will rotate Sundays according to the schedule agreed upon among themselves. If a person is going to be absent he/she should contact another greeter to take the vacant place.

The bulletins are usually placed on the table in the foyer, but are also located on the railing beside the piano and organ or on the table by the office.

The greeters arrive 30 minutes prior to the service. Their goal is to greet each person as they enter the building. They continue to stay in the foyer until all guests have arrived before going in and sitting down.

## USHERS

Ushers will provide assistance to people entering the church for worship.

### Duties

There are 6 groups to serve 2 months per year according to a master schedule kept in the office.

Arrive 20 minutes early to take up assigned position.

Wear coat and tie Sunday morning dress casual Sunday evening.

Assist people to enter building by opening doors, holding umbrellas, finding seating for them upon entrance.

Pass the collection plate during the service.

Offer the deacon prayer at the assigned time

Two men to take money to bank after service.

Assist with handouts whenever needed

Two ushers will sit in front of church during service, Two in rear by the doors, and one or two in foyer during service to assist with late comers or unexpected situations that may arise.

## USHER COORDINATOR

### Purpose

To assure smooth operation of the usher ministry

## Duties

Check to be sure there are adequate ushers on duty for the service.

Prepare schedule to put in the office

Assign ushers to various positions

1 on N. aisle without plate

1 on N. Middle aisle with plate

1 on S. Middle aisle with plate

1 on S. aisle with plate

1 person in the balcony with plate

## HISTORY COMMITTEE

This committee is responsible for preserving the historical records of the church's life and work.

Collect and safeguard in one place all the records that can be found.

Make sure that the church makes and keeps adequate records of its current progress.

Help all members appreciate their church through understanding the past.

Develop and recommend to the church any policies and procedures regarding its historical materials.

Work toward having a special designated area to display historical material and records.

## HOSPITALITY COMMITTEE

The meetings currently are about every 2 months, but will meet any time the chairman, the Church Host/Hostess, deems necessary.

Prepare for all events that involve a church-wide fellowship.

See that all decoration, equipment, materials, and food are adequate for the event.

Work with the flower committee in purchasing flowers, if needed.

Help coordinate any program other than church related activity. (ex. Weddings, funerals, showers) A member of the committee shall supervise any function that uses the fellowship hall or kitchen for other than church related activities.

Make recommendations to the Budget and Finance Committee in preparing an annual budget for the kitchen supplies.

Take inventory of supplies on hand and keep a record of supplies ordered so an annual budget can be done.

## CHURCH HOSTESS (HOST)

The church hostess is responsible for overseeing the Hospitality committee and the Bereavement committee.

Order supplies for the kitchen and pantry and give to secretary to place the orders for the paper goods. Sometimes it is necessary for the hostess to purchase from Sam's or local grocery stores.

Assess needs for new equipment and utensils. See that repairs on equipment are done when needed.

Check to see if refrigerators and freezers need cleaning, and overseeing the cleaning process.

Plan menus as needed. Schedule meat preparation when needed.

Inspect kitchen area frequently to insure it is kept neat.

Launder, or delegate to others, kitchen towels as needed.

## FUNDRAISERS

When it is needful to raise funds for trips (children/youth) or other causes to benefit those in the church, the fundraising event should be confined to the church family. If the recipient is in the community (ex. Relay for Life or similar) the fundraising event should be conducted off the church premises unless approved by the church at a regular business meeting. No selling of goods may take place in the sanctuary or in any way interfere with worship or Sunday School.

## INSURANCE COMMITTEE

The purpose of this committee is to provide adequate insurance coverage of the buildings, furnishings, equipment, and vehicles. Assessment should be made annually of all facilities to determine value of property.

Review insurance coverage and make recommendations for changes in coverage, annually and as often as needed.

Recommend to Budget and Finance Committee, annually, a proposed budget amount to adequately cover insurance premiums during the year.

File damage claims with insurance carriers, as needed.

## LIBRARY COMMITTEE

The purpose is to promote the use of books and aids available in the church library that will be beneficial to membership.

Formulate and update policy for administering the church library for approval by church membership.

Develop and promote use of media for teaching aids, program support, and spiritual outreach of church.

Develop and maintain an inventory and catalog of all media and equipment.

Staff the library to be accessible to church members when deemed necessary, after church meetings, and during the week.

Maintain and procure repairs of media and equipment.

Conduct workshops on proper care and operation of media equipment.

Anticipate needs for additional media and supplies and submit proposed annual budget to Budget and Finance Committee.

File materials for History Committee and maintain history scrapbook.

Make reports to church of library activities.

## LLL--SENIOR ADULT MINISTRY

The director shall:

Plan the programs, secure speakers, plan for any trips that the group decides to take.

See that the Pastor's Retirement Fund is sent in

Assure that the plans to feed the Nursing Home Thanksgiving dinner is on target.

Coordinate the trips to go out to lunch as a group and secure a driver

Lead the group to pray for the church and the shut-ins

## LONG RANGE PLANNING COMMITTEE

### Purpose:

To study church and community needs and make long range plans for growth and expansion to meet these needs.

### Duties

Study our church and compare other churches of like size to get a feel for what is needed and how best to meet them.

Study community and determine needs.

Obtain Map of area and determine target audience for our church.

Relate these needs to present and future church programs.

Study Sunday School attendance and determine rate of growth to compare it with the available space to minister to the expected increase.

Develop long range plans to meet these needs involving property, facilities, church staff, missions, and other ministries.

Obtain professional help as needed to analyze needs for space.

Using current work in the areas of Worship, Evangelism, Fellowship, and Administration to determine ways to implement and grow in these specific areas.

Present plans to church for recommendation and adoption or to Deacons or other committees for implementation.

Review progress for previous year and advise staff of planned events in upcoming year.

Update the long-range plan in 5 year intervals (years ending in 0 and 5).

## LORD'S SUPPER COMMITTEE

The Chairman of Deacons and his wife is to prepare the vessels for the observance of the Lord's Supper.

Check supplies of wafers in freezer and purchase more from Lifeway if needed. Obtain credit card from office or with permission charge the purchase to the church.

Check to see if there is ample communion cups and purchase more if needed at Lifeway.

Purchase grape juice from the local grocery as instructed by the office secretary.

Insure that all materials and equipment are in place prior to each observance. The trays are stored under the island in the kitchen.

After the service wash and dry and store all utensils in their place.

Assign duties for the observance to all other deacons. It is helpful to decide how many will be needed according to the time of the observance. Sunday morning service could be double that needed for a Sunday night service. More deacons also as the choir will be in the choir loft during a Sunday morning service.

Recommend purchase of equipment and materials as needed.

## MEMBERSHIP COMMITTEE

Obtain a list of the church members. Locate all who are not current attendees using last known address, contact with relatives, internet search and any means available.

Prepare a profile on each member using the form that follows to update the rolls. This is to better enable the Committee on Committees and the Nominating Committee to fill positions with people who have needed skills for the job.

Establish an inactive list of those who have moved away and an inactive list of those who still live near that needs to be contacted and visited.

Keep roll current as new members are added.

MEMBERSHIP PROFILE

Name \_\_\_\_\_ DOB \_\_\_\_\_ phone H \_\_\_\_\_ cell \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Education \_\_\_\_\_

Occupation \_\_\_\_\_

Additional Skills/training \_\_\_\_\_

Military service \_\_\_\_\_ branch \_\_\_\_\_ skills acquired \_\_\_\_\_

Hobbies \_\_\_\_\_

## MISSIONS COMMITTEE

Plan trips and activities to get as many members involved in hands on missions as possible.

Seek to find the needs of the community that the church can help meet.

Seek out the needy in our own congregation that needs a helping hand occasionally to do things for them that they are not able to provide for themselves.

Make the best possible use of the budgeted amount for local missions. (four per cent of annual church undesignated receipts will be used for funding.)

## NOMINATING COMMITTEE

Assist church leaders to discover and enlist qualified persons to fill church-elected leadership positions.

Obtain a list of current positions filled and who is rotating off the positions currently held. Begin with much prayer. Scrutinize prospective persons to fill the vacating positions.

Select, interview and enlist church program organization leaders and general church officers.

Approve volunteer workers before they are invited to serve in church-elected leadership positions being sensitive to recommendations by organizations directors.

## PERSONNEL COMMITTEE

This committee has the responsibility of overseeing the problems and needs of the church as well as the problems and needs of the personnel who staff the positions the church has hired.

It must research the need for new personnel as well as determining that it needs to change personnel.

It must strike a workable plan to be first in God's will for the church then to administrate fairly between the church and its employees.

It is responsible:

- For hiring and dismissing non-ministerial employees

- For recommending to the church ministerial staff who has been found by a search committee

- For formulating a benefit package for each person hired

- For annual salary reviews for all personnel except the pastor (which is reviewed by the deacons)

- For developing and recommending a schedule of gifts for full-time staff members as they reach 5 year tenure and every 5 years afterward.

Keep church and staff informed on government regulations.

It is of utmost importance for this committee to carefully research with other churches in the area of the approximate size of ours when preparing benefits packages or making adjustments in salaries and insurance decisions. We want to honor God with our funds but we want to honor God as well by being fair to His called persons in service. In formulating insurance adjustments it is helpful to obtain 3 to 5 quotes for the age appropriate individual and averaging them together to reach a workable plan.

Great care should be taken when a person must be dismissed for inappropriate behavior not to disparage his reputation in the process of dismissal but to treat the person honorably in the hope that they may be restored to right fellowship.

## PRAYER MINISTRY

People who sign up to pray for an hour in the prayer room shall:

Check the box for prayer requests and add them to the index boxes in the prayer room.

Pray for the requests and send a card to the person requesting the prayer. Be sure there are sufficient cards for the next person who comes to pray.

Update the index boxes by removing the prayer requests that have been answered.

Get prayer guide from office to put in prayer room.

See that new sheet is put out as needed for people to sign in as they come to pray.

## WEDDING (AND FUNERAL) POLICIES, FORM AND SCHEDULE

A marriage ceremony performed in the church is a service of both worship and consecration. The minister is called upon to perform weddings because church and state thus unite their desire to give binding Christian sanction to marriage. The policies included herein are presented to make the ceremony and its accompanying activities as meaningful and as smooth as possible. These policies have been adopted by First Baptist Church and shall be adhered to by the wedding Party.

### Reservations

The Pastor should be consulted first to establish a date for the wedding, for use of the church facilities, and for the policies to be followed. Once the date has been established, it will be placed on the church calendar, and the facilities to be used by the wedding party will be reserved for those dates. The church office should be notified as early as possible in case of cancellation or to change the date.

### Decorations

Recognizing the architectural and natural décor of the sanctuary, it is believed that extensive supplementary decorations are not necessary. Consultation with the florist of one's own choosing will determine what decorations are suitable. All decorations should be kept in good taste. The florist will be responsible for any damage to church furnishings resulting from neglect to protect them. No candle stands may be attached to pews. Candles should be dripless or mechanical, and should have adequate drip cloths to protect furniture and carpet. Birdseed instead of rice should be used and may not be thrown anywhere in the building, only outdoors. Fresh flowers are not to be dropped in the aisles or on the carpet. The pulpit is to be moved by staff only.

Flowers and other paraphernalia used in weddings must be picked up within the hours following the wedding by florist or family. If you desire to leave flowers for a worship service, please notify your florist and the church office **prior** to the wedding. All flower containers must be picked up and returned to owner.

### Specific requests

NO ONE IS TO STAND ON PEWS to take pictures or for any other purpose.

NO SMOKING in any part of the facility. Please share this with the caterers, florist personnel, photographers, and others who will be helping to set up and clean up after the wedding.

NO ALCOHOL OR DRUGS are permitted in any of the church buildings.

NO FOOD OR DRINKS PERMITTED IN SANCTUARY AT ANY TIME! No food or drinks in the Sunday school rooms --only in designated areas.

KITCHENWARE that belongs to the church must remain on premises and may not be lent out.

CHILDREN MUST BE SUPERVISED while parents are working to prepare for functions as they are too young to know what might be damaging to the facility.

DAMAGES to the facilities will be repaired or replaced by the user. (if wedding it will be the Brides family that will be accountable)

### Opening and closing the building

Arrangements must be made through the church office to have building opened and closed for ceremony, rehearsal, clean-up etc.

The thermostats will be preset to come on and go off and may not be changed.

See that anything that was moved in the various rooms is replaced the way you found it. Do not leave behind anything that does not belong to the church (coat hangers, trash, belongings, etc.)

### Music

The Bride is asked to use discretion in selection of appropriate music. All music used in weddings must be approved by the Minister of Music or Pastor prior to building use. The music approval form must be signed and returned to church office before the wedding.

All musicians and instrumentalists shall be paid and done so in a way commensurate with their time and expertise. You will be responsible for getting someone in the church that is knowledgeable about the sound system to operate the system. They should be paid for their time taking into account the time spent during rehearsal as well. Check with the church office to schedule the sound and lighting technician.

### Fees

The church facilities are not for rent but there are costs associated with the use of utilities, janitorial services, sound and light technicians. The fees are not as much for members who have already given tithes and offerings for the cost of building operations as for those who are not members of the church. There is a separate fee schedule and check list to be signed and turned in to the office with fees prior to the wedding.

## FUNERALS

Those using the sanctuary for funerals are asked to limit the flowers brought inside to one casket piece and six easels. The church will provide the clean up after funerals. All conduct policies listed above apply.

Form WFP Revised 10-31-10

( see additional forms; KCL, WR, and WFM OR WFNM)

KITCHEN CLEAN-UP CHECK LIST

Tables

Fold and return all tables to proper storage area.

Food

Remove all food that is left over from premises (unless arrangements have been made in advance for other disposal). Make sure no food is left in sinks.

Trash

Trash is to be put in garbage bags and placed in the dumpster out back of kitchen.

Dishes, Silverware, Pots, n' pans

Rinse all plates, cups and glasses, run them through the dishwasher, dry and put them in their proper place.

DO NOT LEAVE POTS, PANS, AND DISHES STACKED UP ON SINK.

Equipment

STOVE. Make sure all eyes are turned off, oven is off, and vent hood is off.

REFRIGERATOR/FREEZER. Make sure the doors are closed securely.

DISHWASHER. Make sure the dishwasher is turned off.

COFFEE POT. Wash, dry, and put away the coffee pot.

Miscellaneous

Check for wet or slippery areas and clean them.

Check to see if there is any water left on anywhere.

Check restrooms to be sure lights are out and no water left running.

Check to see if all lights are off.

When in doubt about what to do call someone on designated list and ask. For this event please call

\_\_\_\_\_ or \_\_\_\_\_

Signed \_\_\_\_\_

Return this form to the church office or slip it under the office door as you leave.

WEDDING RESERVATION FORM

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal dinner location \_\_\_\_\_

Minister performing ceremony \_\_\_\_\_

Bride elect \_\_\_\_\_ Groom elect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_ Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Church membership \_\_\_\_\_ Church membership \_\_\_\_\_

Mailing address after marriage \_\_\_\_\_

\_\_\_\_\_

Director of Wedding \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_

Vocalist \_\_\_\_\_ Others \_\_\_\_\_

Florist \_\_\_\_\_ phone \_\_\_\_\_

Caterer \_\_\_\_\_ phone \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Person responsible to open and close church for rehearsal and wedding and advice on church policies--

Name \_\_\_\_\_ phone \_\_\_\_\_

Or \_\_\_\_\_ phone \_\_\_\_\_

WEDDING FEE SCHEDULE

Members and their children

Bride elect \_\_\_\_\_ Groom elect \_\_\_\_\_

Date of wedding \_\_\_\_\_

	Yes	No	Fee
Church facilities	_____	_____	___ \$150. ___
Sound system by special arrangement	_____	_____	___ \$150 ___
Musician (s)	_____	_____	___ \$150 ___
Pulpit removal	_____	_____	___ \$10 ___
Janitorial Fees			___ \$150 ___
Tablecloths			
How many? _____ x \$15. = _____			_____
		Total amt due	_____

Complete this form and return it along with any fees due above to the Secretary of First Baptist Church at least two weeks prior to your wedding.

WEDDING FEE SCHEDULE

Non-members

Bride elect \_\_\_\_\_ Groom elect \_\_\_\_\_

Date of wedding \_\_\_\_\_

	Yes	No	Fee
Sanctuary	_____	_____	___ \$750 ___
Sound system by special arrangement	_____	_____	___ \$150 ___
Pulpit removal	_____	_____	___ \$10 ___
Janitorial Fees	_____	_____	___ \$150 ___
Fellowship Hall	_____	_____	___ \$500 ___
Family Life Center	_____	_____	___ \$750 ___
Tablecloths			
How many _____ x \$15/ cloth= _____			_____
		Total amt due.	_____

Complete and return this form along with fees due to the secretary of First Baptist Church.  
 Your wedding date is not set on calendar until all fees are paid at least 1 month in advance of wedding date.

FBC Baldwin does not assume any liability for injuries incurred on the premises. Each person is liable for their own personal injuries.

I have read, understand, and agree to the church reservation and conduct policy.

Signed \_\_\_\_\_