CONSTITUTION AND BY-LAWS

OF

FIRST BAPTIST CHURCH

BALDWYN, MISSISSIPPI

REVISED 2010

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CONSTITUTION
OF
FIRST BAPTIST CHURCH
BALDWYN, MISSISSIPPI
REVISED 2010

PREAMBLE

Believing that a church consists of a group of baptized believers in the Lord Jesus Christ, banded together for worship, service, and fellowship, we declare and establish this Constitution. This Constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches. We also establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner.

ARTICLE I: NAME

The name of the church is "The First Baptist Church of Baldwyn, Mississippi."

ARTICLE II: STATEMENT OF FAITH

We believe that the Holy Bible is the inspired Word of God and as such is the basis for our statement of faith. We believe that the Bible contains a perfect treasury of heavenly instructions; that it has God for its author; salvation for its end; and truth, without any mixture of error, for its matter. We believe that the Bible reveals the principles by which God will judge us and therefore is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds and religious opinions shall be tried. The First Baptist Church of Baldwyn, Mississippi subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation with lost mankind. We observe the church ordinances of Baptism and the Lord's Supper. The church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of Southern Baptist churches as indicated in the Articles of Faith herein.

ARTICLE III: PURPOSE

The purpose of FBC Baldwyn is to magnify God's Name by bringing people to Jesus and membership into his family of believers, build them up to Christ-like maturity, equip them for ministry in the church, and send them out on a life mission in the world.

The objectives and purposes of the church include:

> To worship God in Christ regularly with fellow Christians as a means of strengthening our faith in Him and our service to Him.
>
> To proclaim the Gospel of Jesus Christ by the power of the Holy Spirit through preaching God's Word, witnessing to lost people around us, and participating in the support of missions at home and abroad.
>
> To nurture and prepare persons for the acceptance of Christ and to develop, through education, believers who are growing in grace and knowledge toward full maturity in Christ.

To minister to human needs, seeking to elevate the spiritual, mental, and physical well being of all persons through practical acts, which glorify God and reflect the Spirit of Christ.

SLOGAN

A great commitment to the great commandment in Matthew 22:37-39 and to the great commission in Matthew 28:19-20 will grow a glorious church.

MISSION STATEMENT

To glorify God by leading people to know Christ through spiritual birth and spiritual growth.

VISION STATEMENT

To become a compassionate, multigenerational, mentoring congregation, actively seeking the unchurched, and expectantly offering each member a place of ministry.

ARTICLE IV: DOCTRINE

We believe that the Bible is the inspired Word of God and is God's method of instruction to mankind.

We believe in Jehovah God revealed to us as the Father, Son, and Holy Spirit.

We believe that God created the universe and man.

We believe in the omnipotence of God and that He made all things and the directions and trends of mankind are under His control.

We believe in salvation by grace through the death, burial and resurrection of Jesus and its substitutionary effectiveness.

We believe that salvation is obtained through repentance and faith and is the gift of God through grace and that sanctification comes only through the gifts of God.

We believe in baptism by immersion and that, it is a symbol of our faith in the crucified, buried and risen Savior and that it is a prerequisite to the privilege of the Lord's Supper.

We believe that the Lord's Supper is also a symbol of the broken body and shed blood of Jesus Christ and that it is not the actual taking in physically of the body or blood of Christ.

We believe that the Lord's Day is the first day of the week and should be observed in Christian attendance of the meetings of the church in Christian endeavor.

We believe in the resurrection of the dead in spirit and at the last day in body and that the bodies of the saved will conform to the spiritual body of Jesus.

We believe the saved shall dwell in a literal heaven and unsaved shall go to a literal hell.

We believe in the second coming of Christ at a time known only to God.

We believe that the chief functions of the church are worship, fellowship, evangelism, education, and ministry.

We believe in Christian stewardship of time, talent and money; we, as members, should give cheerfully, regularly, systematically and tithe our income to the church.

We believe that the Kingdom of God as shown in love should reign in the heart and life of each individual and in our relationship with each other.

ARTICLE V: CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly, and joyfully enter into covenant with one another, as one body in Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, to use our influence to combat the abuse of drugs and the spread of pornography, homosexuality, promiscuity, and abortion, and to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy and speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it immediately.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE VI: POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Church Membership in the By-Laws.)

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperates with and supports the Lee County Baptist Association, the Mississippi Baptist Convention, and the Southern Baptist Convention.

ARTICLE VII

REFERRING MATTERS OF CONCERN

When members of the church have matters that concern them, they should go to the pastor or one of the deacons and express their concern.
The pastor or deacon will assist them by giving advice as to how this matter can be resolved.
The pastor or deacon will direct the member to the proper committee or entity within the church that is responsible for the area that concerns the member.
The member should talk with the chairman of the committee in charge of this area about the matter that concerns

them.
If no resolution can be reached concerning the matter, the chairman of the committee will arrange for a full committee meeting with that person present.
When the church member and the chairperson meet and when a church member and the committee meet, the pastor and a deacon are to be present for said meeting.
If the matter is still not resolved, the church member shall meet with the body of deacons and the pastor to discuss the matter. The deacon body shall be the final resolution of the matter.

ARTICLE VIII

ACCEPTANCE OF DESIGNATED GIFTS

The acceptance and expenditure of all designated gifts is reliant upon the church's approval for that general area of work within the church. The active deacon body of the church will make this decision.
NO gifts will be received that are or could become a liability to the church.
All donors must provide legal documentation on value of items donated to the church.

BY-LAWS

CHURCH MEMBERS

GENERAL

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Any person may offer himself as a candidate for membership in this church. All such candidates for membership shall be presented to the church at any regular church service in any of the following ways:

Such persons as present themselves on public confession of Jesus Christ as Savior and Lord, who having been examined by the church as set out in the following paragraphs and who have been accepted by vote of the church after such examination and have been baptized shall be accepted. Before any such applicant by confession shall be baptized, the pastor or the moderator in his absence shall thoroughly examine such applicant as to his confession of faith and make recommendation as to his acceptance.

Such members as present themselves by letter from another Baptist church of like faith and order, certifying them as members in good standing of such church, after having been accepted by vote of this church shall be accepted.

Members may be admitted on statement of Christian experience and assurance of previous baptism by immersion or by restoration upon satisfactory explanation of former church membership where the records have been lost or destroyed. All members admitted in this manner must be from a church of like faith.

Such persons who present themselves for membership from another denomination shall be counseled by the pastor to examine their faith and belief. If they profess like faith and order with our church, then they will be accepted as members after being baptized into the fellowship of our church.

Should there be any dissent concerning any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those members present and voting shall be required to elect such candidates for membership.

Members will have their name placed upon an inactive list if said member:

- Moves away and does not move their membership to another church
- Does not maintain contact with the church
- Does not contact the church by letter or contribution within a five (5) year period.

RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business sessions, provided the member is present or provision has been made for absentee balloting.

Every member of the church who meets the qualifications for the office is eligible for consideration by the membership as candidates for elective offices in the church except where special restrictions apply.

Every member of the church may participate in the ordinances of the church as administered by the church.

TERMINATION OF MEMBERSHIP

Members may be terminated in the following ways:

Death of a member

Transfer to another Baptist church

Exclusion by action of this church

Erasure upon personal request or proof of membership in a church of another denomination

DISCIPLINE

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the Church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

NEW MEMBER ORIENTATION

New members of this church are expected to participate in the new member orientation program of the church (when orientation is available).

CHURCH OFFICERS, COUNCILS, AND COMMITTEES

All who serve as officers of the church, the ministerial staff, those who serve as officers, teachers, and workers of organizations, and those on Church Councils and Committees shall be members of this church.

CHURCH OFFICERS

The officers of this church shall be the pastor, the church staff, the deacons, a clerk, a treasurer, and trustees.

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 preacher 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.

STAFF MEMBERS

Ministerial Staff

The Pastor and Personnel Committee determine the needs for such offices. A job description shall be written when the needs for the staff member are determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a Search Committee elected by the church. Selecting and calling ministerial staff members will be done similarly to calling a pastor.

At the time of resignation, at least two week's notice shall be given to the church.

The church may vote to vacate such positions upon recommendation of the Personnel Committee and the Deacons. They shall be given not less than one-twelfth of their annual compensation.

Non-Ministerial Staff Members

The Pastor shall have the authority to employ the services of non-ministerial staff members. Such employment shall be with the approval of the Personnel Committee and with the approval of financial resources by the Budget and Finance Committee.

The Pastor shall have the authority to terminate non-ministerial employees with approval of the Personnel Committee only after due process according to personnel policies.

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. (I 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. (I 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, <u>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</u>

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. (I 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. (I 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. (I 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.

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, dismission, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismission 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.

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.

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 COUNCILS AND COMMITTEES

Councils and Committees will perform the specialized work of the church. Councils, with representatives from applicable organizations, shall plan and coordinate the program for the church, music ministry, and age groups. Committees shall perform specialized work as assigned. Generally, a three-year rotation system will be used in staffing Committees, with one-third of the members to be elected each year. The nomination to membership and to the offices of Chairman and Vice-Chairman will be done by the Committee on Committees for election by the church, unless otherwise specified.

Each council and Committee will annually elect a secretary who shall take minutes of each meeting and prepare reports as required. Church secretaries shall maintain files of minutes and reports.

Appendix 1. to the By-Laws follows which sets out the listing, membership, duties and stipulated meetings of each Council and Committee. Councils and Committees may be formed and dissolved by church action on recommendation of the Committee on Committees.

CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action and support; music education, training and performance. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriated advancement of these programs.

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.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director elected by the church.

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.

The Women's missionary union shall have such officers and organizations, as the program requires.

MEN'S MINISTRY

The Men's Ministry 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.

The Men's Ministry shall have such officers and organization as the program requires.

MUSIC

The church music organization, under the direction of the Minister of Music, shall be the music education, training, and performance organization of the church. Its task shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; provide and interpret information and insure that all music is in accord with our faith.

CHURCH ORDINANCES

BAPTISM

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

Baptism shall be by immersion in water.

The Pastor, or any ordained man the church shall authorize, shall administer baptism. The Baptism Committee shall assist in the preparation for, and the observance of, baptism.

Baptism shall be administered as an act of worship during any worship service of the church.

The Pastor and/or staff or deacons shall counsel a person who professes Christ and is not baptized after a reasonable length of time. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

THE LORD'S SUPPER

The church shall observe the Lord's Supper at least quarterly. The Pastor and Deacons shall administer the Lord's Supper, the chairman of Deacons and his wife being responsible for the physical preparations and the storage of the equipment used.

Fellow believers of like faith who are not members of this church are welcome to participate in the Lord's Supper observance.

CHURCH FINANCES

BUDGET

The Budget and Finance Committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Offering envelopes will be provided for members' use.

ACCOUNTING PROCEDURES

All funds received shall pass through the hands of the church Treasurer, or Financial Secretary, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds, Treasurer, Financial secretary and couriers to the bank shall be bonded, the church paying the bond.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.

FISCAL YEAR

The fiscal year shall run concurrently with the church year, which begins on October 1 and ends on September 30.

CHURCH OPERATIONS MANUAL

The Constitution and Operations Manual Committee of the church shall develop a Church Operations Manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use there by any member of the church. The church secretaries shall maintain the manual. The Constitution and Operations Manual Committee shall review the manual every 5 years (ending with 0 or 5) with authority to recommend changes for the church to consider. Any church member or church organization

may initiate suggested changes in the manual.

Addition, revision, or deletion of church policies requires the recommendation of the church officer or organization to whose area of assignment the policy relates and approval by the church.

CHURCH MEETINGS

WORSHIP SERVICES

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all the church members and for all others who may choose to attend.

SPECIAL SERVICES

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar by the church staff or appropriate church members.

REGULAR BUSINESS MEETINGS

The church shall hold regular business meetings monthly.

SPECIAL BUSINESS MEETINGS

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place, and it must be given in such a manner that all resident members have opportunity to know of the meeting.

QUORUM

The quorum consists of those members who attend the business meeting, provided it is a stated meeting and properly called.
Any meeting called for the incurring of a debt or the purchasing or sale of property must have the business meeting scheduled on a Sunday morning. In addition, said meeting must be announced a minimum of one week in advance.

PROCEDURE

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

AMENDMENTS

Changes in the Constitution and By-Laws may be made at any regular business meeting of the church provided each amendment has been presented in writing at a previous business meeting and copies of the proposed amendment has been furnished to each member present at the earlier meeting.
Amendments to the constitution shall be by two-thirds vote of church members present.
Amendments to By-Laws shall have a concurrence of a majority of the members present and voting.

APPENDIX I. TO BY-LAWS: CHURCH COUNCILS AND COMMITTEES

COMMITTEES

BAPTISM COMMITTEE

Membership:

This committee will have the following membership: minimum of two couples nominated by the Committee on Committees elected annually and may succeed themselves.

Purpose:

To assist the Pastor in preparing for and administrating the ordinance of Baptism.

Duties:

Assure that all necessary baptismal equipment and facilities (including pool) are available and in order before each baptismal service.

Meet candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.

Assist Pastor in designating the proper order when there are a number of people to be baptized.

Assist the candidates to enter and exit the baptistry and to their dressing rooms. Seek to give each candidate as much privacy as possible.

Remain until all candidates are dressed and ready to leave.

Meetings:

As deemed necessary by Chairman.

BEREAVEMENT COMMITTEE

Membership:

The Bereavement Committee shall consist of a minimum of seven members elected to serve a three-year term and may succeed themselves. The Church Hostess shall be an ex-officio member.

Duties:

The Committee shall be responsible for contacting the family of a deceased church member to ascertain whether the family desires that a meal for the family be provided in the First Baptist Church Fellowship Hall, with the committee being responsible for the arrangements, or if committee involvement is desired.

In the event the meal is to be provided at First Baptist Church, the committee shall be

responsible for receiving, registering, and serving the food. The Church Hostess shall be responsible for Fellowship Hall arrangements and kitchen activities. The schedule for the meal shall be coordinated with the Fellowship Hall calendar to avoid any conflicts.

BUILDING AND GROUNDS COMMITTEE

Membership:

Six members shall be elected to serve a three-year term with two members rotating off annually.

Purpose:

To lead the church in the care of all property; study and recommend the use of space and furnishings as it relates to church programs and activities. Study the needs and recommend acquiring property and creating space; and administer work assigned to it.

Duties:

Inspect all church properties periodically and maintain inventory of all equipment and furnishings.

Prepare budget recommendations for Budget and Finance Committee and administer budget regarding maintenance of all property.

Conduct annual evaluation with program leaders of space allocations to determine areas needing adjustment and enlargement.

Lead the church in arranging, equipping, and administering adequate worship space.

Lead the church in determining needs, acquiring property, and arranging, equipping, and administering parking space.

Lead the church in selecting and maintaining proper and adequate furnishings for church programs.

Recommend rearranging and maximum use of education and activity space to provide continued growth.

Recommend to Personnel Committee employment, training, and supervision needs of maintenance personnel.

Promote and practice the conservation of energy and water that are used in operation of church facilities.

Develop and recommend policies and procedure about maintenance and use of buildings and properties.

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.

Meetings:

This committee should meet monthly and as often as necessary to make proper inspections and evaluations of property and buildings.

BUDGET AND FINANCE COMMITTEE

Membership:

Six members to serve a three year term with two members rotating off annually. The Chairman of Deacons shall serve as chairman of the committee. The chairman shall make a total of seven members and the Church Treasurer shall be an ex-officio member.

Purpose:

To exercise budgetary control of church finances as directed by the church.

Duties:

Prepare annual church budget after consulting with each church committee responsible for program as directed by the church. (Note: A form should be furnished to each committee and organization so that necessary financial needs can be presented.) The Budget and Finance committee shall have final approval of all budgetary matters of the church, except by church wide vote.

Lead in development and subscription of the church budget in cooperation with the pastor and other church leaders.

Plan and promote a stewardship education program.

Review and evaluate all church expenditures.

Make monthly financial report to the church.

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

Meetings:

This committee should meet monthly and as often as necessary to complete proposed budget for ensuing year. The new budget should be presented for church discussion and adoption before October 1.

BUS/VAN COMMITTEE

Membership:

Three members and the Pastor and Minister of Youth as ex-officio members. Each member elected to serve a three-year term, with one member rotating of annually. The members may succeed themselves.

Purpose:

To assure proper use and maintenance of bus, van, and garage.

These vehicles are to be used by a properly licensed church member of FBC who is approved by the insurance company for the purpose of church activities, business, and trips. (ex. No individuals, groups, organizations, or schools may borrow these vehicles because of insurance reasons.)

Duties:

Determine policy for use of bus/vans, and garage, and to assure that policy is being followed.

Recommend annually a list of qualified bus/van drivers.

Recommend to Insurance Committee, at least annually, adequate insurance coverage.

Attend to repairs, maintenance, annual inspection, and purchase of license plates, as required for church bus/vans and garage.
Anticipate need for replacement of new vehicles and recommend needs to the Building and Grounds Committee.

Meetings:
Meet quarterly and as deemed necessary.

CHRISTIAN LIFE CENTER COMMITTEE

Membership:
Three members to serve 3-year terms with one rotating off annually plus the Minister of Youth.
Chairman to be selected by Committee on Committees.
Goal:
To assure Christ is honored through the use of the facility.
Duties:
Supervise the use of the facility.

Assure the facility is being properly maintained.

Meetings:
As deemed necessary by the chariman.

COMMITTEE ON COMMITTEES

Membership:
Six members elected to serve a three-year term with two members rotating off annually.
Committee members to be recommended by the nominating committee.

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.

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

Nominate special committees as assigned by the church.

Request council and committee reports to be given to 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.

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.

Meetings:
Meet quarterly and as deemed necessary by chairman.

CONSTITUTION AND OPERATIONS MANUAL COMMITTEE

Membership:
Six members each elected to serve a one-year term every 5 years ending with 0 and 5.

Purpose:
To make recommendations to the church in an effort to make the Constitution and By-laws and Operations Manual of First Baptist Church compatible with God's purpose for the church and attuned to the needs of the congregation.

Duties:
Develop plans and organize as needed for a complete update of the Constitution and By-laws at five-year intervals (years ending 0 and 5) to meet current and future needs.

Prepare and update, as needed a church Operations Manual to include Constitution and By-laws, church policies and procedures, staff job descriptions and organization charts depicting lines of responsibility in the administration of the church.

FLOWER COMMITTEE

Membership:
Minimum of three members each elected to serve a three-year term. They may succeed themselves.

Purpose:
Provide flowers and decorations for Sunday services and special occasions.

Duties:
Order and display flowers for Sunday services and revivals.

Inform church office when memorial flowers are to be placed in sanctuary in time to be listed in the order of service.

Order flowers for funerals.

Work with Hospitality Committee in providing flowers and decorations for church wide receptions, banquets, etc.

Coordinate proper disposal of all flowers through church office.

Meetings:
As deemed necessary by chairman.

HISTORY COMMITTEE

Membership:

Minimum of three members elected to serve a three-year term with one member rotating off annually. The members may succeed themselves.

Purpose:

To gather and preserve historical records of the church's life and work.

Duties:

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 the members appreciate their church through understanding the past.

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

Meetings:

As deemed necessary by chairman.

HOSPITALITY COMMITTEE

Membership:

The hospitality committee shall consist of minimum of eight members serving a 3 year term with rotation annually. They may succeed themselves. The chairman of the committee shall serve as Church Host/Hostess.

Purpose:

To assist the church in preparing for special events that involve a church wide fellowship program.

Duties:

Make plans and offer suggestions to the church that are necessary in having a successful social activity.

See that all decoration, equipment, materials, and food are adequate for church related events.

Work with the Flower Committee in purchasing flowers, if needed, for social activities.

Help coordinate any program other than church related activity. (ex. Wedding reception, etc.)

This committee shall coordinate all church wide fellowships. A member of the committee shall supervise any function that uses the kitchen or Fellowship Hall for other than church related activities.

Make recommendations to Budget and Finance Committee in preparing an annual budget.

Meetings:

As often as necessary for planning purposes.

INSURANCE COMMITTEE

Membership:

Minimum of three members to be elected annually and may succeed themselves.

Purpose:

Assure adequate insurance coverage of church buildings, furnishings, equipment, and vehicles.

Duties:

Review insurance coverage and make recommendation for changes in coverage, as needed.

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

File damage claims with insurance carriers, as needed.

Meetings

As deemed necessary by chairman.

LIBRARY COMMITTEE

Membership:

Minimum of three members to be selected annually by the Nominating Committee. Members may serve an indefinite term. Librarian and Associate Librarian shall be selected annually by the Nominating Committee.

Purpose:

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

Duties:

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 quarterly reports to church of library activities.

Meetings:

Planning meetings as deemed necessary by chairman.

LONG RANGE PLANNING COMMITTEE

Membership:

Six members each serving a term of 3 years with 2 rotating off each year.

Purpose:

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

Duties:

Study church and community needs.

Relate these needs to present and future church programs.

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

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 five-year intervals (years ending in 0 and 5).

Meetings:

As deemed necessary by chairman.

LORD'S SUPPER COMMITTEE

Membership:

Chairman of Deacons and wife with Vice Chairman and Secretary of Deacons to assist as necessary.

Purpose:

To assist the Pastor in the planning and observance of the Lord's Supper.

Duties:

Schedule meeting with pastor to plan each Lord's Supper observance.

Evaluate past observances.

Assure that all necessary equipment and materials are in place prior to each observance.

Assign duties to other deacons in carrying out the Lord's Supper.

Arrange for Lord's Supper equipment to be gathered, cleaned and stored after each event.

Recommend purchase of equipment and materials as needed.

Meetings:

Before and after each Lord's Supper observance and as deemed necessary by chairman.

MEMBERSHIP COMMITTEE

Membership:

Six members to serve a two-year term with three members rotating off annually. The first committee shall have three members who will serve a one-year term to start the rotation.

Purpose:

Use all available technologies to locate and maintain current contact information on all members.

Duties:

Locate all members on roll

Maintain records on all members

Establish an inactive list

Keep roll current as new members are added

Establish an updated profile on all members

Meetings:

As deemed necessary by chairman

MISSIONS COMMITTEE

Membership

The Missions committee shall consist of five members, with the Pastor and Minister of Youth serving as ex-officio members. The Men's Ministry Director, Women on Mission President, Chairman of Deacons, and 2 at-large members selected annually will be the committee.

Purpose:

To get as many members involved in hands-on missions as possible.

Duties:

Using Acts 1:8 as a model, the missions committee will seek balance in developing and leading a missions program for the church.

Plan and recruit for yearly mission trips for appropriate age groups and families.

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. This amount will not be a zero balance at the end of the church year, but balances will carry over from year to year.

Give reports to the church of mission work scheduled and carried out.

Meetings:

Monthly, or as deemed necessary.

NOMINATING COMMITTEE

Membership:

Six members each elected to serve a one-year term. The Committee on Committees is to recommend three members who will secure the three organization directors. They will be presented and voted on the first Sunday in June and will then serve as members of the committee.

Purpose:

To lead the church in filling church-elected leadership positions in the Sunday School, Men's Ministry, Women on Mission and the church officers.

Duties:

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 organization directors.

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

Meetings:

As deemed necessary by chairman.

PERSONNEL COMMITTEE

Membership:

Six members, the Pastor, Chairman of Deacons, past Chairman of Deacons, (to serve as chairman), and three members elected to serve a three-year term with one rotating off annually. The Pastor shall excuse himself from discussion and vote of a personal matter.

Purpose:

To assist the church in matters related to employee personnel administration.

Duties:

Survey the need for additional church staff positions.

Prepare and update, as necessary, job descriptions for all employed personnel.

Approve new personnel, other than ministerial staff as recommended by the Pastor.

Develop and recommend a salary schedule for all new personnel.

Develop and recommend annual salary revues for all personnel except the Pastor (which will be recommended by the deacon officers, with approval of Deacon body and submitted to Budget and Finance committee).

Develop and recommend a schedule of gifts for full-time staff members as they reach 5 year tenure and every 5 years thereafter.

Develop and recommend church policies and procedures for employed personnel administration.

Keep staff and church informed on government regulations.

Meetings:

As deemed necessary by Chairman.

COUNCILS

CHILDREN'S COUNCIL

Membership:

Eight members, consisting of the Directors of Children's Sunday School; AWANA; Minister of Youth Activities; two parents, a male and a female from different families; the graded choir director and an active deacon, each elected for a two-year term.

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.

Meetings:

As deemed necessary by chairman.

PRESCHOOL COUNCIL

Membership:

Six members, Preschool Coordinator, a Deacon appointed by the Chairman of Deacons, three parents of preschool children (not in same family) to be elected annually, and the Sunday School Director.

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.

Meetings:

As deemed necessary by Chairman.

YOUTH COUNCIL

Membership:

One male and one female from the youth department; one deacon; one member from the Budget and Finance Committee; three adult church members, from different families selected annually; chairman to be chosen by the Committee on Committees; Youth Minister to serve ex-officio.

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 person who is being helped in this way. 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 1st 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. (Motels, 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 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.

Meetings:

Monthly and other times as deemed necessary.

APPENDIX II TO THE BYLAWS: CHURCH POLICIES AND FORMS

CHRISTIAN LIFE CENTER POLICIES AND RESERVATION FORM

Purpose:

To under gird and complement the total ministries of the church.

Goals:

To seek to lead the lost to Christ.

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.

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 substances
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. No audio-visual equipment (radio, tape players, CD's, jam box) 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.-Thursday, and 8:00-12:00 on Fri.
Recreation hours will be posted and printed periodically

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 a.m. Mon-Fri.

Keys must be checked out through church office.

Game Room:

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 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 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 love, service and ministry in the CLC, a short devotional should be held for every scheduled activity

To observe 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.

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)_____(w)_____

Date of activity_____ Time including set-up and clean-up_____

Activity_____

	Check one	FEE
Rooms reserved:		
	CLC_____	$150_____
	Game Room_____	$50_____
	Fellowship Hall_____ _____	$100_____
	Kitchen_____	$100_____

Equipment needed:

Tables round#_____

Long#_____

Chairs#_____

Tablecloths #_____x$15_____=__$_____
Note: $15.00 charge for cleaning each tablecloth.

Lights/sound_____$150_____
special arrangements must be make 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

.

This form must be returned before activity is placed on calendar.

Person requesting facility _____phone (h)_____(w)_____

Date of activity_____ Time including set-up and clean-up_____

Activity_____

	Check one	FEE
Rooms reserved:		
	CLC_____	$750_____
	Game Room_____	$50_____
	Fellowship Hall_____ _____	$700_____
	Kitchen_____	$100_____

Equipment needed:

Tables round#_____

Long#_____

Chairs#_____

Tablecloths #_____x$15_____=__$_____
Note: $15.00 charge for cleaning each tablecloth.

Lights/sound_____$150_____
special arrangements must be make 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 # (w) _____ (h)_____

Date needed _____ Time_____

Item to be borrowed _____# needed_____

Additional Items _____#needed_____
(If tablecloths are borrowed there is a $15/per cloth charge for cleaning)

Amount Due_____

Signed_____
(borrower)

****

These items were returned to church- Date_____ Time_____

Items_____# returned_____

Additional_____#_____

Are any repairs needed? Yes_____- no_____-

Received by_____
(church representative

CHURCH VEHICLE POLICY AND FORM

Only organizations or groups representing the First Baptist Church and their guests shall use the vehicles.

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 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. See Committee Member for further details.)

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 three elected members and the Pastor and Minister of Youth as ex-officio members. They may succeed themselves if desired. 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.

First Baptist Church
Hwy 145 S.
Baldwyn, Ms.38824
662 365 5201

Bus/Van Committee:
John Houston Sr 365 3119
Jerry Melson 365-5631
Dan Dixon 365-2062

TRAVEL REPORT FORM

Complete one for each vehicle each trip.

Driver _____

2nd 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

MUSIC APPROVAL POLICY AND FORM

The entire facility of First Baptist Church is dedicated to the glory of God. Our definite aim and goal is that everything done here should glorify the Name of the Lord. Therefore, all music, including special programs, weddings, etc. must be reviewed and approved by our Minister of Music (or Pastor).

This approval form must be signed by the Minister of Music (or Pastor) and returned to the church office.

****

The Music for the event of _____

has been reviewed and is approved.

Signed _____Date _____
Minister of Music or Pastor

PERSONNEL POLICIES

The Church is the body of Christ, redemptive in nature, directed in purpose to carry out the Great Commission. It is of utmost importance that policies and procedures be implemented for the work of the Church to be effective. All Church employees will be expected to adhere to these guidelines.

Work week:

The normal work week is forty hours 8:00-4:00 Monday through Thursday and until noon on Friday; however the employee working 32 hours or more is considered full- time with full-time benefits. One hour is granted for lunch for all employees.

Sick leave

Sick leave for full-time employees shall be granted upon recommendation of the Pastor and Personnel Committee. Sick leave is to be defined as actual working days. It is to be accrued on the basis of one day per month of employment, maximum of 12 days. Absences for funeral, medical, dental appointments and serious illness of immediate family can be considered sick leave up to a maximum of six days each year. Any days beyond six days will be considered vacation time and recorded on the personnel record as such. Sick leave may not be taken as vacation, will not accumulate, nor will a terminated employee be paid for any accrued sick leave.

Leave for jury duty

When an employee is called for jury duty or to serve as a witness in behalf of the church, time off with pay is granted. The employee may retain the juror's fee. Employees are expected to report for work if the jury duty does not require their full-time service for each day of duty.

Leave without pay using Family Medical Leave Act guidelines:

The Pastor and Personnel Committee may grant leave without pay to regular full-time employees for special circumstances not provided for in the foregoing leave allowances. Purpose for such leave would include extended illness, maternity leave, military service or extended education in one's field of ministry.

Emergency leave

Emergency leave because of death within the immediate family may be granted not to exceed one week. Immediate family includes spouse, child or parent.

Vacation

Vacation for full-time ministerial staff is to be provided as follows:

Two weeks vacation per calendar year (unless decided otherwise at time of call)
One week may be taken after six months
Three weeks vacation after five years at First Baptist Church of Baldwyn or completion of 10 years full-time ministry service in a church field.

Vacation for full-time employees (other than ministerial) is to be provided as follows, based on continuous service:

Two weeks vacation per calendar year
One week may be taken after six (6) months
Three weeks vacation after ten (10) years
Beginning at 20 years, one day per year will be added up to a maximum of four weeks vacation per calendar year.
Days of vacation shall be accrued on a per ratio basis the first year of employment. Thereafter, vacations shall follow the calendar year. There will be no vacation time until after three months of employment. One week may be taken after six months of employment. Vacation time does not accumulate from one year to the next, nor can one use vacation time that will be earned the following year. All vacations are to be scheduled with approval of the Pastor. All employees must take a continuous week of vacation at one time during the year. The church believes that all full-time employees deserve a vacation away from the job, therefore, pay will not be granted in lieu of vacation. Upon termination, any employee will be paid for any fractional vacation accrued from January 1 to the date of termination.

Training Programs

The church staff members are encouraged to increase their job knowledge and skill. Tuition and other expenses for special training courses deemed of benefit to the church may be approved by the Pastor and Personnel Committee.

Recognition for Tenure for full-time staff members will be given gifts every 5 years of service as recommended by the Personnel committee and Budget and Finance Committee.

Annual physical examination

Beginning at age 45 and annually thereafter, ministerial staff members are required to have an annual physical examination at the church's expense.

Conference leave (secretarial staff)

Each full-time secretary will be allowed up to five working days per calendar year as conference days. Conference days may be used for:

- Chaperone spiritual training/enrichment trips for children, youth, or senior adults
- Personal enrichment conference such as Ridgecrest, Gulf Shores, etc.
- Teaching/leading church-related conferences on the association, state, or national level
- State secretarial training conference or the bi-annual national Southern Baptist Secretaries Convention

Employee Appeal Procedure

Harmony and understanding among personnel is essential to maintain an effective organization and a desirable work environment. When differences cannot be resolved the following procedures should be followed. Staff member will have the situation reviewed by the Pastor. If following this discussion a satisfactory solution is not achieved, the staff member may refer the problem in writing to the Personnel Committee. The decision of the Personnel Committee is final.

Health Insurance

First Baptist Church will pay the full-time employee portion of the health insurance.
The employee will be given the option to accept or decline insurance. If it is declined the amount of the insurance premiums adjusted as needed, decided by the Budget and Finance Committee, will be added back to the compensation package.
The employee may purchase insurance for his/her family.

Holidays

The holidays to be observed annually by full-time employees are:
New Year's Day, Good Friday, Memorial Day, Independence Day,
Labor Day, Thanksgiving Day and Friday after, Two days at Christmas, Martin Luther King Day, and President's Day.

Resignation

Employees who provide First Baptist Church with at least two weeks notice (four weeks for ministerial staff) of intent to leave employment will be paid any unused vacation for which they may be eligible after working out their notice. Vacation may not be used in lieu of notice.

Retirement

First Baptist Church will contribute the employer's part of social security and contribute 10% of annual salary for the employee for retirement with the Annuity Board.

Worker's Compensation

First Baptist Church maintains Worker's Compensation Insurance on all employees.
Any accidents must be reported to the Financial Secretary within 24 hours.

Ministerial Compensation

The personnel committee will negotiate with ministerial employees on a case by case basis regarding pay, housing, and other benefits deemed reasonable and customary.

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.

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 Baldwyn 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_____